

2009-2010 Catalog

Beal College is a Junior College accredited
by the Accrediting Council for
Independent Colleges and Schools
to award
certificates, diplomas and associate's degrees.

The Accrediting Council for Independent Colleges and Schools (ACICS) is listed as a nationally-recognized accrediting agency by the United States Department of Education. Its accreditation of degree-granting institutions also is recognized by the Council for Higher Education Accreditation.

ACICS

750 First Street, N.E., Suite 980
Washington, D.C. 20002-4241
Tel: (202) 336-6780

In addition, the Beal College Medical Assisting Associate Degree program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, (727)210-2350.

In the administration of its educational policies, hiring practices and other college-administered programs, Beal College prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, age, marital or parental status or handicap.

Beal College operates its programs and activities so that, when viewed in their entirety, they are readily accessible to handicapped persons. Academic counseling and financial assistance are provided to students with disabilities in a nondiscriminatory manner. Exclusion of handicapped persons from any course or course of study is prohibited as long as the student is able to meet the standards of a course safely and effectively.

Beal College, Inc.

Beal College is an 1120s corporation located and registered in the State of Maine.

The governance and control of Beal College is carried out by the officers of the corporation:

Allen T. Stehle, President

Beal College reserves the right to change any and all statements in this catalog when necessary.

2009 - 2010 ACADEMIC CALENDAR

MOD 1 2009

September 8	Classes Begin
October 12	Columbus Day, No Classes
October 29	MOD 1 Ends

MOD 2 2009

November 2	Classes Begin
November 26 & 27	Thanksgiving Recess, No Classes
December 23	MOD 2 Ends

Winter Break: December 24 - January 1

MOD 3 2010

January 4	Classes Begin
February 15	Presidents' Day, No Classes
February 25	MOD 3 Ends

MOD 4 2010

March 1	Classes Begin
April 19	Patriot's Day, No Classes
April 22	MOD 4 Ends

Graduation Break: April 26 - April 30

MOD 5 2010

May 3	Classes Begin
May 31	Memorial Day, No Classes
June 24	MOD 5 Ends

Summer Break: June 28 - July 2

MOD 6 2010

July 6	Classes Begin
August 26	MOD 6 Ends

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MESSAGE FROM THE PRESIDENT

Welcome to Beal College.

2009 - 2010 promises to be an exciting academic year for us, and I am pleased to know that you have chosen to become a student here. Beal is moving ahead in exciting ways and having the opportunity to be a part of that movement is wonderful. As President, I am honored to be able to work with the fine people at Beal College: staff, faculty, and most importantly, you - the new and continuing students. At Beal, I have the pleasure of being able to work personally with you, to know you by name, and to see clearly what a difference an education makes in your lives.

When Mary Beal established Bangor Business College (later to become Beal College) in 1891, she recognized the need for women and men to be trained using state-of-the-art machinery. Although technology has advanced by leaps and bounds since the turn of the century, students still enjoy the most up-to-date equipment available in their classrooms.

As you work towards your educational and career goals at Beal, you will be one of a continuing tradition of dedicated students who seek to gain the skills needed to excel in today's workforce. It is an objective of the College to ensure that you receive a high-quality education leading to employment in your chosen field. Whether you are studying to be an accountant, a business manager, an office support person, a medical assistant, a daycare provider, a human services professional, or a police officer, you will find the instructors and staff ready and willing to help in whatever way they can.

While you are at Beal, make the best of this fine educational opportunity; ask questions, listen carefully, pay attention, read, read, read, and do the best that you can in everything you do. Your reward will be a career that will last a lifetime and personal satisfaction that can't be measured.

Once again, welcome, and best wishes as you begin your education at Beal College.

Allen T. Stehle
President

BEAL COLLEGE MISSION STATEMENT

To become partners with our students in their journey to improve their career opportunities through the contemporary academic programs offered at Beal College.

Vision

Beal College will become the region's premier career college by focusing on academic programs and associated student support services that are both qualitatively and quantitatively effective.

Institutional Objectives

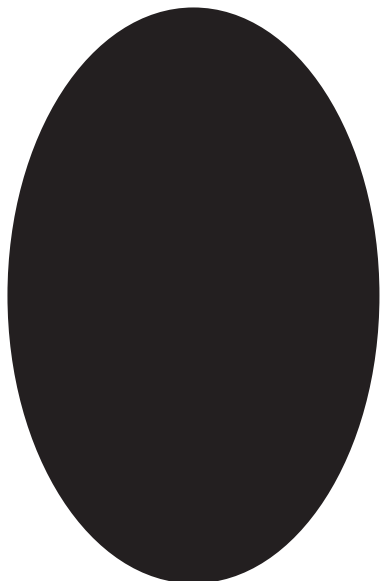
- To offer academic programs that are effective and career focused.
- To offer high quality student support services appropriate to the demonstrated needs of the College's student body.
- To use the resources of our community in the development of program offerings and student support services.
- To be an effective and contributing member of the Central Maine community.
- To practice a set of core values that embraces respect for individuals, the importance of concern for others and equality.
- To use the tools, processes and procedures of Institutional Effectiveness to insure we fulfill our mission for all College stakeholders.

WHY BEAL COLLEGE?

Since its founding in 1891, Beal College has established a solid reputation for training capable men and women for professional careers. Accredited by the Accrediting Council for Independent Colleges and Schools, Beal College offers two-year associate degree programs in Accounting, Administrative Management, Business Management, Conservation Law Enforcement and Law Enforcement Concentrations in Criminal Justice, Early Childhood Education, Executive Assistant, Health Information Technology, Medical Administrative Specialist, Medical Assisting, and Social and Human Services Assisting.

Perhaps the most attractive asset that Beal College has to offer the sincere student is the atmosphere of close cooperation between students, staff and faculty. With a low student-faculty ratio, Beal College students reap the benefits of personal attention that can be offered in a small school environment.

HERITAGE



On October 23, 1891, Miss Mary E. Beal and several partners established the Bangor Business College, which later became known as Beal College.

Located on the second floor of the YMCA building, Beal College's student body of less than 25 students followed a curriculum of banking, finance, accounting, business arithmetic, penmanship, business writing, commercial law, shorthand and typewriting.

By January 1892, the student body had grown to more than 100 students, necessitating the addition of space. To meet this requirement, the Shorthand and Typing Department was moved to the Exchange Street Block.

Miss Beal eventually became the sole owner of the Shorthand Department of the Bangor Business School. In 1903, Miss

Beal's School of Shorthand and Typing became a separate entity of approximately 30 students. On July 14, 1922, Miss Beal sold the school to Francis G. Lee, at which time it was incorporated under the name of Beal College of Commerce.

In Maine--A History, published in 1928, Harris B. Coe described Beal College of Commerce as "not only the largest of its kind in Bangor, but also one of the largest in the State."

In 1929, the name was changed to Beal College School of Business, then after several administrations, became Beal Business College.

When the College's 50th anniversary was observed on September 14, 1941, it offered two-year degree programs in secretarial studies, business, administration, bookkeeping and commercial and stenographic programs.

On April 28, 1968, Beal College was authorized by an act of the Legislature of the State of Maine to confer the Associate Degree of Science. Beal College was accredited as a junior college of business in 1970 by the Accreditation Commission for Business Schools in Washington, D. C.

As a result of community requests, the Evening Division of Beal College was established in January 1971 to meet the needs of adults in the community who wished to pursue their education while engaged in full-time employment.

To accommodate the needs of an expanding student body, the campus was moved to 629 Main Street in November of 1972, then to its present location at 99 Farm Road in Bangor in May of 2004.

When President Allen T. Stehle took office in May 1985, he was responsible for introducing the flexible, year-round, eight-week modular system for both day and evening classes.

In 1991, Beal College celebrated its 100th anniversary. Recognized throughout Maine for its excellence in education, Beal College continues to provide practical, hands-on career training in a personal and friendly environment.

ADMISSIONS

Beal College has a rolling admissions policy which means that a candidate will be considered for acceptance as soon as his or her admission file is complete.

HOW TO APPLY:

- 1. Application for Admission.** Candidates for admission to Beal College must complete the Application for Admission and submit it with the required non-refundable \$25 application fee to:
Office of Admissions
Beal College
99 Farm Road
Bangor, Maine 04401
- 2. College Visits.** Beal College welcomes and encourages prospective students and their parents to make an appointment to tour the campus. The College requires that applicants schedule an admissions visit prior to registering for classes. This provides an excellent opportunity to discuss, in detail, intended programs of study and educational plans and goals. Please contact the Admissions Office or the Business Office to arrange a date for an appointment.
- 3. Transcripts or GED Scores.** Candidates must submit a final official high school transcript (sent directly from the high school) showing graduation date (contact the guidance department at the high school attended), official passing GED scores (available by contacting the GED Board), or a signed self-certification of high school graduation or passing GED (form available from the admissions office). Transcripts carried by a student will not be accepted.

IMMUNIZATION INFORMATION:

All degree- or diploma-seeking students born after December 31, 1956 must provide proof of two doses of immunization against measles, mumps and rubella--administered after 1968 and after the first birthday--and against tetanus and diphtheria administered within the last 10 years.

Official documentation must include immunizing agent, dosage, date on which immunization was administered and the signature of the administering medical official,

OR

Laboratory slip showing positive immunity through titer (blood work) testing.

In certain cases where immunization is medically inadvisable, a written statement from the student's health provider may exempt a student from receiving immunizations. In addition, in cases of sincere religious belief or for moral, philosophical or other personal reasons, a student may submit a statement in writing of their opposition to immunization.

Those students who have earned their high school diploma through home-school education must provide passing GED scores.

For those students who have earned at least an Associate Degree and whose official college transcript indicates a high school graduation date, an official college transcript may be submitted in lieu of the above forms.

4. Immunization Information. Beal College complies with the State of Maine statute regarding immunization requirements for students attending post-secondary institutions.

5. Medical Assisting Candidates Only. Medical Assisting candidates must submit a completed Student Health Profile form and documentation of Tuberculosis testing. Forms are available through the Admissions Office.

The Hepatitis B vaccine series is also recommended for students participating in Medical Assisting classes. The vaccine is available through clinics coordinated by the program director. For cost and information contact the program director.

6. Students with Special Needs. See page 8 for information regarding documentation for special academic consideration or services for a learning and/or physical impairment. This documentation must be provided at the time of admission.

7. Re-entering Students. Students wishing to re-enter Beal College after a period of absence of six or more consecutive MODs (one year) are required to submit an updated Application for Admission. Re-entering students will be required to complete the academic requirements of their program from the catalog under which they are re-admitted. Please contact the Admissions Office for further information.

8. Transfer Students. Students transferring to Beal College from other post-secondary educational institutions need to submit a copy of the transcript from the college or university previously attended. A maximum of 36 credit hours will be accepted toward an associate degree and a maximum of 18 credit hours will be accepted toward a diploma. Please see additional information concerning transfer credits on pages 27-28.

Applicants who are requesting Veterans Administration (GI Bill) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer credit. Applicants with military service should send a copy of their Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine Corps American Council on Education Registry Transcript) to the College for credit evaluation.

9. Non-Degree Students. Students who do not wish to enroll in a degree or diploma program but want to take individual courses may do so under Non-degree Status. ***Students under Non-degree Student Status are required to follow the admissions policies with regard to submission of an Application for Admission and official high school transcript, GED scores or college transcripts indicating a high school graduation date. Non-degree students must meet the prerequisite requirements for the courses of their choice.*** Non-degree students are not eligible for financial aid as they are not enrolled within a degree or diploma program. The Director of Student Affairs is the authorized advisor for class registration purposes.

Should a Non-degree student wish to declare a degree or diploma program, all admissions requirements must be met and appropriate forms filed with the Admissions Office. Contact the Admissions Office for further information.

10. Acceptance. The College will notify the applicant of an acceptance decision as soon as the candidate's admission file is complete.

ADVANCED PLACEMENT EXAMINATIONS

Test results from College Board Advanced Placement examinations with a score of 3 or better will be accepted for consideration by Beal College. Credit may be granted for certain equivalent courses. The student is responsible for submitting the official College Board Advanced Placement results to the Registrar for consideration.

STUDENTS WITH SPECIAL NEEDS

Any student requesting special academic consideration or services in relation to a learning and/or physical impairment must complete a Request for Accommodations and provide written documentation from a qualified professional verifying the extent of the impairment prior to registering for classes. This written documentation must include the following:

- a description of the impairment
- the history of remedial actions taken to date
- the qualified professional's recommendation to Beal College in handling the student's special needs.

Please contact the Director of Career Services for more information.

NON-DISCRIMINATION POLICY

Beal College prohibits discrimination on the basis of race, color, national or ethnic origin, religion, sex, age, marital or parental status, or disability in the operation and administration of its programs and activities, including admission to or employment in its education programs or activities.

The College is committed to compliance with the requirements of federal law, including but not limited to Title IX of the Education Amendment

of 1972, 20 U.S.C. §§ 1681 *et seq.* (Title IX) and its implementing regulations, 34 C.F.R. Part 106, regarding discrimination on the basis of sex; Title VI of the Civil Rights Act of 1964, regarding discrimination based on race, color and national origin; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; and the Age Discrimination Act.

The President of Beal College is the designated coordinator for Title IX. In addition, the President monitors compliance with Section 504 regulations and other areas of nondiscrimination.

Any inquiries concerning the application of nondiscrimination laws may be referred to the President of Beal College, 99 Farm Road, Bangor, Maine 04401 (Telephone (207) 947-4591) Inquiries may also be directed to the Office for Civil Rights, Boston Office, U.S. Department of Education, J.W. McCormack POCH, Room 701, Boston, MA 02109-4557. (Telephone (617)223-9662)

Complaint procedure:

A student or employee who feels that he or she has been discriminated against or harassed based on race, color, national or ethnic origin, religion, sex, age, marital or parental status, or disability, should contact the President if he or she wishes to file a complaint. Formal complaints must be made in writing and should specify the incidents and details leading to the complaint. The President is responsible for conducting an investigation into the complaint and for taking prompt, appropriate action based on findings, which may include corrective or disciplinary action. Retaliation against anyone who makes a complaint or participates in the complaint process will not be tolerated.

ADVISORS

An academic advisor is assigned to each student. Advisors are members of the faculty whose area of instruction matches the program in which the student is enrolled. An appointment can be scheduled with an Advisor for academic consultation.

COUNSELING

Personal, academic and career counseling are available through the staff, academic advisors and professionals in the community. Counseling is designed to help the student adjust to college life, establish personal goals and prepare for successful business and professional activities. All counseling is strictly confidential. All counseling, other than academic and placement counseling, is on a referral-only basis to professionals in the community.

CAREER SERVICES OFFICE

Beal College feels that its obligation to students involves more than providing a quality education. In order to help graduates put their skills to the best possible use, the College provides career development assistance. Through its ongoing professional relationship with businesses, organizations and governmental agencies, the Career Services Office is

contacted by interested employers offering both full-time and part-time opportunities. In addition, many of Beal's academic programs offer students the opportunity to receive hands-on career training through externships and field experiences.

Students and graduates wishing to have employment assistance are encouraged to register with the Career Services Office as early as possible and to maintain contact throughout their education and career. Career counseling is available in both one-on-one consultations as well as group forums. Services include assistance in resume compilation, interview techniques, job search methods, employment leads, employment surveys and trends, and development of a professional attitude toward the employment search. In addition, the Beal College Library maintains in-depth career reference resources and encourages students to use these services in both job preparation and educational advancement.

ACADEMIC ADVISORY COMMITTEE

The Academic Advisory Committee is a committee of members of the faculty and administration designated by the President which addresses student problems or concerns. The members of the Academic Advisory Committee consist of those individuals whose areas of expertise match the student problem or concern being reviewed. Areas addressed by the Academic Advisory Committee include the following:

- Academic problem resolution (incorrect grade calculation, instructor problems/concerns, etc.).
- Appeals for academic action taken (probation and suspension).
- Auditing of laboratory classes.
- Cheating and plagiarism offenses.
- Course substitution requests.
- Exceptions granted to changes of programs.
- Directed study requests.
- Prerequisite waiver requests.
- Suspension and reinstatement requests.

The Academic Advisory Committee does not address student questions regarding a financial nature. Any student concerns or problems of a financial nature must be addressed directly to the Student Accounts / Accounting Office or the Financial Aid Office if applicable.

COURSE REGISTRATION

Schedules are released during the middle of the MOD indicating the course offerings available for the following MOD. Registration dates are noted on the schedules. Registration is on a first-come, first-served basis; therefore, since classes fill up quickly and may have limited enrollment, it is very important to register on the specified days. No registrations will be accepted prior to

the registration days; however, students should meet with the Director of Student Affairs or their academic Advisor to determine appropriate courses prior to registration. This will help to ensure that the student stays on track to complete his or her curriculum in a timely manner.

Enrollment in a class is not official until approval is given by the administration. Students will be sent a class schedule for confirmation and will be notified if a registration error occurs. The College reserves the right to cancel any class due to insufficient enrollment.

THE MODULAR SYSTEM

At Beal College, courses are offered in eight-week terms called Mods (short for modular system). Day and evening options are available. Prospective students may begin their studies at one of the six start dates per year.

Student enrollment classifications are as follows:

FULL-TIME STUDENT:

6 or More Credits per MOD
18 MODs Maximum for Program Completion

HALF-TIME STUDENT:

3-5 Credits per MOD
36 MODs Maximum for Program Completion

LESS THAN HALF-TIME STUDENT

2 or Fewer Credits per MOD

PROFICIENCY EXAMINATIONS

Enrolled students exhibiting proficiency in certain courses offered at Beal College may request a proficiency examination; successful completion with a grade of 80% or better allows the student to bypass the course and receive the three credit hours associated with the course. The nonrefundable fee for the proficiency examination is \$100.00 and must be paid prior to taking the exam.

Students wishing to take a proficiency examination may submit a written request to the instructor administering the exam. A proficiency examination may be taken only once and must be taken prior to beginning the course; once a student has attended a class, he or she may not take a proficiency examination. Failure to pass the proficiency examination will result in the student being required to take the course.

Proficiency examinations may be taken in most courses; further information about proficiency examinations may be found on page 26 or by contacting the Student Affairs Office.

AUDITING OF CLASSES

A student may audit any non-laboratory course *if space is available*. The Audit Fee of \$100.00 per course fee must be paid in full prior to the start of the class and is nonrefundable. As the student is enrolled in the course solely for faculty expertise, lecture and discussion, the auditing student's participation in quizzes, tests, examinations and the like is not required as no grade will

be assigned nor credit granted for the audited class.

In most cases, students *may not* audit any classes which require a laboratory fee; such laboratory classes include medical assisting laboratories, keyboarding, and any other computerized classes. In certain instances where students have previously received credit at least one year prior for a laboratory, students may be allowed to audit the course before continuing on to the next level *only if space is available*. If a student audits a laboratory course, any applicable lab fees will be charged in addition to the audit fee.

If a student wishes to convert a class that has previously been audited to credit, he or she may take a proficiency exam in the course.

PEER TUTORING

Free peer tutoring assistance is available on campus to students desiring additional outside classroom instruction for most classes upon request. Please check with instructors or Director of Student Affairs regarding tutorial assistance and approval. Tutors are not allowed for students enrolled in a directed study course or a medical assisting lab.

EXTERNSHIPS

Many programs require students to complete an Externship, a supervised in-field experience (160 hours for most programs), at or near the end of their program. Students will work closely with their advisor to choose an appropriate site. Once a site is chosen, the student may register for the Externship.

Weekly timesheets, which serve as attendance verification, must be submitted. The Externship must be completed in a timely fashion, usually in one mod but no longer than two mods.

CHANGE OF PROGRAM

Any student may add, delete or change from one degree/diploma program to another or from a one-year diploma program to a two-year degree program by notifying the College of his or her intentions in writing; forms for this procedure are available through the Student Affairs Office. ***The catalog in effect at the time of the change will dictate the curriculum requirements.*** Any alteration of the original program(s) as declared on the student's Application for Admission made after the student is in attendance is considered a *change of program*. A student is allowed to make a change to the program a maximum of two times. If adding a program (maximum of two programs), a student may choose an allowable combination and be working on both programs simultaneously, or if a non-allowable combination is chosen, the student must graduate from the first program before starting the second program. *Since some courses are offered at Beal College in a particular sequence or only one time per year, any change of program may delay a student's expected graduation date until the following year or more.* See **Program Combinations** for more information.

When a student changes from one program to another, equivalent courses on the student's record are applied to the new program. The grades earned

in the courses must meet the standards established for the new program. See the section on ***Transfer Credits*** for more information.

PROGRAM COMBINATIONS

A student may enroll in a maximum of two programs at one time; there are two policies concerning the completion of the programs based upon the academic programs chosen.

1. A student must add the second program, according to the allowable combinations listed below, no later than the beginning of his or her second year (36 credit hours). This 36 credit hour limit does not apply to those students who are required to change their program(s) because of suspension.
2. Students who want to add a second program which is not an allowable combination must first graduate from their original declared program before beginning their second program.

Exceptions to these policies will be reviewed on a per case basis by the Academic Advisory Committee. No program combination that exceeds a total of 109 credits will be approved.

Since some courses are offered at Beal College in a particular sequence or only one time per year, any addition of a program may delay a student's expected graduation date until the following year or more.

Please note the total number of credits required to complete the program combinations listed below.

Allowable program combinations include the following:

- Accounting / Business Management (90 Total Credits)
- Criminal Justice - Conservation Law Enforcement / Criminal Justice - Law Enforcement (98 Total Credits)

THE COLLEGE AND COLLEGE LIFE

Beal College is located at 99 Farm Road on the south side of Bangor, Maine. The campus building houses all activities of the College, including classrooms, library, administrative offices and computer centers.

Students who attend Beal College for the small college atmosphere also enjoy the benefits that the greater Bangor area, located 45 minutes from Bar Harbor and the coast, has to offer. Extensive shopping, airline service, theaters, a symphony and indoor and outdoor recreational facilities are only a few of the advantages that are available. Beal College students are able to combine the best of two worlds: a small campus setting in an urban environment.

STUDENT BODY

Beal College is comprised of approximately 350 students ranging in age from 17 to 60 years old. Students commute from throughout the state of Maine.

STUDENT ACTIVITIES

Beal College offers and encourages student activities that enhance the college experience. The administration of Beal College coordinates, with student assistance, activities throughout the school year.

THE COLLEGE NEWSLETTER

The Beal College newsletter is published once per MOD. Students are encouraged to assist in its production as well as to submit articles for publication.

LIBRARY

The Beal College Library serves students with a collection of books, magazines, and audiovisual materials that can be borrowed for one to four weeks. Other library services available to the college community include free access to the Internet and MARVEL (Maine's Virtual Library), downloadable audio books, reference service, interlibrary loan, and reserve services. Beal students also have free access to the Bangor Public Library, the largest public library in Maine.

Unreturned and damaged library materials will be charged to the student's account for replacement cost plus a \$5.00 handling charge. The library has no other fines.

BOOKSTORE

Beal College maintains a bookstore that carries all necessary books and supplies as well as collegiate apparel and novelties. The bookstore is open Monday through Thursday during posted hours, with extended hours for textbook sales each MOD.

Book Return Policy:

In order to receive a refund for returned books, the following criteria must be met:

1. The book must be returned before the end of week 3 of the Mod for which it was purchased.
2. The book must be returned with the **register receipt**. There are no exceptions. Refund will be in the same form as the purchase was made.
3. The book must be **returned as sold** - in the same condition as it was when it was purchased. It must not be defaced in any way, and must have the shrink wrap or cardboard wrapping intact (if it was sold that way).

<i>If the book was paid with:</i>	<i>The refund will be:</i>
Cash	Cash
Check (>14 days)	Cash
Check (<14 days)	Applied to student's account and may be refunded after the 14 day period.
Credit Card	Same Credit Card
Debit Card	Same Debit Card
Gift Card	Gift Card

Book expenses for a new or re-entering student's first Mod must be paid for at time of purchase and may not be charged against an expected student loan or other financial aid.

