

# ADDENDA/ERRATA SHEET

MILDRED ELLEY - ALBANY CAMPUS  
2016-2017 ACADEMIC CATALOG

Please note the following *addition*, ~~deletion~~, or change to the 2016-2017 Academic Catalog

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## **Requirements for Admission to the Massage Therapy Programs**

Acceptance to the program(s) in *Massage Therapy* is competitive. Additionally, candidates for admission to the *Massage Therapy* program(s) must meet the following requirements:

- Be a high school graduate or hold a General Equivalency Diploma (GED), **and**
- Be at least 18 years of age as of the first day of scheduled classes, **and**
- Be a United States citizen or an alien lawfully admitted for permanent residence in the United States, **and**
- Demonstrate proficiency in mathematics and natural (biological) sciences, as demonstrated by:
  - Earning a grade of “C” or above in Math A (or Algebra) and/or Biology (or comparable natural science course) in high school. Biology (or comparable natural science course) must be earned at the ninth grade level or higher. Math credits must be earned at the tenth grade level or higher; **or**
  - receiving passing scores in Mathematics and Science on the GED examination, or an equivalent proficiency examination; **or**
  - earning a grade of “C” or above in college-level Mathematics and/or Biology coursework; **or**
  - A combination of these or alternative methods of demonstrating proficiency in mathematics and biological/natural sciences as judged appropriate by the institution.

Students who wish to enter into the MT program under a NYS deficiency letter must obtain permission of the Department Chair and may enter as a non-matriculated student.

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Page 26 (after Campus Security)

## **Incident Reporting Policy**

The National Safety Council defines an accident as “an unplanned, undesired event, not necessarily resulting in injury, but damaging to property and/or interrupting the activity in process.” The council defines an incident as “an undesired event that may cause personal harm or other damage.” All incidents should be investigated, regardless of severity, and including incidents in which no damage or harm resulted (“near misses”).

If a student is involved in an incident, as identified above, during a classroom, laboratory, clinical or internship experience, a student must immediately notify the supervising instructor, clinical supervisor, or internship supervisor, and then seek immediate medical evaluation of the related incident. The supervising instructor, clinical supervisor, or internship supervisor must notify the campus dean or campus president of the incident as soon as practical after the incident. A *Student/Visitor Incident Report Form* must be completed in consultation with the student, the supervising instructor, clinical supervisor, or internship supervisor and the campus dean or campus president are expected to sign the *Student/Visitor Incident Report Form*. The completed and signed *Student/Visitor Incident Report Form* must be submitted to the Human Resources Office within 24 hours of the incident.

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Page 9 (after TEAS Exam)

## **Enrollment of Ability-to-Benefit Students**

Applicants without a high school diploma or the equivalent may be admitted as an Ability-to-Benefit student provided:

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- An individual is beyond the age of compulsory school attendance in the state in which the institution is located and demonstrates the ability to benefit from the training offered, and
- An individual achieves a minimum ACCUPLACER score of Reading Comprehension (55), Sentence Skills (60), and Arithmetic (34).
- An individual participates in pre-admission academic advising.

ACCUPLACER ATB Retest Policy - Within any three-month period, ATB candidates are permitted an initial test and one retest. There must be a two-week waiting period between the initial test and the retest. Students should be encouraged to use the two-week waiting period for study and review of test content areas in which they did not obtain a passing score.

As of July 1, 2012, eligibility for federal financial aid funding is not available to first-time students who do not possess a high school diploma or the equivalent.

Ability-to-Benefit Students are not eligible for admittance into the Advanced Paralegal Studies A.A.S Degree program.

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## **Admission to Non-Credit Bearing Certificate Programs**

Candidates for admission to Non-Credit Bearing Certificate Programs must meet the following requirements:

### **Requirements for Admission to the Medical Transcription Programs**

- ~~Be a high school graduate or hold a General Equivalency Diploma (GED), and~~ Be a high school graduate, hold a General Equivalency Diploma, or have evidence of prior college enrollment, **and**

### **Requirements for Admission to the Non-Medical Transcription Program**

- ~~Be a high school graduate or hold a General Equivalency Diploma (GED), and~~ Be a high school graduate, hold a General Equivalency Diploma, or have evidence of prior college enrollment, **and**

