# $\begin{array}{c} \text{Mildred Elley} \\ \text{Albany, New York city metro and Pittsfield Campuses} \\ 2019\text{-}2020 \text{ Academic Catalog} \end{array}$

Please note the following addition, deletion, or change to the 2019-2020 Academic Catalog

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Albany – Page 4

#### Associate in Applied Sciences (A.A.S.) Degree Programs

	SEMESTER			
TITLE	HEGIS CODE	CIP CODE	CREDIT HOURS	
Advanced Paralegal Studies	5099 <u>.00</u>	22.0302	65	

ssociate in Occupational Studies (A.O.S.) Degree Programs			Semester
TITLE	HEGIS CODE	CIP CODE	CREDIT HOURS
Business Management	5004 <u>.00</u>	52.0201	65
Information Technology	5104 <u>.00</u>	11.0103	65
Massage Therapy	5299 <u>.00</u>	51.3501	72
Medical Assistant	5214 <u>.00</u>	51.0801	60
Office, Project, and Event Management	5005 <u>.00</u>	52.0407	65

#### **Credit-Bearing Certificate Programs**

		SEIVIES I EK
HEGIS CODE	CIP CODE	CREDIT HOURS
5214 <u>.00</u>	51.0801	45
5299 <u>.00</u>	51.3501	61
5209 <u>.20</u>	51.3901	53
	5214 <u>.00</u> 5299 <u>.00</u>	5214 <u>.00</u> 51.0801 5299 <u>.00</u> 51.3501

Metro – Page 4

Associate in Occupational Studies (A.O.S.) Degree Programs

SEMESTER			
TITLE	HEGIS CODE	CIP CODE	CREDIT HOURS
Medical Assistant	5214 <u>.00</u>	51.0801	60
Massage Therapy	5299 <u>.00</u>	51.3501	72

**Credit-Bearing Certificate Programs** 

SEMESTER			
TITLE	HEGIS CODE	CIP CODE	CREDIT HOURS
Clinical Medical Assistant	5214 <u>.00</u>	51.0801	45
Practical Nursing (NYS Licensure	5209 <u>.20</u>	51.3901	53
Qualifying)			

Albany – Page 24

Metro – Page 23

Pittsfield – Page 22

# MILDRED ELLEY ALBANY, NEW YORK CITY METRO AND PITTSFIELD CAMPUSES 2019-2020 ACADEMIC CATALOG

Please note the following addition, deletion, or change to the 2019-2020 Academic Catalog

# Student Veteran Participation in Courses Pending Payment Policy Federal Requirement

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) was signed into law on December 31,2018. This law has five sections pertinent to the administration of Veterans' educational or training benefits with two of the provisions directly affecting schools. Beginning on August 1, 2019, educational institutions must have a policy in place allowing GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. The educational institution must also have a policy to not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.

#### **Policy**

Student veterans may attend classes at Mildred Elley for up to 90 days after submitting proof of eligibility for Chapter 33 or Chapter 31 educational benefits without penalty until the VA provides payment to Mildred Elley. These students will not be required to borrow funds to cover outstanding charges for tuition and fees due to late payment from the VA. Effective 8/1/2019.

Student Veteran Participation in Courses Pending Payment Policy

#### Federal Requirement

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) was signed into law on December 31, 2018. This law has five sections pertinent to the administration of Veterans' educational or training benefits with two of the provisions directly affecting schools. Beginning on August 1, 2019, educational institutions must have a policy in place allowing GI Bill and VR&E beneficiaries (Chapter 33 and Chapter 31 beneficiaries) to attend a course of education or training for up to 90 days from the date the beneficiary provides a certificate of eligibility, or valid VAF 28-1905. This allows a student to attend the course until VA provides payment to the institution. The educational institution must also have a policy to not impose a penalty, or require the beneficiary to borrow additional funds to cover tuition and fees due to late payments from VA.

#### Policy

Student veterans may attend classes at Mildred Elley for up to 90 days after submitting proof of eligibility for Chapter 33 or Chapter 31 educational benefits without penalty until the VA provides payment to Mildred Elley. Mildred Elley will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual

# MILDRED ELLEY ALBANY, NEW YORK CITY METRO AND PITTSFIELD CAMPUSES 2019-2020 ACADEMIC CATALOG

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because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

Albany - Page 80

#### LPN 122 Mathematics for Nursing

1 semester credit 1/0/0

This course introduces the student to the applications of mathematics in nursing and health sciences. Topics covered in this course include: review of mathematical concepts commonly applied in the field (fractions, decimals, ratios, proportions, percents, and simple equations); conversions among various systems of measurement; interpretation of physician's orders, medication records, and drug labels; the skills and techniques for calculation of correct drug dosages; and other topics as appropriate. - Prerequisite(s): Matriculation in the Practical Nursing Program; HEA 112, / BIO 112 Medical Terminology, BIO 110, Anatomy and Physiology I; and BIO 210, Anatomy and Physiology II and BIO 211 Pharmacology. Co-requisite (s): LPN 130, Introduction to Practical Nursing and BIO 211 Pharmacology.