Important: Since Beal College reserves the right to cancel any class due to insufficient enrollment, and since a student's personal circumstances may change, it is advisable that students refrain from writing in or unwrapping their books until: (1) the first day of class, (2) the student is certain he or she will not be dropping the class.

If students wish to purchase required materials through other local bookstores, the book titles, ISBN numbers and other pertinent information is posted on the bookstore door prior to the start of the Mod.

Used Books:

The Beal College Bookstore sells some used books, for the general education courses in particular. The Bookstore conducts a book buyback during the last two days of each Mod. During buyback, students may bring in *any* unwanted textbooks to sell back to the bookstore. Book value is based on the book condition and on supply and demand. Cash paid to students for texts intended for re-sale may be equivalent to one-half of the retail price. For any other books purchased during buyback, the value is determined by the used book company.

Another opportunity to buy and sell used books is through the "Used Book" bulletin board located in the student lounge. Students selling used

books are asked to post the book title, edition and ISBN number. This method is student-to-student and buyers are urged to check the posted book list for the edition of the book currently being used prior to any transaction.

FOOD SERVICE AND VENDING MACHINES

A food service and vending machines are located in the Beal College Student Lounge. Adequate time is provided during class breaks for students to eat.

IDENTIFICATION (I.D.) CARDS

Each student will be issued a Beal College photo identification card which also serves as a library card. The cards are issued free of charge.

NAME/ADDRESS/PHONE CHANGES

It is important that the College be aware of a student's current name, address and telephone number at all times. If a student changes his or her name, address or telephone number at any time during the academic year, he or she is asked to notify the Business Office so that all records may be updated. The Business Office should be notified if grades or statements should be sent to a special address.

PARKING

All automobiles used by students to commute to classes should be registered with the Business Office and should display the Beal College parking sticker. Parking stickers are free from the Business Office. Ample parking spaces are available near the building. Students should not park in either of the areas reserved for visitors or faculty members.

HANDICAPPED PARKING

Any student who uses a handicapped parking space must have a Beal College handicapped parking sticker on his or her vehicle. These stickers may be obtained at the Business Office.

MESSAGES/BULLETIN BOARDS/PAY PHONES

Messages received in the office for students will be posted on the bulletin board in the lobby. Students will be notified during class ONLY in the event of an emergency.

The school will post job notices, policy statements and other pertinent information as necessary. Students may post notices that are acceptable to college policy on bulletin boards.

A used book board that students may use to post used text books they would like to sell is located in the student lounge.

A pay telephone for public use is located in the hallway off the student lounge.

CLASS CANCELLATION POLICY

Classes may be cancelled due to inclement weather in the Bangor area. Please listen for cancellations on the following radio stations: AM stations: WZON 620, WABI 910, or WDEA 1370; FM stations: WEZQ 92.9, WKSQ 94.5, WWMJ 95.7, WWBX 97.1, WKIT 100.3, WQSS 102.5, WBFB 104.7, WQCB 106.5, or WBZN 107.3. Cancellations are also announced on WVII-TV (Channel 7), WABI-TV (Channel 5), WFVX-TV (Channel 22 FOX) and WLBZ-TV (Channel 2).

Day class cancellations will be determined by 6 a.m. Evening class cancellations will be determined by 2 p.m.

Make-up classes may be scheduled for any cancelled classes.

VOTER REGISTRATION

As part of the requirements for participation in the Title IV federal financial aid programs, Beal College is required to make voter registration forms available to students. The forms are available from the Business Office. We encourage all students to exercise their civic responsibility to vote.

CONSTITUTION DAY

As part of the requirements for participation in the Title IV federal financial aid programs, Beal College is required to hold an educational program pertaining to the United States Constitution on September 17th of each year.

COMPUTER USE

Upon request, each student will be assigned a user name and password that will allow access to the College computer system. A Beal College e-mail account will also be set up for each student who has computer access.

OPEN COMPUTER LAB HOURS

Computer labs are available for use during non-class hours Monday through Thursday from 8:00 a.m. until 9:00 p.m.; on Fridays from 8:00 a.m. until 4:00 p.m. Supervised lab times will be posted on a mod by mod basis. Please note:

1. Computer labs are open to currently attending students who need to work on homework only. The computers may not be used for personal correspondence or business matters.
2. Students may not load any software on the computers or attempt to change any software or hardware setups.
3. Students may not bring children into the computer lab.
4. No food or drink is allowed in the computer labs.

DRESS CODE/APPEARANCE

Beal College does not have a formal dress code. However, Beal is a school whose purpose is to train business professionals and part of business professionalism is looking presentable. Students are encouraged to wear attire that will be acceptable in a professional, business and/or academic

environment. The wearing of attire that may be offensive to another individual or cause embarrassment is unacceptable and will be handled appropriately.

HEALTH SERVICES REFERRAL

In emergency medical situations, 911 will be called. For non-emergency situations, students will be referred to a health provider of their choice.

EMERGENCY NOTIFICATION - ACCIDENTS AND INJURIES

A student involved in an accident or receiving an injury while on the Beal College campus should report the incident immediately to the Business Office. If emergency personnel are required, please give exact details of the accident as to who, what and where to insure an effective response.

CRISIS AND TRAUMATIC LOSS PLAN

Beal College maintains a Crisis and Traumatic Loss Plan to provide direction, support, coordination of resources and effective communication to students, staff and community in the event of an incident which might impact the academic and professional environment of the College.

CODE OF CONDUCT

The Administration of Beal College develops academic and social policies with proper regard for the rights of students and others in the Beal College community. All members of the Beal College community share a responsibility for maintaining an environment where actions are guided by mutual respect, integrity and reason.

The student is a member of the College community and is expected to know and adhere to the College's policies outlined in the catalog and the written Code of Conduct.

1. Behavior towards others must not be discriminatory on the basis of race, color, national or ethnic origin, religion, sex, age, sexual orientation, marital or parental status, or disability.
2. Behavior towards others must not be, either physically or verbally, threatening, violent, aggressive, abusive or disruptive.
3. All individuals must respect the rights of others to a quiet, clean and orderly environment.
4. Any act or behavior that disrupts or interferes with teaching, learning or other functions on campus will not be tolerated.
5. Students shall not engage in acts of dishonesty - such as cheating, plagiarism, furnishing false information, altering documents or identification.

6. Individuals must respect the property of other people and that of the College.
7. Individuals must not behave in ways that put their own or other people's health, safety or welfare at risk. Physical abuse, verbal abuse, profanity, indecent or abusive language, intimidation, harassment, coercion, or other like conduct will not be tolerated.
8. Individuals must not possess, consume, or distribute illegal substances or alcohol on College premises or arrive on campus under the influence. In addition, students are not allowed to arrive on campus or attend classes under the influence of alcohol or illegal substances.
9. Firearms, knives, BB guns, or weapons of like nature are not allowed on campus with the exception of law enforcement officers or military personnel in full uniform wearing their holstered weapon.

The formal, written Code of Conduct, including the consequences of violating the Code, and the disciplinary process and actions that may be taken for violations are available in the Business Office.

SMOKING

Beal College is a smoke-free building; smoking is not allowed inside the building or in the immediate area outside of the campus building. Smoking is allowed only in the designated area outside of the building or in private vehicles.

ALCOHOLIC BEVERAGES AND DRUGS

It is our sincere philosophy to help rather than hinder the students' well-being. We feel that alcohol and drugs are, at best, a hindrance and we will not condone or allow the use of either on the Beal College Campus.

Under the Drug-Free Schools and Communities Act (P. L. 101-226), Beal College is required to fully inform its students that it will take all measures necessary to prevent drug and alcohol abuse at the campus.

In addition to federal, state and local law enforcement regulations concerning the use of drugs and alcohol, Beal College also states that any use of drugs or alcohol on the Beal College campus is strictly prohibited. Beal College prohibits the unlawful possession, use or distribution of drugs and alcohol during any academic or school-sponsored social activity.

It will be the policy of the administration of Beal College to report any possession, use or distribution of any illicit drugs to the appropriate law enforcement officials. It should be known to the student that any possession, use or distribution of illicit drugs, depending upon the quantity and type of substance, can carry a felony charge or a misdemeanor charge which can

lead to incarceration and/or monetary penalty.

Even though alcohol may be condoned by society, excess consumption of alcohol may lead to felony or misdemeanor consequences. For example, driving while under the influence of alcohol or public intoxication may lead to a felony charge or a misdemeanor charge which can lead to incarceration and/or monetary penalty.

In addition to the above-mentioned criminal penalties, it is the administration's responsibility to inform the student that the use of illicit drugs or alcohol carries with it the possibility of impaired health. According to the Surgeon General of the United States, medical evidence indicates that alcohol is an addictive drug and the myriad types of illicit drugs may cause addiction and can be potentially fatal. It has also been proven that the use of alcohol and illicit drugs can have devastating health effects on the unborn fetus.

Beal College's intent is to impose sanctions on students who use, possess or distribute illicit drugs or abuse alcohol while on Beal College premises, including the building, parking areas and the surrounding grounds. Sanctions may include, but are not limited to, the following:

1. Notification to legal authorities,
2. Written warning, and/or
3. Temporary and/or permanent suspension from Beal College.

Upon the Beal College administration learning of a student's use, possession or distribution of an illicit drug or abuse of alcohol, the student will be referred to one of the following counseling centers:

WITHIN MAINE & LOCAL:

Acadia Hospital - Alcohol & Drug Treatment	973-6100 or 1-800-640-1211
Community Health & Counseling Services	947-0366
Alcohol & Drug Abuse - Prevention & Treatment	1-800-499-0027

In addition to these counseling centers, the following information of national organizations is provided to assist students in obtaining help for drug or alcohol addiction:

1. The National Institute on Drug Abuse Hotline
1-800-662-HELP (4357)
This hotline is an information and referral service that directs callers to additional treatment centers within the local community.
2. The National Clearinghouse for Alcohol and Drug Information
1-301-468-2600
This is an information and referral line that distributes Department of

Education publications about drug and alcohol prevention programs as well as material from other Federal agencies.

DISMISSAL POLICY

Beal College reserves the right to serve notice of dismissal to any student or to deny admission to any candidate for admission if, in the opinion of the administration, an individual's conduct or any other action is deemed detrimental to the best interest of the student body and the institution.

CHEATING/PLAGIARISM

Beal College does not condone the practice of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, the following: cheating on an examination or a quiz, plagiarism and collusion. Any student accused of scholastic dishonesty will be brought before the Academic Advisory Committee and the instructor to analyze and interpret facts as they pertain to the offense.

Disciplinary academic action taken for the offense of scholastic dishonesty may include a grade of zero on an assignment, withdrawal from the course with a grade of "F", suspension, a mandatory program change, expulsion from Beal College or other actions.

RESOLUTION OF PROBLEMS

The following procedures have been developed to assist a student in the resolution of problems that may be encountered:

Academic Problems

All academic problems relating to a specific class must first be addressed with the student's instructor. If a problem is still unresolved after consulting with the instructor, the student may consult with his or her program advisor regarding the next appropriate steps. All other academic problems which are not course-related must first be addressed with the student's academic program advisor and/or the Director of Education.

If the problem is still unresolved after a consultation as indicated above, the student must make a written request to schedule a hearing with the Academic Advisory Committee. In this written request, the student must detail the specific problem faced and elaborate on all measures that the student has taken to resolve the problem.

After a complete examination of information presented at the hearing, the Academic Advisory Committee will make a final determination on the student's problem.

See the section on Appeals and Special Circumstances in this catalog for additional information.

Non-Academic Problems

If a student has a non-academic problem that is related to the student's educational experience at Beal College, it is strongly recommended that the

student address the problem with the appropriate administrative official who can best handle it. All administrators and their related functions are listed in the Beal College catalog.

If the problem is still unresolved after following this procedure, the student must make a written request to schedule an appointment with the President of Beal College. In this written request, the student must detail the specific problem faced and elaborate on all measures that the student has taken to resolve the problem.

After a complete examination of all information presented, the President will make a final determination on the student's problem.

Beal College's accreditation agency, the Accrediting Council for Independent Colleges and Schools (ACICS), requires that all accredited colleges provide ACICS' address and telephone number for unresolved student complaints, as follows:

Accrediting Council for Independent Colleges and Schools
750 First Street NE, Suite 980
Washington, D.C. 20002-4241

Telephone: (202) 336-6780
Facsimile: (202) 842-2593
e-mail: acics@acics.org
Website: www.acics.org

ACADEMIC STANDARDS

GRADING POLICY

The semester credit hour is the standard unit used by Beal College to measure student achievement and progression toward graduation. A semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, and 45 hours of practicum. Many courses are a combination of lecture, lab and practicum. A clock (contact) hour represents 50 to 60 minutes of actual classroom time (i.e., a three credit course meets at least 45 clock hours). College credits are granted to students who earn a letter grade ranging from A to D- for completion of course requirements. Students who fail to complete the minimum requirements for a specified course will receive no college credit and a letter grade of F for that course.

Letter grades indicate the following levels of performance:

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numeric Score</i>	<i>Letter Grade</i>	<i>Grade Definition</i>
A	4.00	(95-100%)	IC	Incomplete
A-	3.67	(90-94%)	*R	Repeat
B+	3.33	(87-89%)	S	Satisfactory
B	3.00	(84-86%)	U	Unsatisfactory
B-	2.67	(80-83%)	P	Pass (Audit)
C+	2.33	(77-79%)	NP	Not Pass (Audit)
C	2.00	(74-76%)	PR	Proficiency
C-	1.67	(70-73%)	T	Transfer
D+	1.33	(67-69%)	W	Withdrawal
D	1.00	(64-66%)	WV	Waived
D-	0.67	(60-63%)	WP	Withdrawal Pass
F	0.00	(Below 60%)	WF	Withdrawal Fail

If a student's last date of attendance is within the first, second, third or fourth week of class, a grade of W (Withdrawal) will be entered onto the student's academic record.

If a student's last date of attendance is within the fifth or sixth week of class, a grade of either WP (Withdrawal Pass) or WF (Withdrawal Fail) will be entered onto the student's academic record, depending upon the student's academic performance up to the time of withdrawal.

If a student does not complete the coursework for a class after the sixth week, a grade of F will be assigned.

To compute the grade point average (GPA) for a MOD, multiply the grade points earned in each course by the number of credit hours for the particular course, and add the products. The result is the total quality points for the MOD. Divide the number of quality points by the number of credit hours carried. The grade point average is rounded to two decimal places.

<i>Example:</i>	PY101	3 credit hours x 4.00(A)	= 12.00
	CL219	4 credit hours x 2.00(C)	= 8.00
	EH102	3 credit hours x 3.33(B+)	= 9.99
		Total Quality Points	= 29.99

Grade Point Average	= 29.99	quality points
	÷ 10	total credits
	= 2.990	GPA
	= 2.99	(rounded) GPA

INCOMPLETE GRADES

Instructors are entitled to award a grade of IC (Incomplete) to any student who has completed 75% or more of the course requirements if the student is unable to complete assigned work because of circumstances beyond the student's control, such as illness or family emergency. *An incomplete grade will not be given simply because the student has not completed the course work.* Incomplete course requirements must be completed within two weeks (10 business days) after the end of the MOD. If the individual instructor has been given documented medical evidence, he or she may extend the deadline not to exceed 20 business days after the end of the MOD. It is the student's responsibility to contact the instructor and to provide medical documentation in order to qualify for the extended deadline. The instructor must inform the Registrar in writing that there are extraordinary documented circumstances. A grade of F is computed into the student's cumulative GPA if he or she does not complete the course requirements within the time limit.

COURSE REPETITION

All courses within a student's program of study that receive a grade of F and courses that receive a deficiency grade, as defined under the **Deficiency Grades** section, must be repeated. Courses taken that are required to be repeated by degree- or diploma-seeking students may be repeated only *once*. This means that if the grade earned on the second attempt does not meet the academic standards required by the appropriate program of study, only the following alternatives will be available:

1. If the course in question is required by every program of study, the student will have to register for that course at another institution, pass the course with a grade that meets the program's requirements and transfer the credits earned to Beal College. Until the credits for the course have been transferred, the student will *not* be able to continue to take any other courses at Beal College as a degree- or diploma-seeking student; in other words, the student's status will be that of an indefinite suspension, and his or her financial aid eligibility, if any, *will* be negatively affected.

2. If the course in question is not required by some other program of study, the student may change his or her current program to that program. This would allow the student to continue taking courses at Beal College and it may not affect the student's financial aid status; contact the Financial Aid Office to determine the effect, if any, of such action.
3. The student may change to Non-degree status and may repeat the course; however, non-degree students are not eligible for financial aid as they are not enrolled in a degree- or diploma program.

Transferred, waived or proficiency courses and courses with a satisfactory grade may not be repeated for credit or for the purpose of improving a student's cumulative GPA. If a student enrolls in a course that was previously documented as transferred, waived or proficiency demonstrated, it will be for audit purposes only and subject to the approval of the Academic Advisory Committee and the Program Advisor.

When a course must be repeated, only the grade earned the second time will be averaged into the student's cumulative GPA. The first grade will be shown on the official transcript as an *R regardless of its actual value.

DEFICIENCY GRADES

Any student receiving a deficiency grade in a course in the major area of study or in one of the general education courses requiring a grade of C or better must repeat the course in order to receive his or her degree. All major courses and general education courses requiring a grade of C or better are indicated in the specific program's curricula; deficiency is defined as a grade of C-, D+, D or D-. Please note that Criminal Justice, Health Information Technology, and Medical Assisting students must obtain a grade of C+ or better in major courses of study and a grade of C or better in general education courses of study. As indicated earlier, all courses that receive a letter grade of F must be repeated.

Students may accumulate no more than six credit hours of deficiency work (grade of C-, D+, D, or D-) in the courses of study not designated as requiring a grade of C or better, within their Associate Degree program. Deficiencies in excess of the six credit hour limit must be repeated with resulting grades of C or better.

For externship courses, if a grade of less than C in AD220, CH220, HS220, MX220, or SS220 or a grade of less than C+ in HI220, LE220 or MA220 is received, a student will be required to meet with his or her program director for externship counseling to address the student's deficiency areas prior to being assigned to another site and allowed to repeat the externship. For LE220, a student may choose to take the optional course in the program instead of repeating the externship. If this option is chosen, both courses will be used in the calculation of the student's GPA and both courses will be shown on the student's academic transcript.

PROFICIENCY EXAMINATIONS

If a student passes a proficiency examination, a grade of PR will be recorded on the student's academic transcript. This grade indicates that the student has successfully passed the proficiency examination with a grade of 80% or better and earned the three credits associated with the course in question.

Proficiency examinations only apply to three-credit hour courses. A maximum of 36 credit hours toward an associate degree, and a maximum of 18 credit hours toward a diploma program may be earned through demonstrated proficiency testing.

Proficiency examinations may be taken only once and must be taken prior to beginning the course; failure to pass the examination will result in the student being required to take the course. Proficiency examinations may not be taken to replace a deficiency grade, a withdrawal or a drop.

All courses in the catalog are eligible for proficiency testing with the following exceptions:

AC210	Federal Taxes I
AD220	Administrative Management Externship
BA201	Small Business Management
CH219	Field Experience for Early Childhood
CH220	Early Childhood Externship
CL ---	All CL- Lettered Classes
EH102	Speech
EH111	College Composition
EH112	Business Communications
EH201	Creative Writing
HI220	Externship in Health Information Technology
HS220	Human Services Externship
LE212	Police Patrol Procedures and Field Training
LE216	Advanced Police Patrol Procedures
LE117	Law Enforcement Physical Conditioning and Self-Defense Tactics I
LE118	Law Enforcement Physical Conditioning and Self-Defense Tactics II
LE220	Law Enforcement Externship
MA111	Medical Assisting I
MA112	Medical Assisting II
MA211	Medical Assisting III
MA212	Medical Assisting IV
MA220	Medical Assisting Externship
MX220	Medical Office Externship
SS205	Office Procedures
SS220	Secretarial Externship

DIRECTED STUDY

Directed study provides a degree- or diploma-seeking student an

opportunity to complete a required course outside the usual classroom format. This can occur when the student is unable to take the course at the scheduled time because of a specific hardship or course conflict that is not contributed to by the student. The Academic Advisory Committee (AAC) and Program Director will consider and approve the directed study if the student would be best served by this method of study and denying the directed study would significantly extend the student's anticipated program completion date by more than three mods.

A fee of \$225.00, in addition to the tuition for the course, will be charged for each approved directed study. The fee is non-refundable after attendance has been posted in the class.

The student must complete a Directed Study Request form, obtain the signature of a potential instructor, and turn over the form to his/her Program Director, who will supply a recommendation and submit the form to the Academic Advisory Committee. Forms are available in the Business Office. The student will be informed in writing of the approval or denial of the request before the Mod begins.

Approval *may* be granted provided the student meets the following criteria.

1. Has completed at least 36 credits of the curriculum requirements for the Associate Degree program of study or 18 credits for a Diploma program of study.
2. Has a cumulative grade point average of 3.00 or better.
3. Is not using the directed study to repeat an unsatisfactorily completed course.
4. Has the Program Director's approval.
5. Has the signature of an instructor who is willing to oversee the directed study.
6. Meets the hardship/course conflict requirement described above.
7. The course is not being offered in the next two mods.

IMPORTANT: Because the student benefits more from participating in the regular classroom setting, directed studies are the exception and not the rule. In addition, no more than four directed studies will be granted for an associate degree program, and no more than two will be granted for a diploma program. As it is the mission of the College to provide the best training for the student, a favorable review of the success of the student's first directed study will permit the student to apply for future directed study formatted classes. Therefore, directed study requests should be made with careful thought to future Mods.

TRANSFER CREDITS

Transfer credits may be awarded for courses completed at accredited institutions. Students transferring to Beal College from other post-secondary educational institutions are required to submit an official copy of the transcript

from each college previously attended. Transcripts must bear the appropriate college seal and signature to be considered official. Only those courses appearing on an official transcript may be considered for transfer purposes. In addition, the student must provide the Registrar with an official description of each course in question. Credits meeting all of the following criteria will be considered for transfer:

1. The course must have a course description which corresponds to the description as outlined in the catalog under which the student begins or resumes his or her program of study.
2. The course must have been completed with a grade of "C" or better.
3. The course must be worth a minimum of three semester credit hours.

IMPORTANT: Credits earned at another accredited academic institution will be transferred to the student's record, for equivalent courses at Beal, regardless of whether they apply to the student's declared program(s). However, for graduation purposes, transfer credits must directly apply to the student's program(s) of study. *In addition, the grades earned in the courses being transferred must match the standards established for the currently offered programs to which the corresponding credits are applied. For readmitted Beal College students, the catalog in effect at the time of the readmittance will dictate the curriculum requirements.*

Transfer of some courses whose content has substantially changed (for example, computer courses, federal taxes, medical insurance, billing and coding, medical laboratories) may carry a time limit.

Please note that credits for human anatomy and physiology can only be transferred to Beal College as a 6-credit lecture unit for the courses ZO111 and ZO112, Human Anatomy and Physiology I and II. This policy ensures that content of the courses transferred corresponds to the content of courses at Beal College. Exceptions may be made on a case-by-case basis depending on the material covered in the transferred course.

A maximum of 36 credit hours will be accepted toward an associate degree and a maximum of 18 credit hours will be accepted toward a diploma. Transfer credits are recorded on the official transcript with a grade of T and are counted as credits earned. Transfer credits are not computed in the student's grade point average.

Students currently enrolled at Beal College may take courses at other academic institutions and transfer the earned credits to their program under the following conditions:

1. A course description must be provided to Beal College's Registrar.
2. The Registrar's approval must be obtained *prior* to taking the course in question.
3. Arrangements must be made to have an official transcript of the

course grade sent from the other institution to Beal College's Registrar's Office.

IMPORTANT: As stated above, for graduation purposes, transfer credits must directly apply to the student's major program(s) of study, and the grades earned in the courses being transferred must match the standards established for the programs to which the corresponding credits are applied.