### **Requirements for Admission to the Coding Programs**

- ~~Be a high school graduate or hold a General Equivalency Diploma (GED), and~~ Be a high school graduate, hold a General Equivalency Diploma, or have evidence of prior college enrollment, **and**

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**Revised Date: August 3, 2017**

## **Inside Page**

Catalog Effective Date: 04/14/2017 Catalog Revised Date: 04/14/2017

## **Page 15**

~~Laptop Purchase~~ Laptop Purchase (Optional)

## **Page 46**

**Online courses at Mildred Elley require consistent access to a computer (not a smartphone or tablet) that has the following:**

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- *High speed internet access (cable, DSL, etc.)*
- *Recent browser such as Google Chrome 30.0, Mozilla Firefox 25.0, Apple Safari 6, or Internet Explorer 9*
  
- *At least 2 GB memory*
- *At least 10GB free disk space*
- *Sound card with speakers*
- *Updated and active anti-virus software*
- *Microsoft Office (Word, PowerPoint, Excel). This can be obtained for free through your student email account on portal.office365.com*

## **Page 59**

*Massage Therapy A.O.S. Degree Program*

*This method of delivery for this program may include both residential and blended learning modalities.*

## **Page 63**

*Medical Assistant Program A.O.S. Degree Program*

*This method of delivery for this program may include both residential and blended learning modalities.*

## **Page 64**

*Clinical Medical Assistant Certificate Program*

*This method of delivery for this program may include both residential and blended learning modalities.*

## **Page 65**

*Medical Office Assistant Certificate Program*

*This method of delivery for this program may include both residential and blended learning modalities.*

## **Page 66**

*Practical Nursing Program*

*This method of delivery for this program may include both residential and blended learning modalities.*

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## **Hospital-Based Coding Certificate Program**

*HEGIS Code 5213.00*

*Non-Credit Bearing (428-704 Hours)*

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Please note the following *addition*, ~~deletion~~, or *change* to the 2016-2017 Academic Catalog  
The Hospital-Based Coding Certificate is a ~~428-704~~ hour distance education program. Upon completing the certificate, graduates have the technical skills and medical science background to take the national certification (Certified Coding Associate [CCA]) examination administered by the American Health Information Management Association [AHIMA]) and enter the hospital-based coding profession. Students will learn how to properly classify medical data from patient records, review patient records, and assign numeric codes for each diagnosis and procedure.

<b>COURSE NUMBER</b>	<b>COURSE TITLE</b>	<b>CONTACT HOURS</b>
<b>Major Core Requirements</b>		
MT 070	Medical Terminology	16-44
BIO 110HBC	Anatomy and Physiology	32-60
<del>HBC 100</del>	<del>Hospital-Based Coding</del>	<del>300</del>
HBC 001	Pathophysiology	44
HBC 002	Pharmacology & Lab Findings	28
HBC 003	Computer Software Applications in Healthcare	44
HBC 004	Health Information Management	60
HBC 005	Healthcare Delivery System	44
HBC 006	Introduction to ICD 10 CM and ICD 10 PS	60
HBC 007	ICD 10 CM Diagnosis Coding System	60
HBC 008	ICD 10 PCS Procedural Coding System	60
HBC 009	Advanced Diagnosis Coding	60
HBC 010	Advanced Procedural Coding	60
HBC 110	Field Based Professional Practice Experience (PPE)	80
<b>TOTAL CONTACT HOURS</b>		<b>428-704</b>

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## MT: Medical Terminology

**MT 070 Medical Terminology 44 Contact Hours**

**MTRSP 070 Medical Terminology Self-Paced Study: 125 Hours**

In this course students will learn approximately 400 medical word parts (prefixes, suffixes, and combining forms/word roots), their meanings, and origins, and how they combine to make medical terms. *Prerequisite(s): None.*

## BIO: Biology

**BIO 110HBC Anatomy and Physiology 60 Contact Hours**

This course provides students with a basic introduction to the structure and function of the human body with an emphasis on the basic components of anatomy and physiology. Students will learn commonly used abbreviations, tests, and procedures used in the physical assessment and diagnosis of certain conditions/diseases. Students are introduced to pharmaceuticals used to treat symptoms and diseases within each body system. *Prerequisite(s): MT 070, Medical Terminology.*