#### LPN 130 Introduction to Practical Nursing

4 semester credits 3/1/0

This course is a rigorous introduction to practical nursing, covering both theoretical concepts of nursing science (basic human needs, self-care deficits, essentials of nutrition, microbiology and prevention of infection transmission, communications skills, and other topics) and application of such skills to nursing practice in a structured on-campus laboratory. *Prerequisite(s): Anatomy and Physiology I: and BIO 210, Anatomy and Physiology II-and BIO 211, Anatomy and Physiology II-and BIO 211 Pharmacology.* Co-requisite (s): *LPN 122, Mathematics for Nursing and BIO 211 Pharmacology* 

Metro - Page 71

#### LPN 122 Mathematics for Nursing

1 semester credit 1/0/0

This course introduces the student to the applications of mathematics in nursing and health sciences. Topics covered in this course include: review of mathematical concepts commonly applied in the field (fractions, decimals, ratios, proportions, percents, and simple equations); conversions among various systems of measurement; interpretation of physician's orders, medication records, and drug labels; the skills and techniques for calculation of correct drug dosages; and other topics as appropriate. *Prerequisite(s): Matriculation in the Practical Nursing Program; HEA 112/BIO 112, Medical Terminology; BIO 211, Pharmacology.* 

#### LPN 130 Introduction to Practical Nursing

4 semester credits 3/1/0

This course is a rigorous introduction to practical nursing, covering both theoretical concepts of nursing science (basic human needs, self-care deficits, essentials of nutrition, microbiology and prevention of infection transmission, communications skills, and other topics) and application of such skills to nursing practice in a structured on campus laboratory. Prerequisite(s): Matriculation in the Practical Nursing Program; BIO 110, Anatomy and Physiology II; and BIO 210, Anatomy and Physiology II. Co-requisite(s): LPN 122 Mathematics for Nursing.

#### LPN 122 Mathematics for Nursing

1 semester credit 1/0/0

This course introduces the student to the applications of mathematics in nursing and health sciences. Topics covered in this course include: review of mathematical concepts commonly applied in the field (fractions, decimals, ratios, proportions, percents, and simple equations); conversions among various systems of measurement; interpretation of physician's orders, medication records, and drug labels; the skills and techniques for calculation of correct drug dosages; and other topics as appropriate. - Prerequisite(s): Matriculation in the Practical Nursing Program; HEA 112, / BIO 112 Medical Terminology,

# MILDRED ELLEY ALBANY, NEW YORK CITY METRO AND PITTSFIELD CAMPUSES 2019-2020 ACADEMIC CATALOG

Please note the following addition, deletion, or change to the 2019-2020 Academic Catalog

BIO 110, Anatomy and Physiology I; and BIO 210, Anatomy and Physiology II- Co-requisite (s): LPN 130, Introduction to Practical Nursing and BIO 211 Pharmacology.

#### LPN 130 Introduction to Practical Nursing

4 semester credits 3/1/0

This course is a rigorous introduction to practical nursing, covering both theoretical concepts of nursing science (basic human needs, self-care deficits, essentials of nutrition, microbiology and prevention of infection transmission, communications skills, and other topics) and application of such skills to nursing practice in a structured on-campus laboratory. *Prerequisite(s): -Prerequisite(s): Matriculation in the Practical Nursing Program: HEA 112 / BIO 112*, *Medical Terminology, BIO 110*, *Anatomy and Physiology I; and BIO 210*, *Anatomy and Physiology II*. Co-requisite (s): *LPN 122*, *Mathematics for Nursing* and *BIO 211 Pharmacology* 

Albany – Page 41 Metro – Page 41

Pittsfield - Page 36

#### **Student Testing and Assessment**

The Office of Academic Support and Advising is responsible for student testing and assessment. The following Tests are available to take at Mildred Elley, Albany Campus / New York City Metro Campus / Pittsfield, MA Campus (as appropriate)

CNA Accuplacer Exam
Pre-Nursing Accuplacer Exam
Accuplacer Predictor Test
Algebra and Biology Proficiency Exams
TEAS Exam
Accuplacer ATB Exam
NHA National Certification Exams – CPT, CET, and CCMA

ATI Diagnostic Exams National Certified Nurse Aide Exam

Exam proctors receive the appropriate training and certification for exams or exam platforms in use. The campus Dean of Academic Affairs, along with the Dean or Director who supervises the Office of Academic Support and Advising conduct semi-annual proctor and test administration training in June and December every year.

### ACCELERATED LEARNING PROGRAM (ALP)

The Accelerated Learning Program (ALP) at Mildred Elley permits developmental reading students to enroll directly in certain regular academic courses while taking a companion course that provides extra academic support in a co-requisite remedial education model. The required remedial co-requisite course provides academic support though additional contact hours that are beyond the scheduled contact hours for the regular academic courses.

Entering students who are tested and score below the twelfth grade level in reading are required enroll in available Accelerated Learning Program courses. The institution currently provides Accelerated Learning Program courses in GS102 Freshman Seminar and BIO112 Medical Terminology.

# MILDRED ELLEY ALBANY, NEW YORK CITY METRO AND PITTSFIELD CAMPUSES 2019-2020 ACADEMIC CATALOG

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Students who achieve at least a score of 72 on the Accuplacer Reading Assessment are considered to be proficient in reading at the twelfth grade level. The institution may also accept other reading assessments which can demonstrate proficiency at the twelfth grade level.

#### Albany – Page 18

NCLEX Registration Fee for Licensure Examination \$200.00

Practical Nursing

State (Massachusetts) Licensure Examination Fees \$230.00

Practical Nursing

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Albany – Page 82 Metro – Page 73 Pittsfield – Page 71

#### MA 210 Specialized Procedures

3 semester credit hours 2/1/0

This course concentrates on theoretical foundations and clinical skills necessary for successfully performing medical assistant duties in specialized procedures and environments in eye and ear, gastrointestinal, pulmonary, reproductive, pediatric, geriatric, rehabilitative health care, microbiology, urinalysis, clinical chemistry and CLIA-waived testing and other specialty procedures (allergy specialty, anti-aging procedures, complementary and alternative. Prerequisite(s): MA 200, Hematology and Phlebotomy Procedures; MA 205 Cardiovascular Care and Procedures MA 100 Introduction to Patient Care and BIO 210 Anatomy & Physiology II.