ARMED SERVICES COURSES

Beal College recognizes learning acquired in military life. Credit is awarded according to the standards established in the *Guide to the Evaluation of Educational Experience in the Armed Services* published by the American Council on Education.

Applicants who are requesting Veterans Administration (GI Bill) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer credit. Applicants with military service should send a copy of their Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine Corps American Council on Education Registry Transcript) to the College for credit evaluation.

GRADE REPORTS

Grade reports are mailed as early as possible after the completion of the MOD. Priority is given in notifying those students who are on academic alert, academic probation or academic suspension.

Grade reports may be held if a student has an outstanding balance for the MOD just completed. Grade reports may also be held if library books have not been returned or if the student has unfulfilled admissions requirements.

HONOR ROLL LIST

Beal College recognizes academic excellence in all students, both full-time and part-time, by publishing Honor Roll lists each MOD.

To qualify for the Full-Time Honor Roll List at the completion of each MOD, a student must meet the following requirements:

1. The student must be enrolled in at least six credit hours with a term GPA of 3.0 or better.
2. The student must receive a grade of B or better in each course in that MOD.
3. The student must be enrolled within a specific program (degree/diploma).

To qualify for the Part-Time Honor Roll List at the completion of each MOD, a student must meet the following requirements:

1. The student must be enrolled in at least three but less than six credit hours with a term GPA of 3.0 or better.

2. The student must receive a grade of B or better in each course in that MOD.
3. The student must be enrolled within a specific program (degree/diploma).

The College posts Honor Roll Lists each MOD on bulletin boards in the school. Honor Roll Lists may also be published in local newspapers. A student who does not want his or her name published may notify the school in writing by checking the appropriate box on the Application for Admission or by letter.

TRANSCRIPT REQUESTS

Any student requiring an official Beal College academic transcript must submit a request in writing to the Registrar's Office; please see the **Release of Student Information Section** for Privacy Act information. This written request must include the student's current name, any other names used while in attendance at Beal College, social security number, the years of attendance, the student's current mailing address and the address to which the transcript is to be forwarded.

Before an official transcript is released, the student's account balance must be paid in full. In addition to this requirement, the student must not be in default on a student loan or loans that were received while in attendance at Beal College and the student must have completed all Exit Interview counseling requirements with the Financial Aid Office. The student's official transcript will not be released until the unpaid balance is paid in full, the defaulted loan balance is paid in full or satisfactory payment arrangements have been made and the exit counseling requirements have been completed. Proof of satisfactory payment arrangements on a defaulted loan balance is to be provided to the Financial Aid Office and the Registrar's Office. There is a waiting period of fifteen business days before a transcript is released if unpaid balances are paid with an in-state personal check or money order and thirty business days for credit union share drafts or personal checks drawn on out-of-state lenders. There is no waiting period for transcript processing if payment is made in cash or cashier's check.

There is no fee for the student's first request of an academic transcript. A fee of \$2.00 per transcript will be charged for each additional transcript copy; this fee must be submitted at the time of the request.

Transcript requests are processed within fifteen business days. If an official transcript request cannot be honored, the student will be notified promptly.

RELEASE OF STUDENT INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the "Buckley Amendment", seeks to ensure the privacy of the educational records of students enrolled or formerly enrolled in educational institutions.

Photocopies of educational records are available for student review upon written request; for photocopies of educational records not including a ledger card, academic transcript or attendance history, a fee of \$0.10 per photocopy is charged.

Third party access to academic records by those individuals who are not faculty or employees of Beal College with an educational interest in the student record will be made only with the written permission of the student. No parental access is allowed to the student academic record without the student's written permission. Academic records include student information contained within the student academic record.

With the exception of the student's name being listed for academic awards or given to the armed forces in compliance with the Solomon Amendment, it is the policy of Beal College not to release the following information: student's name, address, telephone number, program, dates of attendance and graduation and other nonacademic information.

For further information, the Beal College FERPA fact sheet may be obtained.

ATTENDANCE POLICY

Except as outlined in the automatic drop policy described below, the attendance policy is formulated on a per course basis at the discretion of the instructor. Although a student is allowed some absences, excessive absenteeism does have adverse effects on student achievement. Any make-up of missed assignments or exams because of a student's absence is also made at the instructor's discretion. Students should refer to each course syllabus for information regarding the consequences of absenteeism and missed assignments and exams.

Automatic Drop Policy - Attendance will be taken in each class. A student will automatically be dropped from a course if any one of the following circumstances occurs:

1. A waiting list exists and giving no prior notice to the instructor, the student is absent on the first day of class.
2. The student misses the first two class meetings without notifying the instructor.
3. The student has three consecutive absences, regardless of notification.

With the exception of circumstance number one listed above, the automatic drop policy does not apply to the following courses. The student must adhere to the individual course attendance policy as stated on the class syllabus.

- CL219 Conservation Law Enforcement Patrol Procedures and Field Training
- LE212 Police Patrol Procedures and Field Training
- MA111 Medical Assisting I

- MA112 Medical Assisting II
- MA211 Medical Assisting III
- MA212 Medical Assisting IV

MINIMUM ACADEMIC ACHIEVEMENT AND COMPLETION RATES

Minimum standards of academic achievement and successful course completion rates while enrolled at Beal College apply to all degree- and diploma-seeking students attending Beal College, not merely those students who receive financial aid. The mandatory standards are as follows:

A student must maintain a minimum cumulative grade point average (GPA) **and** a minimum percentage of completion rate in order to remain enrolled as a regular student at Beal College. The minimum cumulative GPA and the minimum percentage of completion rate is set forth in the following paragraphs. The percentage of completion rate is defined as the number of credits satisfactorily completed toward a degree or diploma program divided by the total number of credits attempted.

Important. The percentage of completion rate is adversely affected by withdrawals (W, WP or WF), by deficiency grades received in major courses of study, by deficiency grades received in those general courses of study requiring a grade of C or better, and by deficiency grades received in the general courses of study that exceed the maximums allowed by the program (see **Deficiency Grades** and **Graduation Requirements**). Students may withdraw from a class prior to the end of the sixth week of classes before a final grade, which may adversely affect the cumulative GPA, is determined. **However, the course will be calculated as a course attempted for purposes of determining satisfactory academic progress when the percentage of completion rate is calculated. A student may have a satisfactory cumulative GPA (2.0 or better) but may have a non-satisfactory percentage of completion--this student would be placed on probation and may face possible suspension if the percentage of completion rate required is not attained by the end of the probationary period.**

All students who fall below these minimum standards set by the

MINIMUM ACADEMIC STANDARDS GPA and Percentage of Completion Rates		
	<i>Minimum Cumulative GPA*</i>	<i>Minimum Percentage of Completion Rate</i>
NEW STUDENTS (at end of first MOD):	2.0*	50%
CONTINUING STUDENTS:	2.0*	66.66%
ALL STUDENTS at 50% POINT IN PROGRAM:	1.5**	66.66%
*2.22 for Criminal Justice, Health Information Technology, and Medical Assisting students at the completion of 36 credit hours		
**Students not meeting these standards must be dismissed or change to Non-degree status. Probation is not an option.		

Department of Education, the Accrediting Council of Independent Colleges and Schools (Beal College's accrediting agency) and by Beal College may not continue as regular students. Students falling below these minimum standards will either be dismissed from the College or be allowed to continue only as Non-degree students; *Non-degree students are not eligible for financial aid.*

PROBATIONARY STATUS

NEW STUDENTS: Any new student whose cumulative GPA is 1.50 or less after the first MOD at Beal College will be placed on a probationary status called *Academic Alert*. A new student on academic alert has one MOD to bring the cumulative GPA up to 2.0 or better. If a cumulative GPA of 2.0 or better is not met after this one MOD period, the student may be suspended from the College.

Any new student whose cumulative GPA is below the minimum requirement of 2.0 but above 1.50 (1.51 to 1.99) will be placed on a probationary status called *Academic Probation*. A new student placed on academic probation has two consecutive MODs to bring the cumulative GPA up to 2.0 or better. If a cumulative GPA of 2.0 or better is not met after this two-MOD period, the student may be suspended from the College.

In addition, the new student must attain a minimum percentage of completion rate of 50% or better at the completion of the first MOD. By the end of the student's second MOD (or third MOD if on academic probation), a minimum percentage of completion rate of 66.66% or better is required; those students not meeting these minimum requirements may be suspended from the College.

A new student who drops all of his or her classes during the first MOD and may be assumed to have withdrawn from the College, may be placed in a status of *Returning Probation* and probation will be postponed until the student reenrolls. He or she will immediately be placed on Academic Alert upon reentering the College.

CONTINUING STUDENTS: All continuing students, other than new students referenced above, who fall below ***either or both*** of the minimum academic standards required for satisfactory progress may be placed on a probationary status called *Academic Probation*; students at the 50% point of their program who fall below the minimum required GPA of 1.5 or the minimum percentage of completion rate of 66.66% will be dismissed. Probation is not possible at this time. ***For purposes of satisfactory academic progress, students other than those at the 50% point of their program must maintain a cumulative GPA of 2.0 or better and a minimum percentage of completion rate as outlined in the minimum academic standards chart.*** Students placed on academic probation have two consecutive MODs to bring their cumulative GPA up to the required minimum standards of 2.0 or better and the required minimum percentage of completion rate to the standards as set forth above. All students failing to do so may be suspended from Beal College.

CRIMINAL JUSTICE, HEALTH INFORMATION TECHNOLOGY AND MEDICAL ASSISTING STUDENTS:

Any Criminal Justice, Health Information Technology, or Medical Assisting student whose cumulative GPA falls below the required minimum of 2.22 at the completion of the student's first 36 credit hours will be placed on academic probation. The student will have two MODs to bring the cumulative GPA up to the required minimum standards by repeating those courses with the lowest grades. If the student has not attained the minimum GPA of 2.22 at the end of this two-MOD probationary period, he or she will be dismissed from the program.

MANDATORY ACADEMIC SUSPENSION

Students at the 50% point of their program (18 credits for one-year programs; 36 credits for two-year programs) who do not meet the minimum academic standards of 1.5 for the Grade Point Average and 66.66% for the Completion Rate, will be suspended or required to change to Non-degree status. Probationary status is not possible at this point and the student is not eligible for financial aid. There are no exceptions to this policy.

SUSPENSION AND REINSTATEMENT

If any student is academically suspended from the College, a minimum of two MODs must lapse before he or she may be considered for readmittance to the College as a degree or diploma seeking student.

Prior to re-admittance, the student must petition the Academic Advisory Committee with a written request for reinstatement; forms for this purpose are available from the Business Office. ***A student may not resume studies at Beal College until such time as he or she has received notification from the Registrar for approval of reinstatement.***

A student's reinstatement request must include the student's reason(s) as to why reinstatement should be granted. If the student feels that significant occurrences outside of his or her control had an adverse impact on satisfactory progress (poor health, family crisis, etc.), documentation to demonstrate such claims should be attached to the reinstatement request form.

The Academic Advisory Committee will review a student's request for reinstatement based upon all documentation provided by the student and past academic performance. If the student feels that additional clarification is needed, he or she may request to be present at the Academic Advisory Committee meeting to provide such clarification. Failure by the student to provide acceptable documentation for extenuating circumstances will result in a decision being made solely upon past academic performance. The Academic Advisory Committee will decide upon approval or denial of the reinstatement request and the student will be notified. The decision of the Academic Advisory Committee is final and may not be further appealed.

Once a student has been re-admitted to the College as a degree- or diploma-seeking student, the student will have two MODs to attain minimum

academic standards. Once these standards are attained, the student will remain on a probationary status for an additional two MODs to monitor the student for possible academic regression. Once the additional two-MOD time period of probation has lapsed, the student will be removed from probation and be considered a regularly matriculated student. Should the student not attain minimum standards during the two-MOD probationary period or should the student regress during the additional two-MOD probationary period, the student will be suspended from the College and will not qualify for readmittance unless he or she is able to transfer the appropriate credits into the program of study from another postsecondary educational institution; the student will also be required to petition the Academic Advisory Committee for reinstatement at that time. ***Until the student has attained minimum academic standards, the student is not eligible for any type of federal or state financial aid assistance, including grants and loans.*** See the section entitled *Policy for Receiving Title IV Financial Aid* for additional information.

APPEALS AND SPECIAL CIRCUMSTANCES

Any student wishing to appeal the assignment of a final grade received in a course will have no more than sixty calendar days after the end of the term in which the grade was received to appeal. The student must first speak with the instructor who assigned the final grade before making an appeal request.

The appeal request that the student submits to the Academic Advisory Committee shall consist of a copy of the syllabus for the course in question, copies of all tests, term papers, assignments, etc. that were used for the final grade calculation and a listing of the grades received for said tests, term papers and assignments. If copies of tests are not available due to instructor retention of tests, a listing of the grades received for the tests must be submitted by the instructor in lieu of the copies that the student must submit. The student should also submit his or her own calculation of the grade that he or she feels should have been received based upon the syllabus criteria for grade calculation as well as the calculation that the instructor used to determine the final grade (this may be obtained from the instructor). The student must list his or her reason(s) as to why he or she feels the grade was calculated incorrectly.

The Academic Advisory Committee will review the material submitted by the student and obtain input from the instructor regarding the reasoning for the final grade calculation. Decisions made by the Academic Advisory Committee are final and may not be further appealed.

Any student wishing to appeal any determination regarding academic alert, academic probation or academic suspension, other than Mandatory Academic Suspension described on Page 34, should make an appointment with the Academic Advisory Committee to discuss the matter further. If special circumstances warrant, the student may be permitted to repeat deficiency work in order to reattain minimum academic standards; the special circumstances allowed include poor health, family crisis or other significant occurrences

outside the control of the student. These special circumstances must be documented and it must be demonstrated by the student that they had an adverse impact on the student's academic progress within the program. The decision of the Academic Advisory Committee is final and may not be further appealed.

Please note that an approval of an appeal by the Academic Advisory Committee for an academic action does not reestablish financial aid eligibility; please contact the Financial Aid Office for further information.

MAXIMUM TIME FOR COMPLETION

A student must complete his or her degree or diploma program ***in no more than*** one-and-a-half times the normal program length, or as specified within the time frame, as follows:

FULL-TIME STUDENT:

- 6 or More Credits per MOD
- 18 MODs Maximum to Complete Program

HALF-TIME STUDENT:

- 3-5 Credits per MOD
- 36 MODs Maximum to Complete Program

Those students who have been reinstated and who fail to complete the degree or diploma program within the maximum time frame may only receive a certificate of completion; no degree will be awarded.

LEAVE OF ABSENCE

Any student who does not intend to enroll for an upcoming MOD but intends to return in a future MOD must complete a Leave of Absence Form prior to the start of the intended leave. Approved leaves of absence must be requested in writing and may not exceed 180 days in a calendar year. Forms to declare a leave of absence are available through the Financial Aid Office and the Student Affairs Office; on this form, the student must indicate the future return date and the reason for leave. Approved leaves of absence may not exceed 180 days in a calendar year; those students whose leave of absence exceeds the 180 day time period or those students who do not resume studies as indicated will be considered withdrawn.

For Title IV financial aid purposes (loans and grants), a leave of absence which exceeds 180 days during any twelve-month period is considered a withdrawal according to regulations established by the Department of Education. Please refer to the **Withdrawal From School** section on page 41 or contact the Financial Aid Office for further information.

Since some courses are offered at Beal College in a particular sequence or only one time per year, a leave of absence (approved or unapproved) may delay a student's expected graduation date until the following year.

EVALUATION POINTS

The progression toward the completion of a degree or diploma will be evaluated at the end of every MOD.

GRADUATION REQUIREMENTS

A Beal College student will be issued an Associate Degree, Diploma or Certificate of Completion only after meeting *all* of the following requirements:

1. The student must file a written request for graduation with the Registrar by February 15 of the academic year in which the student intends to graduate. Graduation Request Forms are available from the Business Office.
2. The student must have satisfactorily completed the prescribed minimum number of credit hours in his or her program of study.

Associate Degree Programs - 73 Credit Hours

Criminal Justice - Conservation Law Enforcement
Criminal Justice - Law Enforcement

Associate Degree Programs - 72 Credit Hours

Accounting
Administrative Management
Business Management
Early Childhood Education
Executive Assistant
Health Information Technology
Medical Administrative Specialist
Medical Assisting
Social and Human Services Assisting

Minimum credit hours for program combinations are listed on page 13 in the section entitled **Program Combinations**.

3. The student must maintain a cumulative GPA of 2.00 or better (2.22 or better for Criminal Justice, Health Information Technology, and Medical Assisting students--see page 34).

Any associate degree-seeking student receiving a deficiency grade in a course in the major area of study or in one of the general courses that require a grade of C or better must repeat the course in order to receive his or her degree. All major courses and general education courses that require a grade of C or better are indicated in the course listing for each program. The student's degree will not be granted until such time as the deficiency work has been repeated with the minimum required grade.

Any associate degree-seeking student who has accumulated more than

six credit hours of deficiency work in related courses of study that do not require a C or better must repeat such courses with resulting grades of C or better. For these courses, deficiency work is defined as a grade of C-, D+, D or D-; in cases where an F has been received, the course must be repeated. The student's degree will not be granted until such time as the deficiency work has been repeated with the minimum required grade.

Important: Medical Assisting students must obtain a grade of C+ or better in major courses of study and a grade of C or better in general education and related courses of study; Criminal Justice and Health Information Technology students must obtain a grade of C+ or better in major courses of study and follow the guidelines listed above for all other courses.

4. All accounts must be paid in full including tuition, textbooks and all fees. All library books and other Beal College materials must be returned.
5. The graduation fee must be paid in full. The graduation fee is mandatory and is not refundable, regardless of whether or not a student participates in the graduation ceremonies.

A Graduation Banquet and Commencement ceremonies are held in the spring for students who have applied to graduate. In most cases, a student who will not be able to complete his or her program by the end of the academic year (August) should wait until the next year to participate in graduation ceremonies.

A student who is unsure of his or her expected date of completion should contact the Director of Student Affairs or the Registrar to determine the completion date.

PAYMENT OF BILLS

Tuition and all other fees are billed prior to the start of each MOD. All charges are due upon receipt of the bill. If full payment is not received at this time and the student has not submitted all necessary documentation or completed the application process for a Federal Stafford Loan at least two weeks prior to the start of the MOD, the student must make payment arrangements before he or she may attend classes.

If a student's Federal Stafford Loan or parent's Federal PLUS Loan application is denied, the student is responsible for all charges incurred and must make alternate payment arrangements with the Student Accounts Office.

Book expenses for a new or re-entering student's first MOD must be paid for at time of purchase and may not be charged against an expected student loan or other financial aid.

BEAL COLLEGE BUDGET PAYMENT PLAN

The Beal College Budget Payment Plan requires the total balance of the current MOD's charges to be paid in two equal payments. This Budget Plan cannot be used to pay for an Audit Fee. The first payment is due on or before the first day of class. The second payment is due the fifth week of the MOD. No reminders are sent; the student is responsible for making timely payments. There is no fee for this plan unless payment is late; Budget Plan Late Fees are listed in the Expense section on page 44. *Under certain circumstances, the College reserves the right to require payment in full before the start of classes.*

Please Note: Current charges must be paid in full before the student may attend classes in a subsequent MOD.

CREDIT BALANCE REFUND POLICY

If receipt of a loan disbursement, grant award or scholarship results in an excess of monies received over charges due, the credit balance will be refunded to the student (or parent if a PLUS loan is the fund source). However, the student may submit a written authorization to direct the College to leave the excess on account to be used to offset future charges or until the funds are requested. (This authorization may be rescinded at any time by submitting a Credit Balance Refund Request Form.)

Once all of a credit balance has been issued to the student and/or parent, any books needed thereafter will be on a cash basis and the student will be responsible for all tuition, lab fees and other charges (less applicable financial aid) incurred until other loan, grant or scholarship funds are received and credited to the student's account.

Refunds are processed within 14 days of the date that the excess funds are received or that the student submits a request. Please note: All refund

checks are mailed to the student's address on file. To ensure that any refund check is received in a timely manner, the student must notify the College promptly of any address change.

REFUNDS

Refunds will be made within 30 days from the date that the College is notified in writing by the student (official withdrawal) or within 30 days from the date the College determines that the student is no longer in attendance.

A student must be currently attending classes in order to request a credit balance refund of Title IV funds. If a student has withdrawn and a credit balance remains on the student's account, the credit balance will be refunded according to the schedule of refunds outlined in the **Withdrawal From School** section.

LEAVE OF ABSENCE

All leaves of absence must be made in writing; forms are available through the Financial Aid Office and the Student Affairs Office. Those students not completing a Leave of Absence Form will be considered withdrawn from the College and appropriate refund calculations will be determined by the Student Accounts Office.

Approved leaves of absence must be requested in writing and may not exceed 180 days in a calendar year. The student must indicate the future return date and the reason for leave. Approved leaves of absence may not exceed 180 days in a calendar year; those students whose leave of absence exceeds the 180 day time period or those students who do not resume studies as indicated will be considered withdrawn. For Title IV financial aid purposes (loans and grants), a leave of absence which exceeds 180 days during any twelve-month period is considered a withdrawal according to regulations established by the Department of Education.

Since some courses are offered at Beal College in a particular sequence or only one time per year, a leave of absence - either approved or unapproved - may delay the student's expected graduation date until the following year.

ADD/DROP POLICY

Any student wishing to add or drop a course after registration must complete an Add/Drop Form at the office of the Director of Student Affairs before any adjustment of tuition or academic record can be made. *Courses cannot be added after the first week of class.*

PLEASE NOTE: A \$25.00 administrative drop fee will be charged for each course dropped after the student attends one or more class sessions.

A student who stops attending a class but remains enrolled in other classes during the enrollment period may receive a refund of tuition based upon the following schedule:

If the student:	Percentage of tuition refunded:
Never attends the class	100%
Attends in the first week	75%
Attends in the second week.....	50%
Attends in the third to the eighth week	0%

The agencies which provide funding for a student's education are informed of all changes in a student's schedule; this may affect the student's future eligibility for agency funding.

WITHDRAWAL FROM SCHOOL

The student who drops all of his or her classes for the Mod is considered to be withdrawn even though he or she intends to resume classes at a later date. For these students, the following refund calculation is used:

<i>If the student withdraws:</i>	<i>Percentage of tuition refunded:</i>
On or before the first scheduled day of classes	100%
After the first scheduled day of classes through the first 10% of the enrollment period (first week)	90%
After the first 10% through the first 25% of the enrollment period (second week)	50%
After the first 25% through the first 50% of the enrollment period (third or fourth week)	25%
After the first 50% of the enrollment period (fifth through eighth week)	0%

The Higher Education Amendments of 1998 regulate the way in which the Return of Title IV federal financial aid is handled when a student withdraws from the College. This policy governs all federal grant and loan programs -- Pell, FSEOG, ACG Grants, Stafford loans, and PLUS loans.

This policy governs the student's Title IV funds only and assumes that a student "earns" approved federal financial aid in proportion to the number of days in the term prior to the student's complete withdrawal and determines the amount, if any, that the student and/or the College must return.

If a student completely withdraws from the College during a term, the College must calculate, according to a formula determined by the Department of Education, the portion of the total scheduled financial assistance that the student has earned and is entitled to retain. This earned portion is calculated on a percentage basis - the number of days the student attended is divided by

the total number of days in the MOD. For example, if a student completes 20 calendar days and the MOD covers 54 calendar days, he or she has earned 37% of the approved federal aid that he or she was originally scheduled to receive for the term. This means that 63% of the student's scheduled or disbursed aid remains unearned and must be returned to the Federal Programs.

If the student receives (or the College receives on the student's behalf) more federal financial aid than he or she has earned, the unearned funds must be returned to the applicable grant program and/or to the lender (for Federal Stafford or PLUS loans).

This policy does not affect the student's charges - the Beal College Withdrawal Policy, listed above, is used to determine the reduction, if any, in the student's tuition. If the student's charges are less than the amount of aid earned, and a refund is due, the student may be able to receive those additional funds. If the student's charges are more than the amount of aid earned, the student is responsible for paying any outstanding charges to Beal College.