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## **HBC: Hospital-Based Coding**

**HBC 100** ~~Hospital-Based Coding~~ **300 Contact Hours**

~~In this course students will demonstrate the skills required to enter the coding profession and prepare to take the national certification examination. Students will classify medical data from patient records; review and assign numeric codes for each diagnosis and procedure in a patient record; and review protocol necessary to report coded data to insurance companies or government agencies for reimbursement. Prerequisite(s): MT 070, Medical Terminology and BIO 110HBC, Anatomy and Physiology.~~

**HBC 110** ~~Hospital-Based Coding Internship~~ **80 Contact Hours**

~~This internship provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience in a hospital medical records department. Under the direction of an internship supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies comprised of 60 hours of coding practice and 20 hours of clerical/administrative practice. Prerequisite(s): HBC 100, Hospital Based Coding.~~

**HBC 001** **Pathophysiology** **44 Contact Hours**

*This course is designed to give the new coding professional an overview of disease pathology and the documentation and coding that relates to each body system. Prerequisite(s): MT 070, Medical Terminology and BIO 110HBC, Anatomy and Physiology; Co-Requisite(s): HBC 002 Pharmacology & Lab Findings*

**HBC 002** **Pharmacology & Lab Findings** **28 Contact Hours**

*This course is designed to give the new coding professional an overview of the pharmacology and lab findings learned in Pathophysiology as well as provide internet research tools to identify common diseases, conditions, treatment, and prescription medications. Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; Co-Requisite(s): HBC 001 Pathophysiology*

**HBC 003** **Computer Software Applications in Healthcare** **44 Contact Hours**

*Discussions and lecture on paper charts, hybrid records, electronic records to include the history and migration to a total electronic record; privacy concerns and security practices; voice recognition dictation software; pharmacy programs. Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology and HBC 002, Pharmacology & Lab Finding; Co-Requisite(s): HBC 005 Healthcare Delivery Systems*

**HBC 004** **Health Information Management** **60 Contact Hours**

*Designed to give the new coding professional an overview of processes of the Health Information Management departments relative to coding and reimbursement. Emphasis on the specific forms used within the health record as well as the different healthcare job roles within the hospital setting. Topics include: Determination of when additional information is needed to facilitate code assignment, Laws and Ethics in coding (HIPAA, documentation rules, DRG creep, APR, APG), Healthcare Delivery system setting for patient care. Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings and HBC 003, Computer Software Applications in Healthcare and HBC 005 Healthcare Delivery Systems; Co-Requisite(s): HBC 006 Introduction to ICD 10 CM and ICD 10 PCS*

**HBC 005** **Healthcare Delivery Systems** **44 Contact Hours**

*Introduction to organization, financing, and delivery of health care services, accreditation, licensure, and regulatory agencies. Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Co-Requisite(s): HBC 003 Computer Software Applications in Healthcare.*

**HBC 006** **Introduction to ICD 10 CM and ICD 10 PCS** **60 Contact Hours**

*Designed to give the experienced coding professional efficient training in the ICD-10 CM format. Additionally the student will gain knowledge of proper ICD-10 CM and PCS coding as well as understanding and applying the*

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Please note the following *addition*, ~~deletion~~, or *change* to the 2016-2017 Academic Catalog updated regulations and guidelines associated with ICD-10. Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare and HBC 005 Healthcare Delivery System; Co-Requisite(s): HBC 004 Health Information Management

## **HBC 007            Diagnosis Coding System**

**60 Contact Hours**

This course is designed to give the new coding professional an overview of the ICD-9-CM format specifically for the interpretation of conventions, formats, instructional notations, tables, and definitions of the classification system to select diagnoses, conditions, problems or other conditions for the encounter that require coding. Additionally, the student will demonstrate gained knowledge by utilizing basic coding guidelines according to the Prospective Payment system and the (UHDDS) Uniform Health Data Discharge Set to properly define and assign the principle diagnosis and procedure codes where appropriate by body system. Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare; HBC 004 Health Information Management; HBC 005 Healthcare Delivery Systems and HBC 006, Introduction to ICD 10 CM and ICD 10 PCS; Co-Requisite(s): HBC 008 ICD 10 PCS Procedural Coding System

