

ADDENDA/ERRATA SHEET

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

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

TITLE	HEGIS CODE	CIP CODE	SEMESTER CREDIT HOURS
Advanced Paralegal Studies	5099.00	22.0302	65

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

TITLE	HEGIS CODE	CIP CODE	Semester CREDIT HOURS
Business Management	5004.00	52.0201	65
Information Technology	5104.00	11.0103	65
Massage Therapy	5299.00	51.3501	72
Medical Assistant	5214.00	51.0801	60
Office, Project, and Event Management	5005.00	52.0407	65

Credit-Bearing Certificate Programs

TITLE	HEGIS CODE	CIP CODE	SEMESTER CREDIT HOURS
Clinical Medical Assistant	5214.00	51.0801	45
Massage Therapy	5299.00	51.3501	61
Practical Nursing	5209.20	51.3901	53

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

SEMESTER			
TITLE	HEGIS CODE	CIP CODE	CREDIT HOURS
Medical Assistant	5214.00	51.0801	60
Massage Therapy	5299.00	51.3501	72

Credit-Bearing Certificate Programs

SEMESTER			
TITLE	HEGIS CODE	CIP CODE	CREDIT HOURS
Clinical Medical Assistant	5214.00	51.0801	45
Practical Nursing (NYS Licensure Qualifying)	5209.20	51.3901	53

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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

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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.

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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): - 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 122, Mathematics for Nursing and BIO 211 Pharmacology*

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~~**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 I; 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,*~~

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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

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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 through 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.

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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.

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NCLEX Registration Fee for Licensure Examination.....	\$200.00
<i>Practical Nursing</i>	
State (Massachusetts) Licensure Examination Fees.....	\$230.00
<i>Practical Nursing</i>	

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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.

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Please see the Office of the Dean of Academic Affairs for additional catalog information. The contact information for Kerry Cirillo, Dean of Academic Affairs, is 518-786-0855 or kcirillo@mildred-elley.edu

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Please see the Office of the Dean of Academic Affairs for additional catalog information. The contact information for Jill Maggs, Dean of Academic Affairs is 212-380-9004 or jmaggs@mildred-elley.edu.

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Please see the Office of the Dean of Academic Affairs for additional catalog information. The contact information for Sabrina Evangelisto, Dean of Academic Affairs, is 413-499-8618 or sevangelisto@mildred-elley.edu.

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Registered Credit-Bearing Certificate Programs

TITLE	CIP CODE	SEMESTER CREDIT HOURS
Accounting Systems Specialist	52.0301	39
Business Technologies Specialist	11.0899 52.0407	39
Cosmetology (1,000 hour program)	12.0401	33.33
Massage Therapy	51.3501	44.50
Clinical Medical Assistant	51.0801	45
Medical Office Assistant	51.0710	38
Practical Nurse Certificate Program	51.3901	51
Network Administration & Computer Security	11.1003	39

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Information Technology A.O.S. Degree Program Concentration in Coding and Scripting

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
General Education Courses		
GS 102	Freshman Seminar	3
GS 251A	Career Counseling Seminar	1
Liberal Arts & Sciences Courses		
ENG 102	English Composition	3
MAT ***	Mathematics (MAT) Elective	3
PSY 105	Introduction to Psychology	3
ENG 103	Oral Communications	3
LAS Elective		3
General Elective		3
General Elective		3
Core Courses		
DLP 100	Principles of Digital Literacy	1
IT 110	Computer Concepts	3
DLP 120	Excel & Access	3
IT 123	Microcomputer Hardware	3
IT 222	Networking I	3
IT 223	Microcomputer Operating Systems	3
IT 232	Network Computer Security	3
IT 263	Internship	3
Concentration Courses		
IT 120	Internet & Web Page Design	3
IT 228	Relational Databases	3
IT 274	Python Programming I	3
IT 256	JavaScript	3
IT 276	Python Programming II	3

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IT 278	Python Programming III	3
TOTAL SEMESTER CREDIT HOURS		65

Information Technology A.O.S. Degree Program Concentration in Networking Administration

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
General Education Courses		
GS 102	Freshman Seminar	3
GS 251A	Career Counseling Seminar	1
Liberal Arts & Sciences Courses		
ENG 102	English Composition	3
MAT ***	Mathematics (MAT) Elective	3
PSY 105	Introduction to Psychology	3
ENG 103	Oral Communications	3
LAS Elective		3
General Elective		3
Core Courses		
DLP 100	Principles of Digital Literacy	1
IT 110	Computer Concepts	3
DLP 120	Excel & Access	3
IT 120	The Internet and Web Page Design	3
IT 123	Microcomputer Hardware	3
IT 223	Microcomputer Operating Systems	3
IT 226	Client Operating Systems	3
IT 230	Help Desk Management and User Support	3
IT 263	Internship	3
Restricted Elective* 3		
Concentration Courses		
IT 222	Networking I	3
IT 224	Networking II	3
IT 232	Network Computer Security	3
IT 270	Network Server Management	3
IT 272	Network Infrastructure	3
TOTAL SEMESTER CREDIT HOURS		65

* 3 credits from one of the following: Relational Databases, Web Authoring Applications, Java Script, Python, Visual Basic, and C++ Programming

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IT 274 Python Programming I 3 semester credits 2/1/0

This course presents fundamental concepts of Python programming language, such as data types, expressions, loops, selection statements, strings, text files, lists, dictionaries, and functions. The MindTap virtual labs provide hands-on coding practice with real-life applications. *Prerequisite(s): IT 110, Computer Concepts*

IT 276 Python Programming II 3 semester credits 2/1/0

This course expands upon the fundamental concepts of the Python programming language, covering simple graphics, image processing, graphical user interfaces, designing with classes, multithreading, networks, and complexity analysis. The MindTap virtual labs provide hands-on coding practice with real-life applications. *Prerequisite(s): IT 274, Python Programming I*

IT 278 Python Programming III 3 semester credits 2/1/0

This course expands the students' knowledge in Python programming and problem solving with data structures, which allows the students to make a quick transition to other languages if needed. Students study object-oriented

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programming techniques in depth and master the elements of good software design. *Prerequisite(s): IT 276, Python Programming II*