For students withdrawing from all classes at Beal College, the following refund percentages for tuition and unearned financial aid are used:

Student Withdraws:	Percentage of Tuition Adjustment	Percentage of Unearned Financial Aid*
Before the first day of classes	100%	100%
Week 1	90%	98%-86%
Week 2	50%	84%-73%
Week 3	25%	71%-60%
Week 4	25%	58%-47%
Week 5	0%	45%-0%
Week 6-8	0%	0%

*The percentages for unearned financial aid are approximate and may vary from Mod to Mod since calendar days are used to determine the amount of unearned Title IV financial aid that must be returned to the applicable lender or aid program.

For example, a student who attends 20 days and then completely withdraws would be charged for 75% of his or her tuition plus fees and book charges, if applicable. However, this student would only be entitled to 37% of his or her scheduled federal aid and would be responsible for any additional charges.

However, if the student remained in school for 33 calendar days or longer of a MOD that covers 54 days, (60% of the term), federal regulations would consider that he or she has earned 100% of federal aid and the student would owe no repayment as a consequence of withdrawing from school (except in the case of Stafford or PLUS loan proceeds which must be repaid according to the terms of the loan).

If it is determined that a portion of the financial aid received on a student's behalf is unearned, Beal College must return all or a portion of the unearned amount on the student's behalf in the following order:

1. Unsubsidized Federal Stafford Loan Program
2. Subsidized Federal Stafford Loan Program
3. Federal PLUS Loan Program
4. Federal Pell Grant Program
5. Federal Supplemental Educational Opportunity Grant (FSEOG) Program
6. Academic Competitive Grant (ACG) Grant
7. Any other Title IV program (x 50% for grant funds)
8. Other federal, state, private, or institutional aid programs; and
9. The student

Any grant funds that the student is required to return to federal programs (after a 50% grant protection reduction) are considered an overpayment. The student must either repay the amount in full or make satisfactory payment arrangements with the Department of Education to repay the amount. **If the student fails to repay or fails to make arrangements to repay an overpayment, the student will lose his or her eligibility to receive federal financial aid in the future.**

Copies of the Department of Education's worksheets used to determine the unearned portion of Title IV funds are available from the Financial Aid Office.

The Beal College refund policy follows those guidelines established by the Department of Education and agreed to by the higher education community and the Accrediting Council for Independent Colleges and Schools (ACICS).

TUITION AND EXPENSES*(Effective September 1, 2009)*

Tuition per year for full-time students	\$6,720.00 - 6,910.00
Tuition per three credit course	\$560.00
Tuition for CL219 and LE212.....	750.00
Application Fee (one-time, mandatory, non-refundable)	25.00
Administrative Drop Fee	25.00
Proficiency Examination Fee (non-refundable)	100.00
Auditing Fee	
(per course plus any lab fees if applicable; non-refundable).	100.00
Directed Study Fee	
(per course plus tuition and any lab fees; non-refundable)	225.00
Comprehensive Fee (one-time, mandatory, non-refundable)	100.00
Graduation Fee - 1st Program - (mandatory)	130.00
Each Additional Program.....	30.00
Degree/Diploma Reprocessing Fee	30.00
Books/Supplies (yearly estimate)	1200.00
Lab/User/Materials Fee (per course)	
<i>These fees are mandatory and non-refundable after a class has been attended.</i>	
CH104	45.00
CH105	55.00
AC115, AC116, BA201, BA204, BC101, CS103, CS104, CS207, SS101, SS102, SS201, SS202, SS205	75.00
HI211, HI212, MO115, MO201, MO202, MO207, MO210, MO211	75.00
CS107, CS202, DP101	75.00
MA101	165.00
LE212.....	195.00
MA111, MA112, MA211, MA212	300.00
CL219.....	395.00
LE117, LE118.....	500.00
Budget Plan Late Fee: <i>(If payment is late by more than 4 business days.)</i>	15.00

No student may attend classes without first paying in full, making Budget Plan arrangements or completing the financial aid application process (all required paperwork submitted to the Financial Aid Office-- incomplete files will not be considered).

Please refer to Pages 39 - 43 for information regarding payment of bills, budget payment plans, credit balance refunds and refunds.

All costs are subject to change.

FINANCIAL AID

Beal College believes that no student should be denied the opportunity to pursue his or her educational interests because of a lack of financial resources. An interview with one of Beal College's Financial Aid Officers can help to assess financial needs and educational costs involved. Students will be advised of the various educational grants, loans and scholarships that are available to qualified individuals. All students are encouraged to apply for federal and state financial aid.

Some financial aid is available in the form of grants and scholarships; these types of financial aid do not have to be repaid. Other types of financial aid include student loans that must be repaid with interest. Since Beal College is not able to meet the entire financial needs of its students through grants and scholarships, student loans are an important means for financing one's education. The Federal Family Education Loan programs, including Federal Stafford Loans (subsidized and unsubsidized) and the Federal PLUS Loan, are an important means of financing an education at favorable interest rates and repayment terms for qualified individuals.

Financial aid is awarded at Beal College on the basis of documented financial need; financial need is determined as being the difference between the cost of attending college and the Expected Family Contribution (EFC), the amount that can be expected to be contributed by the student and his or her parents, if the student is considered a dependent student. The EFC is determined by the Department of Education.

Financial aid eligibility for federal and state funding sources (grants and loans) is determined through the use of the Free Application for Federal Student Aid (FAFSA). The Department of Education's needs analysis equation determines the amount of parental/student contribution based upon the annual income and accumulated assets. Allowances are made for the number of dependents, the number of children attending post-secondary educational institutions and other relevant factors. This information provides Beal College with information regarding the financial strength of a student and his or her parents, if applicable. Changes in the financial condition from one year to the next may be taken into account if the student is eligible to be considered to have documentable special conditions, as per federal regulation; supporting documentation must be provided by the student, and parents if applicable, to support these considerations.

FINANCIAL AID PAPERWORK REQUIREMENTS

1. Beal College Financial Aid Information Form
2. **Free Application for Federal Student Aid (FAFSA)** must be completed.
3. Additional documentation may be required as determined by federal regulations and the Beal College Financial Aid Office.

To apply for financial aid through Beal College, the Financial Aid Office encourages students to apply early in order to meet deadlines set by the various agencies. *All admissions requirements must be met and a student must be accepted into a degree/certificate-granting program at Beal College before a student is considered for federal and state financial aid. Non-degree students are not eligible for federal or state financial aid.*

To determine a student's award, a student must first submit all required financial aid paperwork so that an accurate assessment may be made of the student's, and parents' if applicable, financial strength. If a student feels he or she will need financial aid assistance, the forms described on page 45 must be completed and submitted to the Financial Aid Office at the earliest possible time before the intended enrollment date.

Once a financial need is established according to federal guidelines, Beal College will put together a financial aid award package. This package may include one or more of the types of assistance outlined below. Beal College currently participates in the following federal and state financial aid programs:

FEDERAL PELL GRANT

An entitlement grant (no repayment) provided by the federal government for students who demonstrate a financial need as determined by the Department of Education.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

This is a college-administered program of funds provided by the Department of Education and Beal College. Federal SEOG awards (no repayment) are awarded to those students receiving Pell Grants, depending upon the financial need and the availability of federal funds. Grant amount is \$1000 per award year.

ACADEMIC COMPETITIVENESS GRANT (ACG)

This college-administered program of funds provided by the Department of Education for 2009-2010 is for first year students who graduated from high school after January 1, 2009 and for second year students who graduated from high school after January 1, 2008. The ACG awards (no repayment) provides up to \$750 for the first year and up to \$1300 for the second year of undergraduate study. The student must have graduated from a rigorous high school program, as determined by the state or local education agency and recognized by the Secretary of Education. The student must be a U.S. Citizen, a Pell Grant recipient, enrolled full-time, and maintaining at least a cumulative grade point average of 3.0.

MAINE STATE GRANT PROGRAM (MSGP)

Students who are residents of Maine may apply for this need-based grant (no repayment) by filing the FAFSA prior to May 1, 2009 for the 2009/2010 award year. The maximum award for the 2009/2010 award year is \$1250.

FEDERAL SUBSIDIZED STAFFORD LOANS

Funds for this Federal Family Education Loan program (repayment, with interest) are provided by banks and other lenders. The loans are insured by the federal government and reinsured by a guaranty agency in the event the borrower dies, becomes disabled or fails to repay the loan. The student must first complete and file the FAFSA to determine eligibility; the student must also obtain a loan application from a participating lender, complete the application and entrance loan counseling, and file it with the Beal College Financial Aid Office along with other required paperwork. A student must be continuously enrolled at least half-time to retain eligibility for this loan program.

Federal Subsidized Stafford Loans are made to students who qualify based upon financial need and other factors; qualifying students have the federal government pay the interest while the student is in school attending at least half-time and for six months after the last date of attendance (withdrawal, graduation or attending less than half time). Once need is determined, the loan amounts that may be borrowed in any full academic year is a maximum of \$3500 for Grade Level One and \$4500 for Grade Level Two; for less than a full academic year, loan amounts are subject to federal proration regulations. The interest rate for this loan program is variable with a cap of 5.6%. Repayment for amounts borrowed under this loan program begins six months after a student has graduated or stops attending school at least half-time.

FEDERAL UNSUBSIDIZED STAFFORD LOANS

Like the Federal Subsidized Stafford Loans, these loans are also insured by the federal government and reinsured by a guaranty agency. The student must follow the same application procedures as outlined above to determine eligibility for the Federal Subsidized Stafford Loan first. A student must be continuously enrolled at least half-time to retain eligibility for this loan program.

Federal Unsubsidized Stafford Loans are not based upon need and the student is responsible for paying all of the interest on the loan, even while in school. The student may be eligible to borrow a combined total under both the Federal Subsidized and Unsubsidized Stafford Loan programs not to exceed the annual loan limits outlined in the section titled Federal Subsidized Stafford Loans. Independent students and dependent students whose parents cannot borrow under the Federal PLUS Loan program may borrow an additional amount of a Federal Unsubsidized Stafford Loan not to exceed \$6000 for a full academic year; for less than a full academic year, loan amounts are subject to federal proration regulations. The combined total amount borrowed cannot exceed the cost of education less any financial aid received. The interest rate for this loan program is variable with a cap of 6.8%. Repayment of the principal amount borrowed begins six months after a student has graduated or stops attending at least half-time; interest payments may be required immediately or the interest charges may accrue and be capitalized depending upon the lender involved.

FEDERAL PLUS LOAN

The parent of a dependent student may apply for a Federal PLUS Loan (repayment, with interest) up to the amount of the unmet cost of education. Unmet costs for the Federal PLUS Loan are determined as the difference

between the cost of education and the estimated financial aid to be received for the loan period, including the Federal Stafford Loan. The Federal PLUS Loan program is not interest-subsidized and repayment begins immediately after the disbursement of the loan proceeds; lenders must perform a credit analysis on the parent applying for the Federal PLUS Loan. Loan applications may be obtained through most lending institutions and the Financial Aid Office. The interest rate for this loan program is variable with a cap of 8.5%. A student must be continuously enrolled at least half-time for the parent to retain eligibility for this loan program.

Please refer to the policy outlined on page 50 for Title IV Financial Aid eligibility for grants and loans with regard to satisfactory academic progress.

VETERANS EDUCATIONAL BENEFITS

The College is approved by the Maine State Approving Agency for Veterans Education Programs for the education of military personnel, veterans and their dependents under the Veterans Administration educational assistance programs. VA application forms may be obtained at the Beal College Financial Aid Office; forms are also available through the Veterans Administration Office. Contact your local Veterans Administration Office to determine your eligibility for any of the VA educational assistance programs. Calls may be directed to the VA Office in Buffalo, New York at 1-888-442-4551.

Applicants who are requesting Veterans Administration (GI Bill) educational benefits are required to have all previous postsecondary education and training evaluated for possible transfer credit. Applicants with military service should send a copy of their Army/ACE Registry Transcript Service (AARTS) or a SMART (Sailor/Marine Corps American Council on Education Registry Transcript) to the College for credit evaluation.

ACADEMIC SCHOLARSHIPS

Beal College offers academic scholarships (no repayment) to current degree students who have achieved specific grade point averages after completing 33 credit hours at Beal College.

Any student taking nine credits or more in a MOD will be awarded a \$50 scholarship if at the end of that MOD he or she has a cumulative grade point average of 3.60 or better; or, the student will be awarded a \$30 scholarship if at the end of that MOD he or she has a cumulative grade point average of 3.40 to 3.59 .

Any student taking six credits in a MOD will be awarded a \$25 scholarship if at the end of that MOD he or she has a cumulative grade point average of 3.60 or better ; or, the student will be awarded a \$15 scholarship if at the end of that MOD he or she has a cumulative grade point average of 3.40 to 3.59.

Scholarships are renewable at the beginning of each subsequent MOD for qualifying students. A student must maintain his or her cumulative grade point average to retain eligibility. Scholarship candidates are determined after all grades have been submitted. Scholarships are automatically credited to the student's account. A maximum of 600 scholarships will be awarded per academic year.

MARY BEAL SCHOLARSHIP

The Mary Beal Scholarship, established in 1991 to commemorate Beal College's 100th year, is awarded to Maine high school seniors; each year, up to five \$500 scholarships are awarded. The Admissions Office sends applications to high school guidance counselors and high school senior applicants. In addition to being a Maine high school senior, the applicant must intend to enroll at Beal College in the summer or fall of that year, be in good academic standing, have filed a Free Application for Federal Student Aid by May 1 and have applied for admissions by May 1. The completed application and the required essay must be received by the Admissions Office by May 1; essay topics change yearly and are indicated in the application materials. Scholarship winners, chosen by the Scholarship Committee whose decision is based upon the quality, content and grammar of the essay as well as financial need and past academic performance, will be notified by the beginning of June each year.

Scholarships are awarded after successful completion of two MODs and will be applied to the student's account toward third MOD charges. The student must maintain a minimum cumulative grade point average of 2.25.

BANGOR ADULT EDUCATION SCHOLARSHIPS

Each year, Beal College offers three course charge waivers to graduates from the Bangor Adult Education GED Program; recipients for the waivers are chosen by the Director of Bangor Adult Education, based upon academic excellence. The course charge waiver includes the tuition for an entry-level course, laboratory fee and the textbook costs associated with the course. Recipients of the waiver may choose from selected introductory courses; a listing of courses is available from the Director of Bangor Adult Education.

ALTERNATIVE LOANS

Alternative loans are credit-based, private loans offered by lenders that can be used to supplement other financial aid received. Rates and terms of alternative loans vary. Typically, interest begins to accrue immediately after disbursement. Dependent and independent students may be eligible to borrow. Alternative loan applications are available from the Financial Aid Office.

QUALITY CHILD CARE EDUCATION SCHOLARSHIP

The Quality Child Care Education Scholarship provides funding to support child care professionals pursuing professional development at the post-secondary level. This is a need-based scholarship program. The Financial Aid Office will award scholarships in July each year.

CREDIT BALANCE REFUNDS

Aid, in the form of grants and loans, is applied to the student's account as it is received from the various sources (federal funds, lending institutions, state assistance programs, private scholarships, etc.). If a credit balance results from the receipt of loan, grant or scholarship funds, the excess of funds will be refunded to the student. If the credit balance results from an overpayment from an assistance program (TRA, TAA, or ASPIRE, etc.), the excess will be refunded to the sponsor agency. If the credit balance results from an overaward of federal or state financial aid, the excess will be refunded

to the applicable aid program. If a student receives a credit balance refund, he or she is responsible for all new charges incurred until further loans, grants and/or scholarship proceeds are received and credited to his or her account. Please contact the Student Accounts Office for further information concerning the refund of credit balances.

POLICY FOR RECEIVING TITLE IV FINANCIAL AID (GRANTS AND LOANS)

The following criteria outlines the policy for students who receive financial aid assistance in the form of federal grants, federal loans and Maine State grant assistance.

1. A student must be enrolled in a degree, diploma or certificate program at Beal College in order to be considered for financial aid. Non-degree students are not considered to be enrolled within a degree, diploma or certificate program and therefore do not qualify for financial aid.
2. A student must complete his or her program of study within one and one-half times the normal length of the program as specified below:

DEGREE PROGRAMS:

Full-time Student: 6 or more credits per MOD - 18 MODs

Half-time Student: 3-5 credits per MOD - 36 MODs

CERTIFICATE/DIPLOMA PROGRAMS:

Full-time Student: 6 or more credits per MOD - 9 MODs

Half-time Student: 3-5 credits per MOD - 18 MODs

Students are eligible for most forms of financial aid if attending on at least a half-time basis with three or more credits per MOD; students not enrolled at least half-time may lose eligibility for financial aid, including federal loans.

3. The progress toward the completion of a degree, diploma or certificate will be checked at the end of every MOD. At the end of each MOD, a student's progress is reviewed for qualitative (percentage of completion) and quantitative (cumulative GPA) minimum standards. If a student has not completed the required minimum percentage of completion and cumulative GPA as outlined on page 32, the student will have his or her financial aid eligibility affected.

If a student is on academic probation or academic alert, the student is eligible for Title IV assistance until such time as he or she is suspended from the College. *Once a student is academically suspended, Title IV funds will only be reinstated after the student meets the minimum academic program requirements (2.00 cumulative GPA for all programs except for the Criminal Justice, Health Information Technology, and Medical Assisting programs*

which require a 2.22 cumulative GPA at the completion of 36 credit hours and a minimum percentage of completion rate of 66.66%) except as noted in Criteria #4 below.

4. A student who has lost eligibility for Title IV assistance due to academic suspension may appeal the loss of eligibility by providing documentation regarding unusual medical or personal circumstances to the Financial Aid Director for review after an appeal has been made to the Academic Advisory Committee. Please note that an approval of an appeal by the Academic Advisory Committee for an academic action does not reestablish eligibility for Title IV aid - an appeal must also be made to the Financial Aid Director. After review of all documentation submitted, a decision for approval or denial of the appeal request will be sent to the student.
5. A student who withdraws from a course (W, WP or WF) or receives a deficiency grade in a course (see page 25) may receive aid when the course is repeated only for the second attempt. No Title IV aid, including grants and loans, will be disbursed for the third or more attempt of the course.
6. No Title IV aid will be disbursed if the student retakes a course merely to increase the cumulative grade point average if the grade initially received met the minimum standards set for the program.
7. No Title IV aid will be disbursed for courses taken by the student which are not required by the student's program of study.

Under Federal Law 34 CFR Part 682, the Department of Education mandates that the following information be provided to students: Beal College participates in a teachout program. Should Beal College discontinue offering academic programs, enrolled students could complete their programs at one or more participating colleges.

COURSE NUMBERING AND PREREQUISITES

Courses are numbered at Beal College according to the following criteria:

- 101-199 Level Courses: Courses which are typically taken during the student's first year - these courses may be prerequisites for the 200 level courses taken during the student's sophomore year;
- 200-299 Level Courses: Courses which are typically taken during the student's second year.

Prerequisites refer to lower level courses which must be successfully completed prior to entering higher level courses. For successful completion, a student must attain a passing grade as indicated in the student's program of study. Note that some courses require a grade of C or C+. Courses with prerequisites are indicated in the program outline by the letter P. Please refer to each course description for a list of the courses which must be completed prior to registering for the course. Prerequisites may be waived with the permission of the program advisor and the Academic Advisory Committee.

A student will follow the curriculum requirements for a program, including prerequisites, of the catalog in effect at the time he or she began the program. If a student upgrades to a new catalog, he or she will follow the new catalog.

GENERAL EDUCATION COURSES

CT111	Critical Thinking in the Twenty-First Century
EC101	Introduction to Economics
EC102	Microeconomics
EC103	Macroeconomics
EH102	Speech
EH111	College Composition
EH113	Narrative & Descriptive Writing
EH201 P	Creative Writing
GY103	Geography
HY101	Government
HY103	U.S. History 1865 to the Present
MS110	Algebra
MS111	Statistics
PY101	General Psychology
PY202	Lifespan Development
SC101	Introduction to Sociology

PROGRAMS OF STUDY

Associate Degree Programs

Accounting	54
Administrative Management	55
Business Management	56
Criminal Justice: Conservation Law Enforcement Concentration.....	57
Criminal Justice: Law Enforcement Concentration.....	58
Early Childhood Education	59
Executive Assistant.....	60
Health Information Technology	61
Medical Administrative Specialist	62
Medical Assisting	63
Social and Human Services Assisting	64

Program Combinations

Accounting / Business Management	65
Conservation Law Enforcement / Law Enforcement	66

Please see page 13 for additional information about program combinations.

ACCOUNTING

The Accounting program is designed to give the student an in-depth knowledge of accounting principles and their application in today's business environment.

Specialized courses including Federal Taxes, Managerial Accounting and Computerized Accounting are included to provide the student with a wider range of business knowledge.

Professional opportunities for accountants are in public accounting, management accounting, tax accounting, private accounting and general accounting.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on page 23 for more information.

Major Courses of Study

Requiring a Grade of C or Better

AC111	P	Principles of Accounting I	3
AC112	P	Principles of Accounting II	3
AC115	P	Computerized Accounting	3
AC201	P	Intermediate Accounting I	3
AC202	P	Intermediate Accounting II	3
AC203	P	Managerial Accounting	3
AC210	P	Federal Taxes I	3
BA101		Business Law I	3
BA104		Principles of Marketing	3
BA108		Business Ethics	3
CS103		Introduction to Computers and Word Processing	3
CS104		Introduction to Spreadsheets and Graphic Presentations	3
CS202	P	Advanced Spreadsheet Applications	3
EH112		Business Communications	3
MS101		Business Mathematics	3

General Education Courses

Requiring a Grade of C or Better

EC102	Microeconomics	3
EC103	Macroeconomics	3
EH102	Speech	3
EH111	College Composition	3
MS110	Algebra	3
MS111	Statistics	3
PY101	General Psychology	3
SC101	Introduction to Sociology	3

Related Courses of Study

BC101	College Success	3
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TOTAL CREDITS 72

ADMINISTRATIVE MANAGEMENT

The Administrative Management program prepares students to be effective and efficient office professionals. The program options blend traditional office management skills, such as filing, scheduling, organizing and accounting, with current computer technology and applications including keyboarding, word processing, electronic spreadsheets, database management, and desktop publishing using the current software programs. The program leads to employment as office professionals in a variety of settings, including accounting departments, data entry departments, and law offices.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on page 23 for more information.

Major Courses of Study Requiring a Grade of C or Better

AC111 P	Principles of Accounting I	3
AC116	Quickbooks for the Administrative Professional	3
AD220 P	Administrative Management Externship	3
BA101	Business Law I	3
BA104	Principles of Marketing	3
BA105	Human Resource Management	3
BA107	Supervisory Management	3
BA108	Business Ethics	3
CS103	Introduction to Computers and Word Processing	3
CS104	Introduction to Spreadsheets and Graphic Presentations	3
CS107 P	Database Management I	3
CS207 P	Advanced Word Processing	3
DP101 P	Desktop Publishing I	3
EH112	Business Communications	3

MS101	Business Mathematics	3
MK101	Superior Customer Service	3
SS101	Elementary Keyboarding	3
SS205 P	Office Procedures	3

General Education Courses Requiring a Grade of C or Better

EC101	Introduction to Economics	3
EH102	Speech	3
EH111	College Composition	3
GY103	Geography	3
PY101	General Psychology	3

Related Courses of Study

BC101	College Success	3
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TOTAL CREDITS 72

PROGRAMS OF STUDY

BUSINESS MANAGEMENT

The objectives of the Business Management program are to provide the student with a broad foundation of business theory and the basic professional skills and mental discipline necessary for decision-making in today's changing business world.

Emphasis is placed on helping the student gain a basic knowledge in planning, organizing, supervising and controlling a business.