## **HBC 008            Procedural Coding System**

**60 Contact Hours**

Designed to give the experienced coding professional efficient training in the ICD-10 format. Additionally the student will gain knowledge of proper ICD-10 PCS coding as well as understanding and applying the updated regulations and guidelines associated with ICD-10. Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare; HBC 004 Health Information Management; HBC 005 Healthcare Delivery Systems and HBC 006 Introduction to ICD 10 CM and ICD 10 PCS; Co-Requisite(s): HBC 007 Diagnosis Coding System

## **HBC 009            Advanced Diagnosis Coding**

**60 Contact Hours**

This course focuses on Case studies using actual medical records (100 charts from an acute care facility) – code by book, Case studies – use same records using AHMA Virtual Lab, Introduction to ICD-10-CM practicum exercises, Brief overview of SNOMED, DRG grouping using charts – AHMA Virtual Lab, Code more advanced scenarios from Faye Brown, Appropriate choice of principal or first listed diagnosis. Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare; HBC 004 Health Information Management; HBC 005 Healthcare Delivery Systems; HBC 006, Introduction to ICD 10 CM and ICD 10 PCS and HBC 007 ICD 10 CM Diagnosis Coding System; HBC 008, Procedural Coding System

## **HBC 010            Advanced Procedural Coding**

**60 Contact Hours**

This advanced course covers Current Procedural Terminology (CPT), International Classification of Diseases (ICD-9 Volume 3), Health Care Procedural Coding Systems (HCPCS), modifier applications, evaluation and management services, and coding issues for specific body systems. Prerequisite(s): MT 070, Medical Terminology; BIO 110HBC, Anatomy and Physiology; HBC 001, Pathophysiology; HBC 002, Pharmacology & Lab Findings; HBC 003, Computer Software Applications in Healthcare; HBC 004 Health Information Management; HBC 005 Healthcare Delivery Systems; HBC 006, Introduction to ICD 10 CM and ICD 10 PCS and HBC 007 ICD 10 CM Diagnosis Coding System; HBC 008, ICD 10 PCS Procedural Coding System

## **HBC 110            Field Based Professional Practice Experience (PPE)**

**80 Contact Hours**

This internship provides students with an opportunity to integrate theoretical knowledge and applied skills with practical infield experience in a hospital medical records department. Under the direction of an internship supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Prerequisite(s): Hospital Based Coding Program

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**HBC 110 Field Based Professional Practice Experience (PPE) (virtual)** **80 Contact Hours**  
*Enrollment in a virtual coding internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with the hands-on coding of real-life (redacted) medical records. Working remotely and under the supervision of an Adjunct Instructor, students will use encoder software to assign ICD-10-CM, ICD-10-PCS, CPT, and/or HCPCS Level II codes to approximately 160 hospital inpatient, ambulatory surgery, and emergency department records. In addition to coding, students will also assign Present on Admission (POA) indicators for the inpatient cases, and the appropriate Medicare prospective payment system (PPS) groupings for all cases*  
*Prerequisite(s): Hospital Based Coding Program*

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## History of Mildred Elley

In 2008, Mildred Elley moved into its current location at 855 Central Avenue in Albany, thus returning to its city roots. ~~The college shares its campus space with its sister school, Austin's School of Spa Technology, in the three-floor campus building.~~

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**BM 2631-6 Internship** **1-6 3 semester credits 0/03 1-6**  
Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. Internships for credit earning programs occur within the geographic region served by the institution. The institution is not responsible to secure an internship site for any student who moves outside of the geographic region served by the institution while enrolled in the program of study.  
*Prerequisite(s): Permission of the Department Chair.*

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**IT 2631-6 Internship** **1-6 3 semester credits 0/03 1-6**  
Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. Internships for credit earning programs occur within the geographic region served by the institution. The institution is not responsible to secure an internship site for any student who moves outside of the geographic region served by the institution while enrolled in the program of study. *Prerequisite(s): Permission of the Department Chair.*

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**PL 2631-6 Internship** **1-6 3 semester credits 0/03 1-6**  
Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates

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Please note the following *addition*, ~~deletion~~, or change to the 2016-2017 Academic Catalog credit hours awarded for the course. Internships for credit earning programs occur within the geographic region served by the institution. The institution is not responsible to secure an internship site for any student who moves outside of the geographic region served by the institution while enrolled in the program of study. *Prerequisite(s): Permission of the Department Chair.*

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**POM 2631-6 Internship**

~~1-6~~ **3 semester credits 0/0/3 1-6**

Enrollment in an internship course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an internship site. Under direction of an internship site supervisor, students will engage in a variety of tasks representative of duties of the regular employees, or complete a special project relevant to their field of studies. Students may earn up to six hours of academic credit in this course by completing 45 clock hours of internship assignments per credit hour earned. The last digit of the course code indicates credit hours awarded for the course. *Prerequisite(s): Permission of the Department Chair.*

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**Sarah Coli, Esq.**

Department Chair, ~~Instructor, Paralegal Studies~~ ~~and Instructor, Full-Part-time~~  
J.D., Western New England University  
B.A., SUNY Plattsburgh

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*Business Management A.O.S Degree Program, 80 weeks*

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*Accounting Systems Specialist Certificate Program, 48 weeks*

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*Business Technologies Specialist Certificate Program, 48 weeks*

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*Office, Project, and Event Management A.O.S Degree Program, 80 weeks*

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*Administrative Assistant Certificate Program, 48 weeks*

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*Information Technology A.O.S Degree Program, 80 weeks*

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*Network Administration and Computer Security Certificate Program, 48 weeks*



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*Advanced Paralegal Studies A.A.S. Degree Program, 80 weeks*

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*Paralegal Studies Certificate Program, 48 weeks*

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*Massage Therapy A.O.S. Degree Program, 96 weeks*

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*Massage Therapy Certificate Program, 80 weeks*

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*Medical Assistant Program A.O.S. Degree Program, 80 weeks*

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*Clinical Medical Assistant Certificate Program, 48 weeks*

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*Medical Office Assistant Certificate Program, 48 weeks*

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*Practical Nursing Program, 64 weeks*

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*Nurse Aide Training Program, 5 weeks*

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*Hospital Based Coding Certificate Program, 80 weeks*

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*Medical Transcription Certificate Program,*

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*Non-Medical Transcription Certificate Program*

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*Physician-Based Billing and Coding Certificate Program*

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*Language of Program Delivery - All programs are delivered in English.*

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*Paralegal Certificate Program*

*Delete page 77*

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## ***Program Goals and Objectives***

### *Department of Business Management*

*The purpose of the Department of Business Management at Mildred Elley is to offer a wide variety of undergraduate coursework that provides the knowledge and skills necessary for students to obtain and retain quality careers in their area of expertise within the business field. We provide the most up-to-date information students need to gain the “soft and hard skills” necessary to succeed in today’s global business environments. We offer coursework that encourages students to make ethical decisions in both their personal and business lives, and foster a commitment to life-long learning.*

### ***Business Management AOS***

*Business management is the process of managing resources, including time, money, and people. Necessary skills include: the ability to interpret financial data, exercise leadership, communicate ideas, and use technology to acquire and apply information in decision-making. Graduates of this A.O.S. degree program will have an educational experience in accounting principles, business organization and management, software applications, and human resource management. The program builds upon the certificates in Accounting Systems Specialist and Business Technologies Specialist.*

*What You’ll Learn:*

- *Business Organization and Management*
- *Principles of Financial and Managerial Accounting*
- *Principles of Digital Literacy*
- *Computerized Accounting Applications*
- *Word Processing and Presentation Applications*
  - *Document Processing*

*Department of Information Technology*

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*The purpose of the Information Technology Department is to educate our students in the latest technology they will see in the careers. Mildred Elley will prepare them to be competent in their field through a well-rounded selection of courses in all areas of the information technology field. Students will study topics in web design, programming languages, hardware and software maintenance, and networking.*

## **Information Technology AOS**

*The Information Technology A.O.S. degree program provides training and instruction in computer network administration; computer, network, and Internet security; computer hardware and operating systems; and end user support. Additionally, this program prepares students to take several Microsoft certification examinations that collectively lead to certifications as a Microsoft Technology Associate (MTA®), Microsoft Certified Solutions Associate (MCSA®), and CompTIA® A+. Mildred Elley is an advanced level Microsoft IT Academy member, and uses Microsoft-approved materials, textbooks, and software for many of its courses that support preparation for these credentials.*