Although a thorough knowledge of theory is the basis of the program, Beal College believes that this theory must also be combined with practical application in order to be effective. To achieve this, much emphasis is placed on individual study projects which enable the student to research, analyze and solve actual business problems.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on page 23 for more information.

Major Courses of Study Requiring a Grade of C or Better

AC111	P	Principles of Accounting I	3
AC112	P	Principles of Accounting II	3
AC115	P	Computerized Accounting	3
BA101		Business Law I	3
BA104		Principles of Marketing	3
BA105		Human Resource Management	3
BA107		Supervisory Management	3
BA108		Business Ethics	3
BA201	P	Small Business Management	3
BA204	P	Fundamentals of E-Commerce	3
CS103		Introduction to Computers and Word Processing	3
CS104		Introduction to Spreadsheets and Graphic Presentations	3
CS202	P	Advanced Spreadsheet Applications	3
DP101	P	Desktop Publishing I	3
EH112		Business Communications	3
MK101		Superior Customer Service	3
MS101		Business Mathematics	3

General Education Courses Requiring a Grade of C or Better

EC102		Microeconomics	3
EC103		Macroeconomics	3
EH102		Speech	3
EH111		College Composition	3
MS111		Statistics	3
PY101		General Psychology	3

Related Courses of Study

BC101		College Success	3
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TOTAL CREDITS 72

CRIMINAL JUSTICE CONSERVATION LAW ENFORCEMENT CONCENTRATION

The Conservation Law Enforcement Concentration of the Criminal Justice program is designed to prepare a student to obtain employment in the field of conservation law enforcement as well as other related occupations in the criminal justice system. The Conservation Law Enforcement Concentration emphasizes the administrative and interpersonal skills required of the law enforcement professional and provides a strong foundation in the social, ethical and legal issues confronted by officers in the performance of their duties.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 23 and 34 for more information.

Major Courses of Study Requiring a Grade of C+ or Better

CL111	Conservation and Environmental Law Enforcement	3
CL112	Fish and Wildlife Taxonomy	3
CL113	Forest Ecology	3
CL210	Wildlife Management	3
CL211	Forestry Management	3
CL212	Fisheries Management	3
CL213 P	Conservation Law Enforcement Investigations	3
CL219 P	Conservation Law Enforcement Patrol Procedures and Field Training	4
LE101	Introduction to Criminal Justice	3
LE103	Problem Solving and Critical Thinking	3
LE104	Professional Law Enforcement Ethics	3
LE111	Technical Writing for Law Enforcement Officers	3
LE112	Rules of Evidence	3
LE117	Law Enforcement Physical Conditioning and Self-Defense Tactics	3

LE118 P	Law Enforcement Physical Conditioning and Self-Defense Tactics II	3
LE216 P	Advanced Law Enforcement Patrol Procedures	
	OR	
LE220 P	Law Enforcement Externship	3

General Education Courses Requiring a Grade of C or Better

EH102	Speech	3
EH111	College Composition	3
EH113	Narrative & Descriptive Writing	3
HY101	Government	3
PY101	General Psychology	3
SC101	Introduction to Sociology	3

Related Courses of Study

BC101	College Success	3
CS103	Introduction to Computers and Word Processing	3

TOTAL CREDITS 73

PROGRAMS OF STUDY

CRIMINAL JUSTICE LAW ENFORCEMENT CONCENTRATION

The Law Enforcement Concentration of the Criminal Justice program is designed to prepare a student for a career in the criminal justice system and provides the opportunity for currently employed criminal justice professionals to further their education. The Law Enforcement Concentration emphasizes the technical, administrative and interpersonal skills required of the criminal justice professional with a strong foundation in the social, ethical and legal issues confronted by officers in the performance of their duties.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 23 and 34 for more information.

Major Courses of Study

Requiring a Grade of C+ or Better

HS111	Exploring Child Welfare/ Child Abuse & Neglect	3
LE101	Introduction to Criminal Justice	3
LE103	Problem Solving and Critical Thinking	3
LE104	Professional Law Enforcement Ethics	3
LE111	Technical Writing for Law Enforcement Officers	3
LE112	Rules of Evidence	3
LE113	Crisis Intervention	3
LE114	Introduction to Corrections and the Criminal Justice System	3
LE117	Law Enforcement Physical Conditioning and Self-Defense Tactics	3
LE118 P	Law Enforcement Physical Conditioning and Self-Defense Tactics II	3
LE212 P	Police Patrol Procedures and Field Training	4
LE213 P	Criminal Investigations	3
LE219 P	Criminal Forensics	3

LE216 P Advanced Police Patrol Procedures

OR

LE220 P	Law Enforcement Externship	3
PL112	Constitutional Law***	3
PL123	Criminal Law***	3

General Education Courses

Requiring a Grade of C or Better

EH102	Speech	3
EH111	College Composition	3
EH113	Narrative & Descriptive Writing	3
HY101	Government	3
PY101	General Psychology	3
SC101	Introduction to Sociology	3

Related Courses of Study

BC101	College Success	3
CS103	Introduction to Computers and Word Processing	3

TOTAL CREDITS 73

*** PL-lettered courses are available evenings only

EARLY CHILDHOOD EDUCATION

The Early Childhood Education program incorporates theory into practice, preparing the individual to enter the professional world of early childhood education. The curriculum combines basic knowledge and practical experience working with children and their families. Courses in the program will enable a student to work in a variety of childcare settings both private and public.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.0 or better and a 66.66% completion rate. Please refer to academic standards on page 23 for more information.

Major Courses of Study Requiring a Grade of C or Better

BA107	Supervisory Management	3
CH101	Overview of Early Childhood Education	3
CH104	Children in Play Environments	3
CH105	Creative Arts for Young Children	3
CH107	Literature for the Young Child I	3
CH108 P	Literature for the Young Child II	3
CH204 P	Children, Families, and Identifying Special Needs	3
CH205 P	Business Planning for Childcare Professionals	3
CH206 P	Nutrition and Health for Children	3
CH219 P	Field Experience for Early Childhood	3
CH220 P	Early Childhood Externship	3
HS111	Exploring Child Welfare/Child Abuse & Neglect	3

General Education Courses Requiring a Grade of C or Better

EH102	Speech	3
EH111	College Composition	3
EH201 P	Creative Writing	3
GY103	Geography	3
HY101	Government	3
PY101	General Psychology	3
PY202	Lifespan Development	3
SC101	Introduction to Sociology	3

Related Courses of Study

BC101	College Success	3
CS103	Introduction to Computers and Word Processing	3
CS104	Introduction to Spreadsheets and Graphic Presentations	3
EH112	Business Communications	3

TOTAL CREDITS 72

EXECUTIVE ASSISTANT

The Executive Assistant program prepares the student for employment using administrative, technical, and interpersonal skills in a professional office. As a member of the support staff, the Executive Assistant's functions include planning, organizing, supervising, computer operation, document preparation, information retrieval and management, and communications.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on page 23 for more information.

Major Courses of Study Requiring a Grade of C or Better

AC116	Quickbooks for the Administrative Professional	3
BA105	Human Resource Management	3
BA107	Supervisory Management	3
BA108	Business Ethics	3
CS103	Introduction to Computers and Word Processing	3
CS104	Introduction to Spreadsheets and Graphic Presentations	3
CS107 P	Database Management I	3
CS202 P	Advanced Spreadsheet Applications	3
CS207 P	Advanced Word Processing	3
DP101 P	Desktop Publishing I	3
EH112	Business Communications	3
MK101	Superior Customer Service	3
MS101	Business Mathematics	3
SS101	Elementary Keyboarding	3
SS102 P	Intermediate Keyboarding	3
SS201 P	Machine Transcription	3
SS205 P	Office Procedures	3
SS220 P	Secretarial Externship	3

General Education Courses Requiring a Grade of C or Better

CT111	Critical Thinking in the Twenty-First Century	3
EH111	College Composition	3
EH113	Narrative & Descriptive Writing	3
PY101	General Psychology	3
SC101	Introduction to Sociology	3

Related Courses of Study

BC101	College Success	3
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TOTAL CREDITS 72

HEALTH INFORMATION TECHNOLOGY

The objectives of the Health Information Technology program are to provide students with the knowledge and skills necessary to be effective and efficient in the Health Information Management field. Health Information Technicians are responsible for ensuring the quality of health records and healthcare data by verifying completeness, accuracy, and proper entry into computer systems. These skills can be applied in a variety of settings including but not limited to hospitals, nursing homes, mental health facilities, public health agencies and insurance companies.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on page 23 for more information.

Major Courses of Study Requiring a Grade of C+ or Better

HI101	Introduction to Health Information Technology	3
HI201	P Applied Health Information Technology	3
HI211	P Electronic Health Records	3
HI212	P Health Care Information Systems & Management	3
HI213	P Quality Resource Management	3
HI214	P Health Care Data Analysis & Statistics	3
HI215	P Health Care Reimbursement Methodologies	3
HI220	P Externship in Health Information Technology	3
MO203	Medical Ethics and Law	3
MO204	P CPT Coding	3
MO205	P ICD-9-CM Coding	3
MO207	P Advanced Coding	3
MO208	P Hospital Coding*	*3
MO213	P Pathophysiology with Pharmacology I	3
MO214	P Pathophysiology with Pharmacology II	3
ZO101	Medical Terminology	3
ZO111	P Human Anatomy and Physiology I	3
ZO112	P Human Anatomy and Physiology II	3

General Education Courses Requiring a Grade of C or Better

CT111	Critical Thinking in the Twenty-First Century	3
EH111	College Composition	3
MS110	Algebra	3
PY101	General Psychology	3
SC101	Introduction to Sociology	3

Related Courses of Study

BA107	Supervisory Management	3
CS103	Introduction to Computers and Word Processing	3

TOTAL CREDITS 72

*(Total Credits with MO208 - 75)

PROGRAMS OF STUDY

** Only students with Beal College credits for MO204 CPT Coding, MO205 ICD-9-CM Coding, and MO207 Advanced Coding that were received prior to September 2008 will be required to take MO208 Hospital Coding.*

MEDICAL ADMINISTRATIVE SPECIALIST

The Medical Administrative Specialist program is designed to prepare individuals for careers as entry level medical office assistants for diverse health care delivery systems including private medical practices, clinics, public health departments, insurance agencies, government agencies, or out-patient departments of hospitals. This program gives the student the option to specialize in either a medical coding or transcription concentration. On completion of this program, the student will be prepared for the Certified Medical Administrative Specialist (CMAS)(AMT) Certification exam.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on page 23 for more information.

Major Courses of Study Requiring a Grade of C or Better

AC116	Quickbooks for the Administrative Professional	3
HI211 P	Electronic Health Records	3
MO115 P	Computer Applications for the Medical Office	3
MO202 P	Medical Insurance, Billing and Coding	3
MO203	Medical Ethics and Law	3
MO210 P	Medical Office Procedures	3
MO213 P	Pathophysiology with Pharmacology I	3
MO214 P	Pathophysiology with Pharmacology II	3
MX220 P	Medical Office Externship	3
SS101	Elementary Keyboarding	3
SS102 P	Intermediate Keyboarding	3
ZO101	Medical Terminology	3
ZO111 P	Human Anatomy and Physiology I	3
ZO112 P	Human Anatomy and Physiology II	3

Coding Concentration:

MO204 P	CPT Coding	3
MO205 P	ICD-9-CM Coding	3
MO207 P	Advanced Coding	3

OR

Transcription Concentration:

CS103	Introduction to Computers and Word Processing	3
MO201 P	Medical Transcription	3
MO211 P	Advanced Medical Transcription	3

General Education Courses Requiring a Grade of C or Better

EH111	College Composition	3
EH113	Narrative & Descriptive Writing	3
GY103	Geography	3
HY101	Government	3
PY101	General Psychology	3
SC101	Introduction to Sociology	3

Related Courses of Study

BA105	Human Resource Management	3
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TOTAL CREDITS 72

MEDICAL ASSISTING

The associate degree program in Medical Assisting prepares competent entry-level medical assistants for technical, clinical and administrative positions in physicians' offices, hospitals and clinics. Medical Assistants are involved in both patient care and administrative areas of a medical practice.

Graduates from this Medical Assisting program are eligible to sit for national certifying exams, provided they meet all eligibility criteria.

Medical Assisting students are required to submit a Student Health Profile form and documentation of tuberculosis testing, completed by a health care provider, as part of the admissions process.

For this program, minimum academic requirements are a cumulative grade point average of 2.22 or better and a 66.66% completion rate. Please refer to academic standards on pages 23 and 34 for more information.

P-Please refer to course descriptions for all required prerequisites for this course.

Major Courses of Study Requiring a Grade of C+ or Better

HI211	P	Electronic Health Records	3
MA101		Introduction to Medical Assisting	3
MA111	P	Medical Assisting I	3
MA112	P	Medical Assisting II	3
MA211	P	Medical Assisting III	3
MA212	P	Medical Assisting IV	3
MA220	P	Medical Assisting Externship	3
MO202	P	Medical Insurance, Billing and Coding	3
MO203		Medical Ethics and Law	3
MO210	P	Medical Office Procedures	3
SS101		Elementary Keyboarding	3
ZO101		Medical Terminology	3
ZO111	P	Human Anatomy and Physiology I	3
ZO112	P	Human Anatomy and Physiology II	3
ZO201	P	Pharmacology	3

General Education Courses Requiring a Grade of C or Better

CT111		Critical Thinking in the Twenty-First Century	3
EH111		College Composition	3
EH113		Narrative & Descriptive Writing	3
HY103		U.S. History 1865 to the Present	3
PY101		General Psychology	3
PY202		Lifespan Development	3
SC101		Introduction to Sociology	3

Related Courses of Study Requiring a Grade of C or Better

BC101		College Success	3
MO102		Medical Mathematics	3

TOTAL CREDITS 72

PROGRAMS OF STUDY

***The Hepatitis B vaccine series is recommended for students participating in Medical Assisting classes. The vaccine is available through clinics coordinated by the program director. For cost and information contact the program director.*

SOCIAL AND HUMAN SERVICES ASSISTING

The Social and Human Services Assisting program is designed to prepare students for the challenging and diverse field of human services. The students will be introduced to the many theories and therapies designed to address challenges faced by the targeted population who need assistance.

The goal of human services employment is to enhance the quality of life for those members of our society requiring such services. The overall objective of this academic program of study is to provide the student with the skills required for employment in the human services field.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on page 23 for more information

Major Courses of Study Requiring a Grade of C or Better

HS101	Introduction to Human Services	3
HS102	Common Behavioral Health Problems	3
HS103 P	Psychosocial Rehabilitation	3
HS111	Exploring Child Welfare/Child Abuse & Neglect	3
HS112	The Challenge of Adolescence	3
HS113	Vocational Rehabilitation	3
HS114	Crisis Identification and Resolution	3
HS201 P	Interviewing and Counseling	3
HS202 P	Behavioral Health and Aging	3
HS203 P	Special and Diverse Populations	3
HS204 P	Case Management	3
HS205 P	Group Process	3
HS206 P	Substance Abuse	3
HS207 P	Trauma, Sexual Abuse, and Recovery	3
HS220 P	Human Services Externship	3

General Education Courses Requiring a Grade of C or Better

CT111	Critical Thinking in the Twenty-First Century	3
EH102	Speech	3
EH111	College Composition	3
HY101	Government	3
PY101	General Psychology	3
PY202	Lifespan Development	3
SC101	Introduction to Sociology	3

Related Courses of Study

BC101	College Success	3
CS103	Introduction to Computers and Word Processing	3

TOTAL CREDITS **72**

PROGRAM COMBINATIONS

For more information about program combination, please refer to page 13. See individual program descriptions for minimum academic requirements.

ACCOUNTING / BUSINESS MANAGEMENT

Major Courses of Study Requiring a Grade of C or Better

AC111	P	Principles of Accounting I	3
AC112	P	Principles of Accounting II	3
AC115	P	Computerized Accounting	3
AC201	P	Intermediate Accounting I	3
AC202	P	Intermediate Accounting II	3
AC203	P	Managerial Accounting	3
AC210	P	Federal Taxes I	3
BA101		Business Law I	3
BA104		Principles of Marketing	3
BA105		Human Resource Management	3
BA107		Supervisory Management	3
BA108		Business Ethics	3
BA201	P	Small Business Management	3
BA204	P	Fundamentals of E-Commerce	3
CS103		Introduction to Computers and Word Processing	3
CS104		Introduction to Spreadsheets and Graphic Presentations	3
CS202	P	Advanced Spreadsheet Applications	3
DP101	P	Desktop Publishing I	3
EH112		Business Communications	3
MK101		Superior Customer Service	3
MS101		Business Mathematics	3

General Education Courses Requiring a Grade of C or Better

EC102		Microeconomics	3
EC103		Macroeconomics	3
EH102		Speech	3
EH111		College Composition	3
MS110		Algebra	3
MS111		Statistics	3
PY101		General Psychology	3
SC101		Introduction to Sociology	3

Related Courses of Study

BC101		College Success	3
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TOTAL CREDITS 90

PROGRAMS OF STUDY

CONSERVATION LAW ENFORCEMENT / LAW ENFORCEMENT

Major Courses of Study

Requiring a Grade of C+ or Better

CL111	Conservation and Environmental Law Enforcement	3
CL112	Fish and Wildlife Taxonomy	3
CL113	Forest Ecology	3
CL210	Wildlife Management	3
CL211	Forestry Management	3
CL212	Fisheries Management	3
CL213 P	Conservation Law Enforcement Investigations	3
CL219 P	Conservation Law Enforcement Patrol Procedures and Field Training	4
HS111	Exploring Child Welfare/Child Abuse & Neglect	3
LE101	Introduction to Criminal Justice	3
LE103	Problem Solving and Critical Thinking	3
LE104	Professional Law Enforcement Ethics	3
LE111	Technical Writing for Law Enforcement Officers	3
LE112	Rules of Evidence	3
LE113	Crisis Intervention	3
LE114	Introduction to Corrections and the Criminal Justice System	3
LE117	Law Enforcement Physical Conditioning and Self-Defense Tactics	3

LE118 P	Law Enforcement Physical Conditioning and Self-Defense Tactics II	3
LE212 P	Police Patrol Procedures and Field Training	4
LE213 P	Criminal Investigations	3
LE219 P	Criminal Forensics	3
LE220 P	Law Enforcement Externship	
	OR	
LE216 P	Advanced Law Enforcement Patrol Procedures	3
PL112	Constitutional Law	3
PL123	Criminal Law	3

General Education Courses

Requiring a Grade of C or Better

EH102	Speech	3
EH111	College Composition	3
EH113	Narrative & Descriptive Writing	3
HY101	Government	3
PY101	General Psychology	3
SC101	Introduction to Sociology	3

Related Courses of Study

BC101	College Success	3
CS103	Introduction to Computers and Word Processing	3

TOTAL CREDITS 98

COURSE DESCRIPTIONS

AC111 Principles of Accounting I

3 Credit Hours

Principles of Accounting I introduces the student to the principles and practices of accounting and its interrelationship with other aspects of the business world. Emphasis is placed on the functional approach as well as the analytical approach to business transactions utilized in the development of financial statement presentation. This course covers the business cycles of sole proprietorship and merchandising companies. **Prerequisite: MS101 or concurrent enrollment**

AC112 Principles of Accounting II

3 Credit Hours

As a continuation of AC111, this course introduces the student to the many different forms of business organization (sole proprietorship, partnership and corporation) and the accounting problems identified with these different forms. The student is also provided with opportunities to analyze inventory, study fixed asset depreciation and prepare statements of cash flow. **Prerequisite: AC111**

AC115 Computerized Accounting

3 Credit Hours

This course will provide the student with a working knowledge of a computerized double-entry accounting system. The student will serve as a practicing accountant for a simulated retail company and handle all business transactions from journalizing to the preparation of financial statements. *For the 2009-2010 academic year, Quickbooks Pro 2009 is used.* Lab fee. **Prerequisite: AC111**

AC116 Quickbooks for the Administrative Professional

3 Credit Hours

This course will introduce the student to the terminology of accounting and the use of a computerized accounting system. Common transactions will be learned for merchandising and service businesses, including the medical office. Sales, deposits, bill paying and bank reconciliations will be handled as well as the creation of standard financial reports. The goal of the course is to enable students to assist with the daily accounting functions of a business. *For the 2009-2010 academic year, Quickbooks Pro 2009 is used.* Lab fee.

AC201 Intermediate Accounting I

3 Credit Hours

Intermediate Accounting I is a continuation of the study of accounting principles and practices. The contents of the balance sheet and its relationship to the income statement are studied in-depth. Publications of the Financial Accounting Standards Board as they relate to the valuation of assets and the presentation of liabilities are introduced. **Prerequisite: AC112**

AC202 Intermediate Accounting II

3 Credit Hours

Intermediate Accounting II, an in-depth study of business financing alternatives, is presented with emphasis on bonds, stocks and leases and their presentation on the balance sheet. Analytical tools for the measurement of accounting data are introduced as well as a study of the statement of cash flows. **Prerequisite: AC112 (AC201 recommended)**

AC203 Managerial Accounting

3 Credit Hours

This course introduces the student to the use of, rather than the construction of, accounting records and financial statements from the internal standpoint. The topics covered encompass analysis and interpretation of financial data, cost-volume profit changes, ratios, trends, budgets, decision-making and product costing.

Prerequisite: AC112

AC210 Federal Taxes I*3 Credit Hours*

This course introduces the student to the IRS Tax Code. It covers the basic 1040 form and various schedules essential to its completion. Course content includes such topics as tax determination, gross income inclusions and exclusions, self-employment and itemized deductions. Tax publications are used to assist the student in researching tax problems and completing tax forms. **Prerequisite: AC112**

AD220 Administrative Management Externship*3 Credit Hours*

This course provides supervised field experience in an approved business, service or professional office. At the site, the student is required to complete a minimum of 160 hours using previously learned skills and knowledge in performing a variety of tasks **Prerequisite: Completion of 60 credit hours (accounting and computer courses must be included).**

BA101 Business Law I*3 Credit Hours*

The objective of this course is to provide the student with an overview of law as it applies to business. The course will explain the basics of the legal system and legal process. The student will gain an in-depth understanding of the fundamentals of contract law and learn how to apply these concepts to particular situations. The student will then learn how the fundamentals of contract law can assist in understanding other aspects of business law such as real property, landlord/tenant, wills trust and estates and insurance.

BA104 Principles of Marketing*3 Credit Hours*

This course is designed to give the student a basic understanding of the entire marketing system from a managerial viewpoint. Topics include the marketing system and philosophies, market information and research methods, product strategy, and pricing strategy. Students will learn to do a marketing plan using a local business, as well as to become familiar with marketing and advertising techniques of national companies.

BA105 Human Resource Management*3 Credit Hours*

The purpose of this course is to provide the student with a foundation in current practices relating to the utilization and management of human resources. It covers such topics as resume writing and interpretation, recruiting, job interviewing, personnel testing, compensation and benefits, equal employment opportunity, affirmative action, job design and analysis, training and development, performance appraisals and labor relations.

BA107 Supervisory Management*3 Credit Hours*

The objective of this course is to provide students with the skills necessary to become effective supervisors. Topics include decision making and problem solving, communication and motivation, appraising and disciplining employees, and the supervisor's role in labor relations.

BA108 Business Ethics*3 Credit Hours*

This course will investigate the ethical dimensions of business decisions. Students will apply ethical principles and theories to contemporary business issues to develop ethical awareness and managerial decision-making skills. Fundamental issues such as legality, responsibility, rights, and justice are examined.

BA201 Small Business Management*3 Credit Hours*

The purpose of this course is to provide the student with the knowledge necessary to start and operate a small business. As a project, the student chooses a business and

completes an in-depth feasibility study of it. The areas of financing, accounting, plant development, market research, product development, personnel, sales, promotion, legal and government requirements and marketing strategy are covered. Lab fee. **Prerequisite: AC112, BA104, and BA105**

BA204 Fundamentals of E-Commerce

3 Credit Hours

This course provides an introduction to electronic commerce and its impact on business, with balanced coverage of both technology and business topics. Course content includes business strategies for electronic commerce, specifically selling, marketing, and business-to-business opportunities. This course will also include a basic introduction to internet technology, including networking standards, security, authentication, and privacy. Other topics will include legal, ethical, and tax issues surrounding electronic commerce. A web design project and blogging assignment will allow students to demonstrate their mastery of course content. Lab fee. **Prerequisite: BA104 and CS103.**

BC101 College Success

3 Credit Hours

This course is designed to introduce the student to a variety of skills necessary for a successful college and career experience. Topics to be discussed include: computer skills, time management skills, writing skills, research and library methods, and study skills. Lab fee.

CH101 Overview of Early Childhood Education

3 Credit Hours

Students will be given an overview of the early childhood education field. The history of early childhood education and an introduction to the major ideas of developmental theorists will be discussed. Settings, environments and the organization of programs for preschool children will be examined.

CH104 Children in Play Environments

3 Credit Hours

The meaning and development of play behavior in the lives of young children will be emphasized. Students will learn to plan indoor and outdoor play environments. Appropriate materials for early childhood play will be developed. Lab fee.

CH105 Creative Arts for Young Children

3 Credit Hours

In this course, an exploration of creativity is discussed. The course focuses on the use of art, music and movement, and drama as integral parts of a pre-school curriculum. Students learn and develop techniques for all components of the creative arts. Opportunities will be provided for exploration in a variety of art media, music, and movement activities, as well as informal drama. Lab fee.

CH107 Literature for the Young Child I

3 Credit Hours

This course is designed to introduce students to classic and contemporary children's books, authors, and illustrators. Students will have an opportunity to read and evaluate a variety of children's books including poetry, folk tales, award-winning books, and modern classics.

CH108 Literature for the Young Child II

3 Credit Hours

The emphasis of this course will be placed on creating an environment that encourages an interest in reading and language development in young children. Students will learn to design lesson plans, materials, and techniques for use in reading centers, storytelling, and creative dramatics. **Prerequisite: CH107**

CH204 Children, Families and Identifying Special Needs *3 Credit Hours*

Students will explore the importance of communication and partnerships with families. Techniques for group management, guiding behavior, and ways for caregivers to be supported in early childhood settings will be discussed, as well as recognition, assessment, and resources for children who have special needs, neglect or abuse.

Prerequisite: CH101 and PY202

CH205 Business Planning for Childcare Professionals *3 Credit Hours*

Emphasis in this course will be on the non-curricular aspect of program planning and administration of childcare/preschool environments. Students will become familiar with a business plan, record keeping, licensing, and resources for owning childcare facilities and preschools. Career portfolios will be developed. **Prerequisite: CH101 and CH104**

CH206 Nutrition and Health for Children *3 Credit Hours*

The major issues for the young child's health, safety, and nutritional needs will be discussed. Emphasis on healthy foods, USDA guidelines, child abuse and neglect, and the well being of body, mind, and spirit will be studied. Students will learn some food preparation. **Prerequisite: CH101 and PY202**

CH219 Field Experience for Early Childhood *3 Credit Hours*

This field experience gives students an opportunity to observe in an approved childcare setting in combination with classroom work. Students will be expected to observe and participate in activities and assessments with children. Ongoing instructor assessment is required. Students will have the opportunity to become certified in CPR and first-aid.

Prerequisite: CH204

CH220 Early Childhood Externship *3 Credit Hours*

This advanced practicum expands on CH219. Students will be able to acquire experience with supervision, curriculum planning, and to demonstrate knowledge and skills learned in other courses by completing 160 hours in an approved childcare setting. Professional skills will be applied. **Prerequisite: CH219 and CPR/First-Aid**

CL111 Conservation and Environmental Law Enforcement *3 Credit Hours*

This course will provide the student with a historical overview of the major federal laws that have shaped environmental policy and the federal and state agencies that enforce them. The student will be exposed to the preparation of environmental impact statements. The student will also receive an overview of international conservation and environmental law enforcement policy.

CL112 Fish and Wildlife Taxonomy *3 Credit Hours*

The student will receive both classroom and field instruction in the identification of game and non-game fish and wildlife species. In addition to the identification of these game and non-game species, the student will receive an overview of their natural history and behaviors.

CL113 Forest Ecology *3 Credit Hours*

This course will focus on the relationships between living organisms and their environment. Topics of study will include population dynamics, community distributions, biologic succession, and the role of ecology in forest and wildlife communities. The

biological principles and environmental factors governing the natural establishment and development of forest trees and stands will also be studied.

CL210 Wildlife Management

3 Credit Hours

In this course, topics will include the factors affecting wildlife populations such as habitat, predation, behavior, hunting, diseases and parasites. Current issues and problems facing wildlife populations are discussed including harvest strategies and recovery efforts. A survey of New England birds and mammals and an introduction to common techniques used in wildlife management is also presented.

CL211 Forestry Management

3 Credit Hours

The course covers major forest regions, economics and social significance of forest areas, forest protection, silviculture and forest land use. Emphasis is placed on integrated land use within forests and the effect of these uses on wildlife populations.

CL212 Fisheries Management

3 Credit Hours

This course introduces fishery science, basic lake and stream survey techniques and the identification, biology and management of important species. Factors of aquatic productivity, introductory population dynamics, regulations and fish habitat as related to fisheries management are also examined.

CL213 Conservation Law Enforcement Investigations

3 Credit Hours

This course will introduce students to the basic concepts and procedures related to the collection, handling, examination and classification of physical evidence. The student, upon the presentation of simulated crime scenes as directly related to conservation law enforcement, will be required to investigate and to submit reports in both a written and oral format. **Prerequisite: LE101**

CL219 Conservation Law Enforcement Patrol Procedures and Field Training

4 Credit Hours

Students are introduced to the techniques of performing Conservation Law Enforcement field work, including map and compass usage, vehicular and foot patrol techniques, search and rescue procedures incorporating an introduction to the Incident Command System and the effective use of law enforcement resources as they relate to conservation law enforcement. The course includes a two-week practical field training experience that allows students to apply their knowledge in simulated situations in the field. One week of field training will be held in the summer months and one week during the winter months to gain experience in the public use of natural resources. Conservation law enforcement problems during each season are addressed. Lab fee. **Prerequisite: LE101**

CS103 Introduction to Computers and Word Processing

3 Credit Hours

Utilizing a hands-on format, this course is designed to introduce students to computers and office software, particularly word processing software. The students will learn the physical components of a computer, the history of computing, the basics of a graphical presentation and general word processing skills. The word processing section of the course will give students the opportunity to apply both basic and advanced skills including document processing, formatting documents, creating templates and advanced editing features. Lab fee. **Keyboarding skills are recommended for this course.** For the 2009-2010 academic year, Microsoft® Office will be the software package used.

CS104 Introduction to Spreadsheets and Graphic Presentations

3 Credit Hours

Utilizing a hands-on teaching format, this course is designed to familiarize the student with one of today's most popular computer desktop applications. Lectures as well as hands-on classroom work and individual exercises will be used to give the students a working knowledge and understanding of popular spreadsheet and graphic presentation software. Students will learn how to integrate the two packages into word processing and database software programs. Students will be required to give an oral presentation using graphic presentation software as a supplement. Lab fee. **CS103, Keyboarding and math skills are recommended for this course.** For the 2009-2010 academic year, Microsoft® Excel and Microsoft® Powerpoint will be the software packages used.

CS107 Database Management I

3 Credit Hours

This purpose of this hands-on course is to familiarize the student with basic database principles, organization, and functions. Students will be taught effective design of database systems as well as the skills required to create and manipulate table queries, forms, and reports. Exposure to practical application of relational databases is also included. Lab fee. For the 2009-2010 academic year, Microsoft® Access will be the software package used. **Prerequisite: CS103.**

CS202 Advanced Spreadsheet Applications

3 Credit Hours

The purpose of this hands-on course is to familiarize the student with more advanced information/data systems management. Spreadsheet topics that will be covered include functions, decision making, macros, worksheet and workbook linking, importing and exporting, nested functions, and formal data reports. Lab fee. For the 2009-2010 academic year, Microsoft® Excel will be the software package used.

Prerequisite: CS104

CS207 Advanced Word Processing

3 Credit Hours

This course is designed to aid the student in developing a mastery of the word processing tools in the Microsoft® Word program. Hands-on exercises combined with class lecture aid the student in developing advanced word processing skills. Topics covered in the course include the use of styles, macros, graphics, mail merge, templates, workgroup collaboration and long document processing. Lab fee.

Prerequisite: CS103

CT111 Critical Thinking in the Twenty-First Century

3 Credit Hours

This course introduces the student to the principles of critical thinking and provides practice in applying these principles to everyday decision making. The student will learn to distinguish between rational thoughts and feelings, evaluate arguments, identify assumptions, examine evidence, clarify by asking questions, systematically analyze arguments and viewpoints, as well as make reasonable judgments.

DP101 Desktop Publishing I

3 Credit Hours

This course will cover the basics of desktop publishing, newsletter and brochure creation, and handling text and graphics. Lab fee. **Prerequisite: CS103.** For the 2009-2010 academic year, Microsoft Publisher® will be the software package used.

EC101 Introduction to Economics*3 Credit Hours*

The purpose of this course is to develop a student's knowledge of the basic economic concepts as they relate to the world today. Topics covered include a history of capitalism, supply and demand, Gross National Product (GNP), economic growth, money and banking, fiscal and monetary policies, government regulations, cost analysis, international economics and world markets. The micro and macro economic approaches are used.

EC102 Microeconomics*3 Credit Hours*

This course will introduce students to the principles of microeconomics including specific economic issues and policy alternatives. Students will learn to understand and apply the economic perspective and to learn to reason accurately and objectively about economic matters. Topics include supply and demand, market equilibrium, elasticity, competition, monopoly, income inequality and international trade.

EC103 Macroeconomics*3 Credit Hours*

This course will introduce students to the principles of macroeconomics including business cycles and different monetary approaches. Students will learn about the market system including circular flow, limits, alternatives, and choices. Topics include fiscal policy, money and banking, and exchange rates.

EH102 Speech*3 Credit Hours*

This basic speech course is designed to present the principles and basic skills for effective speaking and to provide an appreciation of the values and uses of spoken communication. Students will learn to present informative and demonstration speeches, and speeches for special occasions.

EH111 College Composition*3 Credit Hours*

This course introduces the essentials of prose writing, generation of ideas, organization and the writing process. Grammatical accuracy, sentence structure and use of supporting details are stressed. Students practice these concepts first by reading and analyzing prose models and then by writing paragraphs and translating to longer essay themes of various lengths using the following strategies: narration, description, definition, process, divide and classify, cause and effect, compare and contrast, and argument. A research paper demonstrating proper referencing and documentation is also included. **Computer or keyboarding skills recommended.**

EH112 Business Communications*3 Credit Hours*

This course is designed to prepare the student for written and verbal situations encountered in business and industry. Assignments are based on actual work experience or those experiences encountered within the student's major field of study. Included are multi-media presentations, e-mails, job applications, resumes and cover letters, interviewing, and telephone techniques, as well as letter writing. **Computer or keyboarding skills recommended.**

EH113 Narrative & Descriptive Writing*3 Credit Hours*

This course will provide students with opportunities to hone their descriptive and analytical writing skills. Emphasis will be placed on concreteness of observation and clarity of expression as students work to translate their impressions of an incident, scene, or media artifact into the written word. In addition to the assigned papers, students will be responsible for maintaining a journal containing their observations and descriptions of episodes from television, film or real life. **Computer or keyboarding skills are recommended.**

EH201 Creative Writing*3 Credit Hours*

This advanced writing course is designed to offer the student experience in several writing forms including essays, fiction, poetry, and newspaper writing. The objectives of the course are to instill an awareness of the importance of effective writing and to provide opportunities for strengthening writing skills. **Computer or keyboarding skills recommended. Prerequisite: EH111**

GY103 Geography*3 Credit Hours*

This course is designed to provide the student with a basic knowledge of world geography. Focus will be on the physical, economic, and cultural characteristics of various countries and continents.

HI101 Introduction to Health Information Technology*3 Credit Hours*

This course introduces the student to theories and principles in the Health Information Management field. Topics include health data structures, content, standards, and health care delivery systems. The course includes a job shadow designed to introduce the student to the world of Health Information Technology.

HI201 Applied Health Information Technology*3 Credit Hours*

During the first year of education the student learns universal skills in courses like Speech, College Composition, and Supervisory Management. This course begins the second year by applying these skills in the health care setting. Communication and management in health care will be emphasized as well as project management and presentation skills. Following a mid-term practicum, the remainder of the course will focus on the culminating group projects and presentations. All students will be required to give an oral presentation supported with graphical presentation software. **Prerequisite: HI101, EH111, BA107**

HI211 Electronic Health Records*3 Credit Hours*

This course is designed to familiarize the student with information technology in the Health Information Management field, especially in regards to Electronic Health Records. The student will learn to create, use and access Electronic Health Records in current industry software. Lab Fee. **Prerequisite: HI101 or SS101 or RHIT certification**

HI212 Health Care Information Systems & Management*3 Credit Hours*

Includes information systems and technology, introduction to health care information systems, fundamentals of information systems, information systems for managerial and clinical support, information security, and applications of emerging information technologies. Practice time will be spent utilizing several different software applications related to health records. Health information abstracting, DRG grouping, encoding, automated chart deficiencies, master patient indexes, and chart locators will be used by the student. Lab Fee. **Prerequisite: HI101 and CS103**

HI213 Quality Resource Management*3 Credit Hours*

This course will emphasize current philosophy and methodology in conducting an effective utilization review and quality assurance program for a health care facility. Requirements of various governmental, third party payers, and accreditation bodies regarding appropriate utilization of resources and continuous quality improvement will be stressed. **Prerequisite: HI101**

HI214 Health Care Data Analysis & Statistics

3 Credit Hours

This course covers the basic principles of compiling and computing statistics for health care facilities. It includes an introduction to health care data, indexes, registries and their correlation with compiling statistics. The calculation of rates and percentages used by health care facilities, including DHHS and PPS rules and regulations, will be emphasized. Manual and automatic techniques of maintaining data will be discussed along with data display techniques. **Prerequisite: HI101 and MS110**

HI215 Health Care Reimbursement Methodologies

3 Credit Hours

This course is a study of Prospective Payment Systems (PPS) and other reimbursement methodologies: Inpatients Diagnostic Related Groups (DRG's), ambulatory patients, Ambulatory Payment Classification (APC) and the Outpatient Prospective Payment Classification System (OPPS), skilled nursing facilities Resource Utilization Groups, version III (RUG-III), home health Home Health Reimbursement Groups (HHRG) and inpatient rehabilitation facilities (IRF) Minimum Data Set for Post Acute Care (MDS-PAC). **Prerequisite: HI101 and MO204**

HI220 Externship in Health Information Technology

3 Credit Hours

This course provides supervised field experience in an approved clinical setting. At the site the student is required to complete a minimum of 145 hours applying the skills and knowledge of the program. As part of this capstone course, all students will be required to participate in a group project approved by the Program Director. The project should be relevant to the health information technology field or community at large. **Prerequisite: Completion of 60 credit hours (major courses of study must be included) or permission of advisor**

HS101 Introduction to Human Services

3 Credit Hours

This course is an introduction to the role of community organization to human service practice, and how agencies interact with and influence local communities. This course will also portray the history and development of human services, provide the student with an understanding of how past realities and challenges inform the continuing form and function of contemporary human services systems and provide a sound foundation in the responsibility, ethics and law in the delivery of human services. A special emphasis will be placed upon the ethical practice decisions necessary when engaging with a client.

HS102 Common Behavioral Health Problems

3 Credit Hours

This course is an introduction to observing and analyzing behavioral symptoms in persons requiring rehabilitative services. The course will also introduce intervention techniques that can mitigate existing behavioral health problems. Diagnostics, behavioral management approaches and crisis intervention techniques will be presented. As most behavioral health problems are fixed in childhood, this course will focus on the essential treatment strategies for the psychology of children, their parents and families. **Prerequisite: PY101 or HS101**

HS103 Psychosocial Rehabilitation

3 Credit Hours

This course will examine a model of psychosocial rehabilitation as an essential principle of all behavioral health care. The application of psychosocial rehabilitation techniques as applied to client services will be explored. **Prerequisite: HS102**

HS111 Exploring Child Welfare/Child Abuse & Neglect

3 Credit Hours

This course will focus upon child welfare values as a concept that identifies children

as our most important resource. The student will be presented with information on a wide range of topics including the history of child welfare, child abuse and neglect, dynamics of child maltreatment, childhood poverty, and the changing roles of the families' rules and responsibilities. The approach to servicing families in stress will be presented using a coordinated strength-based model linking the child investigator, the law and the community.

HS112 The Challenge of Adolescence

3 Credit Hours

This course will examine the social and developmental experience of the adolescent. There will be a focus on the families' role in terms of the adolescent's ability to develop trust and meaningful relationships with peers and others in life. Special emphasis will be placed upon educational pressures, concerns dealing with deviance and long-term issues that adolescents must confront in contemporary American culture.

HS113 Vocational Rehabilitation

3 Credit Hours

This course will introduce the student to those in our communities who present with physical, cognitive and mental health challenges. The student will learn the history and focus of rehabilitation for this special population and the contributions they make to our lives as they live and work in our communities. Students will learn how to assist them in their decision making skills, develop case work strategies for working with their families, and learn the resources in their communities while developing working relationships with other professionals.

HS114 Crisis Identification and Resolution

3 Credit Hours

The student is instructed in specialized engagement techniques and modalities to human service work in crisis situations. Students will be able to define crisis situations, consider ethical and legal issues related to the practice of crisis work, and learn the components of sound ethical decision making. The student will be exposed to an array of crisis programs and modalities used by local providers, striving towards best practice in crisis related work. Students will be introduced to a variety of crisis strategies and techniques to use in crisis situations. Students will be expected to understand and apply techniques through the process of in-class role plays.

HS201 Interviewing and Counseling

3 Credit Hours

This course will examine the techniques of effective interviewing skills and reporting requirements during client interviews. Current research and theory in learning and motivation will be examined and students will participate in field-based scenarios that will demonstrate effective interviewing techniques. **Prerequisite: Any 100 level HS course**

HS202 Behavioral Health and Aging

3 Credit Hours

This course provides students with a greater understanding of residential treatment approaches in behavioral health. A more extensive analysis is given of populations and diagnostic groups as well as various fiscal, legal, political and other systems impacting delivery service. This course will also discuss human developmental changes that occur over the life span and how these changes will affect individual, familial and community vulnerabilities, health and functioning. **Prerequisite: Any 100 level HS course**

HS203 Special and Diverse Populations

3 Credit Hours

This course will address behavioral symptoms in various special populations and the care, treatment and rehabilitation approaches relevant to each. Beyond a general introduction to various groups served, students will become familiar with several diverse populations with special care and rehabilitation needs. The course will also focus on unique care environments created to respond to the behavioral health needs of these various groups. **Prerequisite: Any 100 level HS course**

HS204 Case Management

3 Credit Hours

This course introduces students to the fundamentals of case management. Students will review different models of case management and learn about case management functions including outreach, engagement, assessment, planning, assessing resources, coordination and disengagement. **Prerequisite: Any 100 level HS course**

HS205 Group Process

3 Credit Hours

This course introduces the students to the basic concepts of group dynamics and group work in the behavioral health field. Students will study topics on leadership, group dynamics, group theory, ethics, diversity in groups and group development. The student will receive an understanding of how and why clients socially construct and maintain social relationships. **Prerequisite: Any 100 level HS course**

HS206 Substance Abuse

3 Credit Hours

This course provides students with an introduction to the delivery of substance abuse service to various populations. It reviews the physical, psychological and social impacts of substance abuse as well as the strategies used to care for various populations. **Prerequisite: Any 100 level HS course**

HS207 Trauma, Sexual Abuse and Recovery

3 Credit Hours

This course introduces the students to the fundamentals of child sexual abuse and traumatic stress disorders. The student will learn the fundamentals of how trauma affects an individual, signs and symptoms of trauma reactions, and will learn the appropriate treatment options for the individual. **Prerequisite: Any 100 level HS course**

HS220 Human Services Externship

3 Credit Hours

This course is designed to act as the transition between school and professional employment. The student will work at a human services agency, under the supervision of an agency employee, and apply what was learned in the classroom to actual clients in the field. **Prerequisite: Completion of 60 credit hours (human services, psychology, and sociology courses must be included.)**

HY101 Government

3 Credit Hours

This course is designed to further the student's understanding of modern-day government at the federal level. The objective is to instill an awareness of the importance of effective participation in government by its citizens.

HY103 U.S. History 1865 to the Present

3 Credit Hours

This survey course examines the history of the United States since 1865. It focuses on the pivotal events and cultural changes in American society during this era. Topics include the Industrial Revolution, the emergence of the United States as a world

power, the Progressive Movement, the resurgence of conservatism, the social rights movements and the series of wars and conflicts that have dominated the modern era. The course will include a balance of memorization and analysis.

LE101 Introduction to Criminal Justice

3 Credit Hours

The student will examine the role and function of traditional and conservation law enforcement agencies in a strictly controlled and political structure. The student will learn appropriate professional behavior and relevant techniques in dealing with the community, other law enforcement agencies and the media. Students will also examine the various agencies in the criminal justice system from a social, historical and administrative point of view.

LE103 Problem Solving and Critical Thinking

3 Credit Hours

Criminal Justice students will be introduced to the three phases of analysis of information. Students will be given practical problems to test their ability to draw accurate conclusions from the analytical process and report results in both oral and written formats.

LE104 Professional Law Enforcement Ethics

3 Credit Hours

This course will provide a detailed study of ethical theories and their application to real-life situations facing the law enforcement officer. This course will provide the student with a better understanding of the moral and ethical dilemmas confronting the law enforcement officer and how to develop techniques in dealing with these dilemmas.

LE111 Technical Writing for Law Enforcement Officers

3 Credit Hours

This course is designed to introduce the student to the many reports that are required of a law enforcement officer and how to properly draft them. The student will draft arrest reports, search warrants, criminal complaints, daily activity reports and other technical reports required by the law enforcement officer. This course will use sample report forms used by the Maine Criminal Justice System.

LE112 Rules of Evidence

3 Credit Hours

The knowledge of the rules of evidence is essential to the proper presentation of testimony in court by a law enforcement officer. The officer must be able to present facts to a judge or jury in a manner that conforms to evidentiary rules. The student will be exposed to the three categories of evidence: direct evidence, circumstantial evidence and demonstrative evidence.

LE113 Crisis Intervention

3 Credit Hours

This course will provide a professional framework for the appropriate handling of a number of crisis situations, including domestic disputes, rape, suicide, substance abuse and child molestation. Emphasis is placed upon communication skills, the defusing of violent or emotional situations and effective counseling and referral techniques.

LE114 Introduction to Corrections and the Criminal Justice System

3 Credit Hours

This course will examine criminal sanctions and the sentencing process. The course will cover the history of prisons and jails and the role of corrections and the community.

LE117 Law Enforcement Physical Conditioning and Self-Defense

Tactics

3 Credit Hours

This course will provide instruction in physical conditioning, nutrition and wellness. The student will follow an individualized physical conditioning plan designed to prepare the student to take the State of Maine Law Enforcement Officers Physical Fitness Test. The student will also receive instruction and will have to demonstrate proficiency in self-defense tactics and physical restraint and control techniques, including handcuffing. Lab fee.

LE118 Law Enforcement Physical Conditioning and Self-Defense

Tactics II

3 Credit Hours

This course will be a continuation of LE117. The student will continue to increase their level of physical fitness and will receive additional training in nutrition and wellness concepts for the law enforcement officer. The student will follow their individualized physical conditioning plan designed to prepare the student to take the State of Maine Law Enforcement Officers Physical Fitness Test. The student will also receive advanced instruction in self-defense tactics, compliance, and control and handcuffing techniques. Lab fee. **Prerequisite: LE117**

LE212 Police Patrol Procedures and Field Training

4 Credit Hours

Students will examine appropriate investigative strategies, interrogation and arrest procedures, the limits of police authority and discretion and the effective use of law enforcement resources as they relate to the role of traditional law enforcement. This course includes a hands-on field training experience. The student will apply knowledge to simulated situations in the field. The simulations will mirror activities which traditional law enforcement officers would encounter during day-to-day functions. Lab fee. **Prerequisite: LE101**

LE213 Criminal Investigations

3 Credit Hours

This course will introduce students to the basic concepts and procedures related to the collection, handling, examination and classification of physical evidence. The student, upon presentation of simulated crime scenes, will be required to investigate the situation and to submit reports in both written and oral formats. **Prerequisite: LE101**

LE216 Advanced Police Patrol Procedures

3 Credit Hours

This course is a continuation of the patrol procedures courses. Students will further develop their skills in effectively performing field criminal investigations, interview and interrogation, collecting forensic evidence, and report writing. This course will also cover motor vehicle stops, self-defense, handcuffing techniques and firearms familiarization training. **Prerequisite: CL219 or LE212**

LE219 Criminal Forensics

3 Credit Hours

This course will introduce the law enforcement student to the identification, collection and packaging of physical evidence. The course will involve crime scene processing and sketching and preparing evidentiary items for trial. The course is a combination of lecture and practical training. **Prerequisite: LE101**

LE220 Law Enforcement Externship

3 Credit Hours

This course is a field experience without remuneration in an approved law enforcement agency, private security agency, or a Federal or State administrative enforcement agency affiliated with the criminal justice programs. The student is required to

complete 160 hours of on-site assisting in a law enforcement area. This course affords the student an opportunity to apply learned skills and knowledge in a law enforcement setting under professional supervision. **Prerequisite: Completion of 60 credit hours.**

MA101 Introduction to Medical Assisting

3 Credit Hours

This course is designed to introduce the Medical Assisting student to the concepts of professionalism, communication, workplace dynamics and confidentiality. The history of the profession, credentialing, supervising employees, and working with both patients and other allied health professionals will be discussed. Students will job shadow a medical assistant on the job. Students will also get CPR and First Aid Certification. Lab Fee. **Prerequisite: ZO101, Student Health Profile form and Tuberculosis testing completed. Hepatitis B vaccine series is recommended.**

MA111 Medical Assisting I

3 Credit Hours

This course presents the student with basic clinical and laboratory procedures most often performed in a medical office. Vital signs, heights and weights, draping, examination positions, urinalysis, OB-GYN, and pediatric examination are covered in practical application. In the laboratory, hands-on skills are developed; universal precautions and quality control are emphasized. OSHA guidelines and CLIA regulations are introduced. Lab fee. **Prerequisite: ZO201, documentation of Healthcare Provider CPR and First Aid, 36 credits toward graduation and a GPA of 2.22**

MA112 Medical Assisting II

3 Credit Hours

In this course, the student continues hands-on clinical and laboratory skills, including venipunctures, capillary punctures, complete blood counts, blood chemistry, coagulation and immunological testing. Assisting with various medical exams are covered in both practical application and theory. Students demonstrate to a patient how to use and maintain a glucose monitoring device. Eye testing and hearing testing are also included. OSHA guidelines and CLIA regulations are reviewed. Standard precautions and quality control continue to be practiced. Lab fee. **Prerequisite: MA111 and a GPA of 2.22**

MA211 Medical Assisting III

3 Credit Hours

This course provides the theory and practical application of drug administration (including injections). Dosage calculations, charting, immunizations, schedules for pediatrics and controlled substances will be taught in both theory and practical application. Also included is medical microbiology where the student is introduced to the most common infectious microbes. It includes infection and quality control, specimen collection and the laboratory techniques and materials used to isolate and identify certain bacteria, parasites and fungi. Lab fee. **Prerequisites: MA112 and a GPA of 2.22**

MA212 Medical Assisting IV

3 Credit Hours

This course provides the student with the theory and practical application of electrocardiograms, holter monitors, pulmonary function test, pulse oximetry, and metered dose inhalers. Minor surgery includes sterile technique, autoclaving, assisting with surgical procedures and identifying surgical instruments. Nutrition and geriatric are also included. Lab fee. **Prerequisites: MA211, and a GPA of 2.22**

MA220 Medical Assisting Externship

3 Credit Hours

This course is a field experience without remuneration in an approved medical facility affiliated with the medical assisting program. The student is required to complete

160 hours assisting both clinical and administrative areas. It gives the student an opportunity to apply learned skills and knowledge in a health care setting under professional supervision. **Prerequisite: Immunization documentation, completion of 60 credits including MA211, MO202, and MO210, and a GPA of 2.22**

MK101 Superior Customer Service

3 Credit Hours

In this basic, practical course, the student will learn the importance of front line resourcefulness in providing superior customer service. Students will develop the skills necessary in completing the sales transaction at the point of sale, understanding the customer, dealing with the angry customer and processing complaints in a positive manner. Also covered in the course are the practical aspects of building customer relationships through total quality service.

MO102 Medical Mathematics

3 Credit Hours

This course provides a strong foundation in the essential math processes that are employed by health occupations workers in all areas of health care. Exercises are presented in a word problem format with concrete examples of how the math process is used in different health care careers. Basic applications with whole numbers, fractions, and decimals, common graphs, charts, and gauges that are likely to be encountered in the health care field, will be demonstrated.

MO115 Computer Applications for the Medical Office

3 Credit Hours

This course is designed to provide students with skills required to manage patient information, procedures and insurance information via the use of database software in a medical office setting. This course prepares the student for administrative tasks in health care practices. The student will learn to input patient information, schedule appointments, and handle billing. Lab fee. **Prerequisites: SS102 and ZO112**

MO201 Medical Transcription

3 Credit Hours

This course is designed to provide students with experience in transcribing medical documents from several specialties. Medical terminology, medical abbreviations and grammar will be emphasized. Lab fee. **Prerequisites: EH111, MO213, MO214, and SS102**

MO202 Medical Insurance, Billing and Coding

3 Credit Hours

This course focuses on understanding the diverse medical insurances including Medicare, Medicaid and Blue Shield. The student will strive for accuracy in completing medical insurance forms and in medical billing. Towards that goal, ICD-9 and CPT coding will be used to identify diagnoses and medical procedures. Lab fee. **Prerequisites: ZO112 or concurrent enrollment**

MO203 Medical Ethics and Law

3 Credit Hours

In this course, the student will develop an understanding of legal standards, medical ethics and bioethics. Treating patients with sensitivity and understanding, professional conduct and confidentiality will be emphasized.

MO204 CPT Coding

3 Credit Hours

This course is designed to provide students with an understanding of CPT coding guidelines, format, and notes to locate and correctly sequence codes for all services and procedures performed during an encounter. The student will assign Level II HCPCS codes correctly for services not found in CPT, attach modifiers to procedure or service codes when applicable, and appropriately assign CPT code(s) for procedures and/or

services rendered during the encounter. Special emphasis will be given to Evaluation and Management codes. **Prerequisite: ZO112 or concurrent enrollment**

MO205 ICD-9-CM Coding

3 Credit Hours

This course is designed to provide students with an understanding of ICD-9-CM instructional notations and conventions to locate and assign the correct diagnostic codes and sequence them correctly and to recognize when more than one code is required to adequately classify a given condition. The student will apply knowledge of current approved ICD-9-CM Coding Guidelines to assign and sequence the correct diagnosis, select the appropriate principal diagnosis for episodes of care in which determination of principal diagnosis is not clear, and apply knowledge of the Prospective Payment System to confirm DRG assignment which ensures optimal reimbursement.

Prerequisite: ZO112 or concurrent enrollment

MO207 Advanced Coding

3 Credit Hours

This course is designed for students with previous coding experience. CPT, ICD-9-CM and HCPCS Level II Coding will be covered along with information on the Correct Coding Initiative, compliance and reimbursement issues, E&M guidelines, and much more. Details and tips are provided to ensure that the most in-depth knowledge is acquired. This leads to increased accuracy in code selections and a smoother billing process with quicker and better reimbursement. This course prepares students for the Certified Professional Coder (CPC) certification exam offered by the American Academy of Professional Coders. (AAPC). Lab fee. **Prerequisite: MO202 or concurrent enrollment, MO204, and MO205**

MO208 Hospital Coding

3 Credit Hours

This course is an intermediate level study of the ICD-9 CM and CPT-4 classification for inpatient and outpatient diagnosis coding system used to assign codes to medical diagnoses using hospital case studies. This course will include completion of all health insurance claim forms CMS 1500 and UB 92. **Prerequisite: Permission of Advisor**

MO210 Medical Office Procedures

3 Credit Hours

In this course, special emphasis is placed on work in the medical office: scheduling of appointments, receptionist duties, oral and written communications, records management, banking services, and office management. Hands-on training includes computerized appointment scheduling and patient billing. Lab fee. **Prerequisites: EH111, SS101, and ZO112**

MO211 Advanced Medical Transcription

3 Credit Hours

This course is designed to provide students with experience in transcribing more complex cardiology, orthopedic, radiology, GI and pathology reports. Lab fee. **Prerequisite: MO201**

MO213 Pathophysiology with Pharmacology I

3 Credit Hours

This course involves a study of diseases, their progress and symptoms. Students will learn how disease affects the various systems in the body. The first of two courses in a series, this course will focus on the cell, mechanisms of self-defense, cellular proliferation and will begin the study of the disease process on specific body systems. Body systems covered in this section include the neurological system, the endocrine system, the hematological system, the cardiovascular and lymphatic systems.

Prerequisite: ZO112

MO214 Pathophysiology with Pharmacology II

3 Credit Hours

This course involves a study of diseases, their progress and symptoms. Students will learn how disease affects the various systems in the body. The second of two courses in a series, this course will focus on the study of the disease process on specific body systems. Body systems covered in this section include the cardiovascular and lymphatic systems, the pulmonary system, the reproductive system, the digestive system, the muscular and integumentary systems. **Prerequisite: MO213**

MS101 Business Mathematics

3 Credit Hours

The student is introduced to the mathematical problems of the business office. Course content includes a thorough review of the fundamental processes and a study of fractions, decimals, percentages and interest. It also addresses the metric system, mark-ups, mark-downs, discounts, insurance, payroll and bank reconciliations.

MS110 Algebra

3 Credit Hours

This course includes a study of the fundamental algebraic processes. Topics will include real and rational numbers, radicals, monomials and polynomials, solution of first- and second-degree equations, inequalities, systems of linear equations in two and three unknowns, graphing of functions in Cartesian Coordinates, logarithms, determinants, and word problems.

MS111 Statistics

3 Credit Hours

This course introduces the student to the methods used in collecting, presenting and analyzing business, mathematical and economic data. Descriptive statistics will include measures of location and of variation for populations and samples, possibilities, probabilities and the Binomial, Poisson and Normal distributions. Inferential statistics will include the estimation of means, variances and standard deviations using the Normal distribution and hypothesis testing.

MX220 Medical Office Externship

3 Credit Hours

This course provides supervised field experience in an approved medical office. At the site, the student is required to complete a minimum of 160 hours using previously learned skills and knowledge. **Prerequisites: Completion of 60 credit hours**

PL112 Constitutional Law

3 Credit Hours

This course will provide an introduction to the original provisions of the United States Constitution and its subsequent amendments, the related historical perspectives and the legal and social pressures that contribute to its development and modification. Emphasis will be placed on the many topical provisions and the far-reaching implications of the U.S. Constitution as well as on the nature and extent of limitations of the major powers granted.

PL123 Criminal Law

3 Credit Hours

This course will examine various aspects of the history and development of criminal law and will address procedural and substantive issues often encountered in this area. Particular emphasis will be placed on both case law and statutory provisions with attention given to state and federal codes and processes.

PY101 General Psychology

3 Credit Hours

The student, introduced to the nature and objectives of psychology, develops an appreciation of psychological research and findings. This course focuses on individual development--heredity and environment, conditioning processes, conflict and anxiety

and defense mechanisms. Consideration is also given to interaction through social processes (group dynamics) in terms of dealing with reality and eventual self-actualization.

PY202 Lifespan Development

3 Credit Hours

This course is designed to assist the student in gaining a general, foundational knowledge of human development across the lifespan. The student will look closely at the three spheres of development essential to this process: physical, cognitive, and social. Students will draw from their own experiences as well as be introduced to the most current understanding and literature regarding development.

SC101 Introduction to Sociology

3 Credit Hours

This course introduces the student to the study of society and the interaction of individuals within a society. Major areas of study include the concepts and theory of sociology, culture, social structure and social change.

SS101 Elementary Keyboarding

3 Credit Hours

This is a basic course in which the student reviews keyboarding skills and is introduced to Microsoft Word® commands. Emphasis is on speed and accuracy development in addition to an introduction of the basic processing of standard business forms and documents. Lab fee.

SS102 Intermediate Keyboarding

3 Credit Hours

The purpose of this course is to help the student increase proficiency in using Microsoft Word® in the processing of more advanced business forms and documents that include special functions and features. Further emphasis is placed on the development of speed and accuracy. Lab fee. **Prerequisite: SS101**

SS201 Machine Transcription

3 Credit Hours

This course provides the secretarial or office management student with the necessary skills for entry-level transcription in the office. The student is able to review principles of grammar, spelling, and punctuation associated with producing correct, attractive business communications from dictation. Lab fee. **Prerequisites: EH111, SS101**

SS205 Office Procedures

3 Credit Hours

Special emphasis is placed on responsibilities of the office professional including receptionist duties, oral and written communications, postal procedures, records management, travel and meeting arrangements, organization of business data, financial/legal responsibilities and supervisory skills. Field trips are arranged. Lab fee. **Prerequisite: SS101**

SS220 Secretarial Externship

3 Credit Hours

This course provides supervised field experience in an approved business, service or professional office. At the site, the student is required to complete a minimum of 160 hours using previously learned skills and knowledge in performing a variety of tasks. **Prerequisites: Completion of 60 credit hours (secretarial and computer courses must be included)**

ZO101 Medical Terminology

3 Credit Hours

This course is designed to give the student a written and oral vocabulary of the medical language. Emphasis is placed on spelling, speaking, building, and defining medical terms through study of medical root elements, suffixes, prefixes and combining forms.

Audiovisual aids, case histories and surgical reports help develop this course. Major body system terminology will be presented, as well as diagnostic procedures and basic pharmacological terminology.

ZO111 Human Anatomy and Physiology I

3 Credit Hours

In this course, basic bio-organization and six of the body systems are studied. The gross and microscopic structures and function of cardiovascular, circulatory, urinary, nervous, digestive and respiratory systems are explored. Emphasis is placed on the diseases and diagnostic procedures related to each of these systems throughout the life span. An introduction to microbiology and epidemiology is also presented.

Prerequisite: ZO101

ZO112 Human Anatomy and Physiology II

3 Credit Hours

This course is a continuation of ZO111. The remaining body systems are studied. The gross and microscopic structures and function of the male and female reproductive systems, endocrine system, integumentary system, sense organs, and the musculoskeletal system are explored. Emphasis is placed on the diseases and diagnostic procedures related to each system throughout the life span. An introduction to radiology is also presented in this course. **Prerequisite: ZO111**

ZO201 Pharmacology

3 Credit Hours

This course presents the student with general concepts of pharmacology and drug administration throughout the life span. Basic information about drug classifications, drug side effects, drug interactions, the use and abuse of drugs and drug reactions is covered. Emphasis is placed on the mechanism of action and effect of commonly prescribed drugs for each body system. The metric and apothecary systems, dosage applications/calculations, prescription translation, and charting will also help develop the course. **Prerequisites: MO102 and ZO112.**

STUDENT RIGHT-TO-KNOW

Report of January 1, 2008

Under the Student Right-to-Know Act, Beal College is required to disclose certain information about graduation and transfer-out rates to current and prospective students.

Graduation and transfer-out rates are calculated using a cohort of full-time, first-time degree or diploma seeking students. Beal College uses a full-year cohort of students entering the institution between September 1 and August 31 and who attend at least one day of class. A first-time student is defined as one who attended any post-secondary institution for the first time during this reporting period. Transfer-out rates are determined from information supplied to Beal College by the student through surveys or other means. This rate only reflects transfers by students that are documented using the above methods and may not reflect the actual transfer-out rate since students may leave the institution without documenting their transfer status.

Please contact the Director of Career Services for additional information or answers to questions about this report.

Cohort Year September 1, 2005 through August 31, 2006			
	<i>Male</i>	<i>Female</i>	<i>Total</i>
Initial Cohort	25	132	157
Total Completers	4	39	43
Documented Transfer-out Students	0	3	3
Graduation Rate	28%		
Transfer-Out Rate	2%		

ADMINISTRATION

STEHLE, ALLEN T., CFE State University College of Forestry at Syracuse University, B.S.	<i>President</i>
BROOKS, KRISTERPHER	<i>Administrative Assistant</i>
CROCKETT, DEBORAH University of Maine, B.U.S. Beal College, A.S.	<i>Director of Career Services</i>
DUNTON, RENEE Maine Maritime Academy, B.S. Beal College, A.S.	<i>Student Accounts</i>
EDWARDS, ELLEN	<i>Registrar</i>
HARDY, KEVIN	<i>Facilities Maintenance Supervisor</i>
HEHER, RONA	<i>Maintenance Assistant</i>
HEWES, POLLYANNE Beal College, A.S.	<i>Accountant</i>
LE BLANC, DEBORAH Community College of the Air Force, A.S.	<i>Director of Student Affairs</i>
LEIGHTON, COREY	<i>Bookstore Manager</i>
MAGEE, MAGGIE	<i>Director of Financial Aid</i>
MORGAN, ERIN University of Maine, B.A.	<i>Director of Admissions</i>
PARLEE, STEPHANIE University of West Alabama, M.A.T. University of Southern Maine, B.A. Simon's Rock, A.A.	<i>Director of Education</i>
ROSSIGNOL, DIANNE	<i>Administrative Assistant</i>
STEHLE, JENNIFER Beal College, A.S.	<i>Admissions Representative</i>
TAPLEY, AMY	<i>Financial Aid Specialist</i>
XIRINACHS, SUSAN A. University of Maine, B.S.	<i>Director of Student Activities</i>

FACULTY

<p>ANDRICK, MICHAEL University of Maine, M.Ed. University of Maine at Augusta, B.S.</p>	<p><i>Social and Human Services Assisting</i></p>
<p>BAILLARGEON, SCOTT K. Boston University, M.C.J. University of Maine at Augusta, B.S.</p>	<p><i>Criminal Justice</i></p>
<p>BOARDMAN, LAURIE Beal College, A.S.</p>	<p><i>Allied Health Programs</i></p>
<p>BREIDT, LAURIE, RN Excelsior College, A.S.</p>	<p><i>Allied Health Programs</i></p>
<p>BUCHANAN, PATRICIA University of Maine, B.S. and M. Ed. Beal College, A.S.</p>	<p><i>Allied Health Programs</i></p>
<p>DICKEY, CHARLES Husson College, B.S.</p>	<p><i>General Studies</i></p>
<p>DOWNEY, PATRICK University of Southern Maine, B.A. Howard University, J.D.</p>	<p><i>Criminal Justice</i></p>
<p>EDGECOMB, RHONDA University of Maine, A.S.</p>	<p><i>Allied Health Programs</i></p>
<p>ELLINGWOOD, MARY University of Maine, B.A. Beal College, Diploma</p>	<p><i>Assistant to Allied Health Program Director Medical Transcription</i></p>
<p>ELLIOTT, CONNIE</p>	<p><i>Program Director, Health Information Technology</i></p>
<p>ENGLAND, PAUL University of Maine, M.A. University of Maine at Farmington, B.A.</p>	<p><i>English</i></p>
<p>GILLETTE, DONNA University of Maine, B.A.</p>	<p><i>Social and Human Services Assisting</i></p>
<p>HOKE, ROBERT York College of Pennsylvania, B.S.</p>	<p><i>Criminal Justice</i></p>
<p>ISRAEL, MELANIE Husson College, M.S. University of Vermont, B.A.</p>	<p><i>Program Director, Business Management Administrative Management, Executive Assistant</i></p>
<p>KEOGH, PATRICIA University of Rhode Island, B.A. and M.S.</p>	<p><i>Program Director Social and Human Services Assisting</i></p>
<p>MARCHELLETTA, BARBARA, CMA Husson College, B.S. Beal College, A.S.</p>	<p><i>Program Director Allied Health Programs</i></p>

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PARLEE, STEPHANIE University of West Alabama, M.A.T. University of Southern Maine, B.A. Simon's Rock, A.A.	<i>General Studies</i>
POLYOT, SUSAN, CEAP University of Maine, M.Ed.	<i>Social and Human Services</i>
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REID, AMANDA, RHIA, CPC University of Cincinnati, B.S. University of Maine, A.S.	<i>Allied Health Programs</i>
STEHLE, ALLEN T., CFE State University College of Forestry at Syracuse University, B.S.	<i>Program Director Criminal Justice</i>
STURM, DAVID Auburn University, B.S.	<i>General Studies</i>
TUKEY, JOAN Florida International University, M.B.A. University of Miami, B.A.	<i>Program Director, Accounting</i>
XIRINACHS, SUSAN A. University of Maine, B.S.	<i>Program Director Early Childhood Education</i>

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Small Classes. Personalized Attention. You Can Do This!



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Addendum**

January 4, 2010



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*This addendum represents revisions, corrections,
and changes to the 2009-2010 Beal College catalog.
Information, policies and procedures contained herein
replace previously published statements.*

Effective January 4, 2010

SUBSTANCE ABUSE COUNSELING

The objectives of the Substance Abuse Counseling program are to provide students with the knowledge and skills necessary to be effective and efficient in the Substance Abuse Counseling field. Substance Abuse Counselors work to provide support to individuals and groups entering and living the recovery process. These skills can be applied in a variety of settings including day programs, counseling programs, re-entry centers, detention facilities and hospitals.

The courses in this program are designed to meet the requirements necessary to qualify graduates to sit for the CADC (Certified Alcohol and Drug Counselor) examination. Please refer to Maine Statute 384c004 for complete details on CADC certification.

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on page 22 of the 2009-2010 Beal College catalog for more information.

Major Courses of Study Requiring a Grade of C or Better

HS205	P	Group Process	3
HS206	P	Substance Abuse	3
HS207	P	Trauma, Sexual Abuse and Recovery	3
SA101		Introduction to Substance Abuse Counseling	3
SA102		Ethics and Boundaries in Substance Abuse Counseling	3
SA103		Motivational Interviewing	3
SA104		Multicultural Counseling in Substance Abuse	3
SA201	P	Addiction and the Family	3
SA202	P	Co-occurring Disorders	3
SA220	P	Substance Abuse Counseling Externship	3

General Education Courses Requiring a Grade of C or Better

PY101	General Psychology	3
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Related Courses of Study

BC101	College Success	3
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TOTAL CREDITS 36

Please note: All SA- lettered courses are offered evenings only.

PROGRAM COMBINATION

For more information about program combination, please refer to page 13 of the 2009-2010 Beal College catalog..

SOCIAL AND HUMAN SERVICES ASSISTING / SUBSTANCE ABUSE COUNSELING

P-Please refer to course descriptions for all required prerequisites for this course.

For this program, minimum academic requirements are a cumulative grade point average of 2.00 or better and a 66.66% completion rate. Please refer to academic standards on page 22 of the 2009-2010 Beal College catalog for more information.

Major Courses of Study

Requiring a Grade of C or Better

HS101	Introduction to Human Services	3
HS102	Common Behavioral Health Problems	3
HS103 P	Psychosocial Rehabilitation	3
HS111	Exploring Child Welfare/Child Abuse & Neglect	3
HS112	The Challenge of Adolescence	3
HS113	Vocational Rehabilitation	3
HS114	Crisis Identification and Resolution	3
HS201 P	Interviewing and Counseling	3
HS202 P	Behavioral Health and Aging	3
HS203 P	Special and Diverse Populations	3
HS204 P	Case Management	3
HS205 P	Group Process	3
HS206 P	Substance Abuse	3
HS207 P	Trauma, Sexual Abuse, and Recovery	3
HS220 P	Human Services Externship	3
SA101	Introduction to Substance Abuse Counseling	3
SA102	Ethics and Boundaries in Substance Abuse Counseling	3

SA103	Motivational Interviewing	3
SA104	Multicultural Counseling in Substance Abuse	3
SA201 P	Addiction and the Family	3
SA202 P	Co-occurring Disorders	3
SA220 P	Substance Abuse Counseling Externship	3

General Education Courses Requiring a Grade of C or Better

CT111	Critical Thinking in the Twenty-First Century	3
EH102	Speech	3
EH111	College Composition	3
HY101	Government	3
PY101	General Psychology	3
PY202	Lifespan Development	3
SC101	Introduction to Sociology	3

Related Courses of Study

BC101	College Success	3
CS103	Introduction to Computers and Word Processing	3

TOTAL CREDITS 93

PROGRAMS OF STUDY

Please note: All SA- lettered courses are offered evenings only.

COURSE DESCRIPTIONS

BC101 College Success

3 Credit Hours

This course is designed to introduce the student to a variety of skills necessary for a successful college and career experience. Topics to be discussed include: computer skills, time management skills, writing skills, research and library methods, and study skills. Lab fee.

CS103 Introduction to Computers and Word Processing

3 Credit Hours

Utilizing a hands-on teaching format, this course is designed to familiarize the student with computers and word processing. Students will be prepared to meet the demands of an ever-changing work place. Lectures as well as hands-on classroom work and individual exercises will be used to give students an understanding of the hardware and physical components of a computer as well as a working knowledge and understanding of the desktop environment, file management, and computer maintenance. The word processing section of the course will give students the opportunity to explore today's most popular word processing tools. The student will be exposed to basic as well as advanced features and the basics of business and academic document processing including formatting long and short documents, creating templates, and advanced editing features. Lab fee. **Keyboarding skills are recommended for this course.** For the 2008-2009 academic year, Microsoft® Office will be the software package used.

CT111 Critical Thinking in the Twenty-First Century

3 Credit Hours

This course introduces the student to the principles of critical thinking and provides practice in applying these principles to everyday decision making. The student will learn to distinguish between rational thoughts and feelings, evaluate arguments, identify assumptions, examine evidence, clarify by asking questions, systematically analyze arguments and viewpoints, as well as make reasonable judgments.

EH102 Speech

3 Credit Hours

This basic speech course is designed to present the principles and basic skills for effective speaking and to provide an appreciation of the values and uses of spoken communication. Students will learn to present informative and demonstration speeches, and speeches for special occasions, as well as reading aloud.

EH111 College Composition

3 Credit Hours

This course introduces the essentials of prose writing, generation of ideas, organization and the writing process. Grammatical accuracy, sentence structure and use of supporting details are stressed. Students practice these concepts first by reading and analyzing prose models and then by writing paragraphs and translating to longer essay themes of various lengths using the following strategies: narration, description, definition, process, divide and classify, cause and effect, compare and contrast, and argument. A research paper demonstrating proper referencing and documentation is also included. **Computer or keyboarding skills recommended.**

HS101 Introduction to Human Services

3 Credit Hours

This course is an introduction to the role of community organization to human service practice, and how agencies interact with and influence local communities. This course will also portray the history and development of human services, provide the student with an understanding of how past realities and challenges inform the continuing form and function of contemporary human services systems and provide a sound foundation in the responsibility, ethics and law in the delivery of human services. A special emphasis will be placed upon the ethical practice decisions necessary when engaging with a client.

HS102 Common Behavioral Health Problems

3 Credit Hours

This course is an introduction to observing and analyzing behavioral symptoms in persons requiring rehabilitative services. The course will also introduce intervention techniques that can mitigate existing behavioral health problems. Diagnostics, behavioral management approaches and crisis intervention techniques will be presented. As most behavioral health problems are fixed in childhood, this course will focus on the essential treatment strategies for the psychology of children, their parents and families. **Prerequisite: PY101 or HS101**

HS103 Psychosocial Rehabilitation

3 Credit Hours

This course will examine a model of psychosocial rehabilitation as an essential principle of all behavioral health care. The application of psychosocial rehabilitation techniques as applied to client services will be explored. **Prerequisite: HS102**

HS111 Exploring Child Welfare/Child Abuse & Neglect

3 Credit Hours

This course will focus upon child welfare values as a concept that identifies children as our most important resource. The student will be presented with information on a wide range of topics including the history of child welfare, child abuse and neglect, dynamics of child maltreatment, childhood poverty, and the changing roles of the families' rules and responsibilities. The approach to servicing families in stress will be presented using a coordinated strength-based model linking the child investigator, the law and the community.

HS112 The Challenge of Adolescence

3 Credit Hours

This course will examine the social and developmental experience of the adolescent. There will be a focus on the families' role in terms of the adolescent's ability to develop trust and meaningful relationships with peers and others in life. Special emphasis will be placed upon educational pressures, concerns dealing with deviance and long-term issues that adolescents must confront in contemporary American culture.

HS113 Vocational Rehabilitation

3 Credit Hours

This course will introduce the student to those in our communities who present with physical, cognitive and mental health challenges. The student will learn the history and focus of rehabilitation for this special population and the contributions they make to our lives as they live and work in our communities. Students will learn how to assist them in their decision making skills, develop case work strategies for working with their families, and learn the resources in their communities while developing working relationships with other professionals.

HS114 Crisis Identification and Resolution

3 Credit Hours

The student is instructed in specialized engagement techniques and modalities to human service work in crisis situations. Students will be able to define crisis situations, consider ethical and legal issues related to the practice of crisis work, and learn the components of sound ethical decision making. The student will be exposed to an array of crisis programs and modalities used by local providers, striving towards best practice in crisis related work. Students will be introduced to a variety of crisis strategies and techniques to use in crisis situations. Students will be expected to understand and apply techniques through the process of in-class role plays.

HS201 Interviewing and Counseling*3 Credit Hours*

This course will examine the techniques of effective interviewing skills and reporting requirements during client interviews. Current research and theory in learning and motivation will be examined and students will participate in field-based scenarios that will demonstrate effective interviewing techniques. **Prerequisite: Any 100 level HS course**

HS202 Behavioral Health and Aging*3 Credit Hours*

This course provides students with a greater understanding of residential treatment approaches in behavioral health. A more extensive analysis is given of populations and diagnostic groups as well as various fiscal, legal, political and other systems impacting delivery service. This course will also discuss human developmental changes that occur over the life span and how these changes will affect individual, familial and community vulnerabilities, health and functioning. **Prerequisite: Any 100 level HS course**

HS203 Special and Diverse Populations*3 Credit Hours*

This course will address behavioral symptoms in various special populations and the care, treatment and rehabilitation approaches relevant to each. Beyond a general introduction to various groups served, students will become familiar with several diverse populations with special care and rehabilitation needs. The course will also focus on unique care environments created to respond to the behavioral health needs of these various groups. **Prerequisite: Any 100 level HS course**

HS204 Case Management*3 Credit Hours*

This course introduces students to the fundamentals of case management. Students will review different models of case management and learn about case management functions including outreach, engagement, assessment, planning, assessing resources, coordination and disengagement. **Prerequisite: Any 100 level HS course**

HS205 Group Process*3 Credit Hours*

This course introduces the students to the basic concepts of group dynamics and group work in the behavioral health field. Students will study topics on leadership, group dynamics, group theory, ethics, diversity in groups and group development. The student will receive an understanding of how and why clients socially construct and maintain social relationships. **Prerequisite: Any 100 level HS or SA course**

HS206 Substance Abuse*3 Credit Hours*

This course provides students with an introduction to the delivery of substance abuse service to various populations. It reviews the physical, psychological and social impacts of substance abuse as well as the strategies used to care for various populations. **Prerequisite: Prerequisite: Any 100 level HS or SA course**

HS207 Trauma, Sexual Abuse and Recovery*3 Credit Hours*

This course introduces the students to the fundamentals of child sexual abuse and traumatic stress disorders. The student will learn the fundamentals of how trauma affects an individual, signs and symptoms of trauma reactions, and will learn the appropriate treatment options for the individual. **Prerequisite: Any 100 level HS or SA course**

HS220 Human Services Externship

3 Credit Hours

This course is designed to act as the transition between school and professional employment. The student will work at a human services agency, under the supervision of an agency employee, and apply what was learned in the classroom to actual clients in the field. **Prerequisite: Completion of 60 credit hours (human services, psychology, and sociology courses must be included.)**

HY101 Government

3 Credit Hours

This course is designed to further the student's understanding of modern-day government at the federal, state and local levels. The objective is to instill an awareness of the importance of effective participation in government by its citizens.

PY101 General Psychology

3 Credit Hours

The student, introduced to the nature and objectives of psychology, develops an appreciation of psychological research and findings. This course focuses on individual development--heredity and environment, conditioning processes, conflict and anxiety and defense mechanisms. Consideration is also given to interaction through social processes (group dynamics) in terms of dealing with reality and eventual self-actualization.

PY202 Lifespan Development

3 Credit Hours

This course is designed to assist the student in gaining a general, foundational knowledge of human development across the lifespan. The student will look closely at the three spheres of development essential to this process: physical, cognitive, and social. Students will draw from their own experiences as well as be introduced to the most current understanding and literature regarding development.

SA101 Introduction to Substance Abuse Counseling

3 Credit Hours

This course provides students with an introduction to substance abuse and addiction. The course will review substances of abuse and other addictions. Students will learn theories of addiction and introductory substance assessment and counseling techniques. It will review the physical, psychological and social implications of substance abuse for various populations. Students will have the opportunity to experience substance abuse counseling from a real world perspective with a 50-hour practicum component.

SA102 Ethics and Boundaries in Substance Abuse Counseling

3 Credit Hours

This class will provide students with an overview of ethical and boundary considerations in substance abuse counseling. The class will teach an ethical base for counseling, review ethical dilemmas, and teach various ethical decision-making models relevant to substance abuse counseling.

SA103 Motivational Interviewing

3 Credit Hours

This course is designed to provide the student with an introduction to Motivational Interviewing (MI) and application through an experiential process. Focus will be on the eight stages in learning Motivational Interviewing as well as a concentration on an openness to a way of thinking and working that is collaborative and honors clients self direction. Students will explore client-centered counseling skills as described by Carl Rogers to provide a supportive atmosphere in which clients can safely explore their experience and ambivalence.

SA104 Multicultural Counseling in Substance Abuse 3 Credit Hours

This course will focus on the competency of multicultural and special population considerations in substance abuse counseling. This course will examine the student's own cultural development and assumptions in working with diverse populations, increase awareness of the role drugs and alcohol play in various cultures, and examine best practice methods of treatment incorporating gender and cultural issues.

SA201 Addiction and the Family 3 Credit Hours

This course will identify the effects of substance abuse on the family and will explore current treatment approaches with affected others. Family role identification within a family systems perspective and addiction models will be explored. Additionally, students will review historical and cultural issues that help define family responses to substance abuse and appropriate best practice models for interventions with family members. **Prerequisite: SA101 or permission of advisor.**

SA202 Co-occurring Disorders 3 Credit Hours

Students will cover the most common co-occurring disorders, including Alcohol Dependency, Bipolar, Schizophrenia, Depression, Anxiety, and Polysubstance Dependency. Characteristics of the disorders as well as modalities of treatment options which will also include psychotherapy and pharmacological options will be discussed. The student will also gain a basic understanding of the DSM IV-TR. **Prerequisite: SA101 or permission of advisor.**

SA220 Substance Abuse Counseling Externship 3 Credit Hours

This course is designed to link student classroom learning with professional experience. The student will work with on-site supervision at a substance abuse agency (or other appropriate substance abuse placement) to gain practical and observational experience in the field of substance abuse counseling. **Prerequisite: Completion of 24 credit hours in the program and permission of advisor.**

SC101 Introduction to Sociology 3 Credit Hours

This course introduces the student to the study of society and the interaction of individuals within a society. Major areas of study include the concepts and theory of sociology, culture, social structure and social change.

Correction to page 85 of the 2009-2010 Beal College catalog.

ZO111 Human Anatomy and Physiology I 3 Credit Hours

In this course, basic bio-organization and seven areas of the body systems are studied. The gross and microscopic structures and function of integumentary system, skeletal system, muscular system, nervous system, endocrine system, special senses and the respiratory system are explored. Emphasis is placed on the diseases and diagnostic procedures related to each of these systems. **Prerequisite: ZO101**

ZO112 Human Anatomy and Physiology II 3 Credit Hours

This course is a continuation of ZO111. The remaining body systems are studied. The gross and microscopic structures and function of the male and female reproductive systems, cardiovascular system, lymphatic system, respiratory system, digestive system, and urinary system are explored. Emphasis is placed on the diseases and diagnostic procedures related to each system. **Prerequisite: ZO111**

Correction to page 63 of the 2009-2010 Beal College catalog.

MEDICAL ASSISTING

Major Courses of Study Requiring a Grade of C+ or Better

HI211	P Electronic Health Records	3
MA101	P Introduction to Medical Assisting	3
MA111	P Medical Assisting I	3
MA112	P Medical Assisting II	3
MA211	P Medical Assisting III	3
MA212	P Medical Assisting IV	3
MA220	P Medical Assisting Externship	3
MO202	P Medical Insurance, Billing and Coding	3
MO203	Medical Ethics and Law	3
MO210	P Medical Office Procedures	3
SS101	Elementary Keyboarding	3
ZO101	Medical Terminology	3
ZO111	P Human Anatomy and Physiology I	3
ZO112	P Human Anatomy and Physiology II	3
ZO201	P Pharmacology	3

General Education Courses Requiring a Grade of C or Better

CT111	Critical Thinking in the Twenty-First Century	3
EH111	College Composition	3
EH113	Narrative & Descriptive Writing	3
HY103	U.S. History 1865 to the Present	3
PY101	General Psychology	3
PY202	Lifespan Development	3
SC101	Introduction to Sociology	3

Related Courses of Study Requiring a Grade of C or Better

BC101	College Success	3
MO102	Medical Mathematics	3

TOTAL CREDITS 72

CATALOG CORRECTIONS

Correction to page 23 of the 2009-2010 Beal College catalog.

Letter grades indicate the following levels of performance:

<i>Letter Grade</i>	<i>Grade Points</i>	<i>Numeric Score</i>	<i>Letter Grade</i>	<i>Grade Definition</i>
A	4.00	(95-100%)	IC	Incomplete
A-	3.67	(90-94%)	*R	Repeat
B+	3.33	(87-89%)	S	Satisfactory
B	3.00	(84-86%)	U	Unsatisfactory
B-	2.67	(80-83%)	P	Pass (Audit)
C+	2.33	(77-79%)	NP	Not Pass (Audit)
C	2.00	(74-76%)	PR	Proficiency
C-	1.67	(70-73%)	T	Transfer
D+	1.33	(67-69%)	EX	Life Experience
D	1.00	(64-66%)	W	Withdrawal
D-	0.67	(60-63%)	WV	Waived
F	0.00	(Below 60%)	WP	Withdrawal Pass
			WF	Withdrawal Fail

CREDIT FOR LIFE EXPERIENCE

Beal College recognizes that students may have gained significant learning through a relevant job or career, professional training, and other life experience. The College will consider granting credit in cases where the student can demonstrate that prior learning or experience is equivalent to specific college courses. The credit awarded will be based on an assessment of the knowledge, skills, or competencies acquired. In order to be considered, the student must provide clearly organized and documented evidence that proves the knowledge is equivalent to college-level learning.

1. The student must be enrolled as a student at Beal College.
2. The student must complete an essay or narrative explaining how the prior learning relates to the student's degree program, from what experience it was gained, and what specific courses the student is requesting credit for.
3. The credit requested must be course-equivalent and applicable to the student's program of study.
4. The student must provide documentation that he or she has actually acquired the appropriate learning that is being claimed.

Documentation may include but is not limited to such things as licenses or certifications, attendance at seminars, workshops or conferences, community service, specialized training, work experience, resumes, letters from employers or others who can confirm job duties, various tests or other assessments, and military experience. Documentation must be sufficient to prove college-level learning and course-equivalency and to warrant granting of credit.

The material submitted by the student will be reviewed by a committee including the Program Director, the Academic Advisory Committee, and the Registrar. This committee will determine the number of credits, if any, that can be granted based upon the material submitted.

A non-refundable fee of \$100.00 must be paid before the materials submitted to the committee will be reviewed. A maximum of 24 credits towards an associate degree and a maximum of 12 credits towards a diploma program may be granted for life experience. A grade of EX will be recorded on the student's transcript for each course for which life experience credit is given. Credit given for life experience cannot be used as a substitute for a course previously taken for which a passing grade was not received.

TUITION AND EXPENSES
(Effective January 4, 2010)

Tuition per year for full-time students	\$6,720.00 - 6,910.00
Tuition per three credit course	\$560.00
Tuition for CL219 and LE212.....	750.00
Application Fee (one-time, mandatory, non-refundable)	25.00
Administrative Drop Fee	25.00
Proficiency Examination Fee (non-refundable)	100.00
Credit for Life Experience Fee (non-refundable)	100.00
Auditing Fee	
(per course plus any lab fees if applicable; non-refundable).	100.00
Directed Study Fee	
(per course plus tuition and any lab fees; non-refundable)	225.00
Comprehensive Fee (one-time, mandatory, non-refundable)	100.00
Graduation Fee - 1st Program - (mandatory)	130.00
Each Additional Program.....	30.00
Degree/Diploma Reprocessing Fee	30.00
Books/Supplies (yearly estimate)	1200.00
Lab/User/Materials Fee (per course)	
<i>These fees are mandatory and non-refundable after a class has been attended.</i>	
CH104	45.00
CH105	55.00
AC115, AC116, BA201, BA204, BC101, CS103, CS104, CS207, SS101, SS102, SS201, SS202, SS205	75.00
HI211, HI212, MO115, MO201, MO202, MO207, MO210, MO211	75.00
CS107, CS202, DP101	75.00
MA101	165.00
LE212.....	195.00
MA111, MA112, MA211, MA212	300.00
CL219.....	395.00
LE117, LE118	500.00
Budget Plan Late Fee: (If payment is late by more than 4 business days.)	15.00

No student may attend classes without first paying in full, making Budget Plan arrangements or completing the financial aid application process (all required paperwork submitted to the Financial Aid Office-- incomplete files will not be considered).

Please refer to Pages 39 - 43 of the 2009-2010 Beal College catalog for information regarding payment of bills, budget payment plans, credit balance refunds and refunds.

All costs are subject to change.

ADMINISTRATION

STEHLE, ALLEN T., CFE State University College of Forestry at Syracuse University, B.S.	<i>President</i>
LE BLANC, DEBORAH Community College of the Air Force, A.S.	<i>Chief Administrative Officer Director of Student Affairs</i>
BROOKS, KRISTERPHER	<i>Administrative Assistant</i>
CROCKETT, DEBORAH University of Maine, B.U.S. Beal College, A.S.	<i>Director of Career Services Director of Compliance</i>
DUNTON, RENEE Maine Maritime Academy, B.S. Beal College, A.S.	<i>Student Accounts</i>
EDWARDS, ELLEN	<i>Registrar</i>
GILLETTE, DONNA, LSW, GCDF University of Maine, B.A.	<i>Career Services Coordinator</i>
HARDY, KEVIN	<i>Facilities Maintenance Supervisor</i>
HEHER, RONA	<i>Maintenance Assistant</i>
HEWES, POLLYANNE Beal College, A.S.	<i>Accountant</i>
LEIGHTON, COREY Beal College, A.S.	<i>Bookstore Manager</i>
LEIGHTON, ERIN University of Maine, B.A.	<i>Director of Admissions</i>
MAGEE, MAGGIE	<i>Director of Financial Aid</i>
MISHOU, STEPHANIE Beal College, A.S.	<i>Administrative Assistant</i>
REA, ANN University of Southern California, M.L.S. University of Missouri, B.A.	<i>Librarian</i>
ROSSIGNOL, DIANNE	<i>Administrative Assistant</i>
SANDLER, SHANA High Point University, B.A.	<i>Admissions Representative</i>
TAPLEY, AMY	<i>Financial Aid Specialist</i>
XIRINACHS, SUSAN A. University of Maine, B.S.	<i>Director of Student Activities</i>

FACULTY

<p>ANDRICK, JR., MICHAEL, LCPC-C University of Maine, M.Ed. University of Maine at Augusta, B.S.</p>	<p><i>Program Director Social and Human Services Assisting</i></p>
<p>BAILLARGEON, SCOTT K. Boston University, M.C.J. University of Maine at Augusta, B.S.</p>	<p><i>Criminal Justice</i></p>
<p>BOARDMAN, LAURIE, CPC Beal College, A.S.</p>	<p><i>Allied Health Programs</i></p>
<p>BREIDT, LAURIE, RN Excelsior College, A.S.</p>	<p><i>Allied Health Programs</i></p>
<p>BUCHANAN, PATRICIA University of Maine, B.S. and M. Ed. Beal College, A.S.</p>	<p><i>Allied Health Programs</i></p>
<p>DICKEY, CHARLES Husson College, B.S.</p>	<p><i>General Studies</i></p>
<p>DOWNEY, PATRICK University of Southern Maine, B.A. Howard University, J.D.</p>	<p><i>Criminal Justice</i></p>
<p>EDGECOMB, RHONDA, RHIT, CHP University of Maine, A.S.</p>	<p><i>Health Information Technology</i></p>
<p>ELLINGWOOD, MARY University of Maine, B.A. Beal College, Diploma</p>	<p><i>Assistant to Allied Health Program Director Medical Transcription</i></p>
<p>ELLIOTT, CONNIE, RHIA, CHP University of Cincinnati, B.S. University of Maine, A.S.</p>	<p><i>Program Director Health Information Technology</i></p>
<p>ENGLAND, PAUL University of Maine, M.A. University of Maine at Farmington, B.A.</p>	<p><i>English and General Studies</i></p>
<p>GILLETTE, DONNA, LSW University of Maine, B.A.</p>	<p><i>Social and Human Services Assisting</i></p>
<p>HOKE, ROBERT York College of Pennsylvania, B.S.</p>	<p><i>Criminal Justice</i></p>
<p>ISRAEL, MELANIE Husson College, M.S. University of Vermont, B.A.</p>	<p><i>Program Director Business Management, Administrative Management Executive Assistant</i></p>
<p>KEOGH, PATRICIA University of Rhode Island, B.A. and M.S.</p>	<p><i>Externship Director Social and Human Services Assisting</i></p>
<p>KRONHOLM, BOYD Husson University, M.S. University of Maine, B.A.</p>	<p><i>Psychology and General Studies</i></p>

MARCHELLETTA, BARBARA, CMA
 Husson College, B.S.
 Beal College, A.S.

*Program Director
 Allied Health Programs*

MELANSON, TERRY, LCSW, CCS
 Boston College, M.S.W.
 Barrington College, B.A.

Social and Human Services Assisting

ORLANDO, LINDA, CPA, MCSE
 National University, M.F.A.
 City University, M.A.
 University of Maine, B.U.S

General Studies

PARE, MAXINE
 Kennebec Valley Community College, A.S.

Allied Health Programs

POLYOT, SUSAN, LADC, CCS
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*Program Coordinator
 Substance Abuse Counseling*

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 University of Cincinnati, B.S.
 University of Maine, A.S.

Allied Health Programs

STEHLE, ALLEN T., CFE
 State University College of Forestry at
 Syracuse University, B.S.

*Program Director
 Criminal Justice*

STURM, DAVID
 Auburn University, B.S.

General Studies

TEEL, KATRIN, RN
 Husson University, B.S. and M.S.
 Eastern Maine Community College, Diploma

Allied Health Programs

TUKEY, JOAN
 Florida International University, M.B.A.
 University of Miami, A.B.

*Program Director
 Accounting*

XIRINACHS, SUSAN A.
 University of Maine, B.S.

*Program Director
 Early Childhood Education*

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