*Support of computer networks, securing network resources and infrastructure, network troubleshooting, repairing hardware, loading, upgrading, supporting operating systems and application software, supporting computer peripherals, developing programs and web services using programming languages, scripts, and web development software as well as user support are among the primary functions of an Information Technology professional. Students will receive instruction so their skills allow for growth and specificity within their chosen field. The program is designed for students who want a wider breadth and depth of instruction in the field of information systems with a focus on network administration. This program builds upon Certificate program in Computer Administration and Network Security.*

### *What You'll Learn:*

- *Client Operating Systems*
- *Computer Concepts*
- *Computer Security*
- *Help Desk Management and*
- *User Support*
- *Microcomputer Hardware*
- *Microcomputer Operating Systems*
- *Networking*
- *Network Server Management*
- *The Internet and Web Page Design*

## Department of Paralegal Studies

*The Paralegal Studies curriculum is designed to provide our students with the theoretical knowledge and practical skills necessary to successfully compete for employment in a professional legal environment and/or undertake additional studies to earn a higher academic degree.*

## **Advance Paralegal Studies AAS**

*The A.A.S. program in Advanced Paralegal Studies prepares individuals for paraprofessional careers in legal services and related fields as corporate and litigation paralegals, legal assistants, and law office managers. The A.A.S. program builds on the institution's existing program at the Certificate level, and aims to create a dual-track set of outcomes emphasizing both occupational objectives of paralegal training and advancement to four-year degree programs for its graduates.*

### *What You'll Learn:*

- *Business Law*
- *Criminal Law & Procedures*

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- *Family Law*
- *Civil Litigation*
- *Professional Office Management*
- *Legal Research & Writing*
- *Wills, Estates & Trusts*
- *Word Processing &*
- *Presentation Applications*

## Department of Massage Therapy

*The purpose of this program is to create a challenging learning environment that sets high expectations for the student, as well as providing them with the necessary skill set for successful performance on the Licensing Exam. Students will be equipped with the knowledge to participate in the new continuing education requirement set forth by the State to ensure continued success in the field.*

### **Massage Therapy AOS**

*The Massage Therapy Associate's degree program offer students the education, practice, and skills necessary to satisfy the academic requirements to qualify for the New York State Massage Therapy Examination. After licensure by New York State, graduates will possess the depth of knowledge and practical experience from their studies to successfully practice massage therapy. The program builds on the Massage Therapy Certificate program, adding a core of general studies electives.*

#### *What You'll Learn:*

- *Anatomy & Physiology*
- *Neurology*
- *Pathology*
- *Myofascial Release Therapy*
- *Myology and Kinesiology*
- *Neuromuscular Therapy*
- *Eastern Massage*
- *Reflexology*
- *Sports Massage*
- *Western Massage*
- *Craniosacral Therapy*
- *Professional Development & Ethics*

## Department of Nursing

*The purpose of the Practical Nursing Program is to prepare candidates for a successful career as a licensed practical nurse. In an effort to successfully educate and develop candidates, nursing faculty will mentor and guide students in a compassionate and caring manner exuding their own passion for the profession of nursing. Faculty members deliver both nursing theory and clinical expertise that are grounded in scientific evidenced based practice and relevant practical nursing experiences instilling a sense of professionalism, altruism and accountability in each student. Ultimately, students are prepared for licensure utilizing modern methodologies with an emphasis on analytical and critical thinking and clinical skills necessary for the delivery of quality nursing care.*

### **Practical Nursing Certificate**

*The Practical Nursing program is a credit-bearing, college-level program that prepares its graduates for licensure as a practical nurse (LPN) in the state of New York and subsequent practice of the profession of practical nursing as defined in the Commissioner's Regulations ("performing tasks and responsibilities within the framework of case-finding, health teaching, health counseling, and provision of supportive and restorative care under the direction of a*

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2016-2017 ACADEMIC CATALOG

Please note the following *addition*, ~~deletion~~, or *change* to the 2016-2017 Academic Catalog registered professional nurse or licensed physician, dentist or other licensed health care provider legally authorized under the regulations”).

*The program also provides students with the educational foundation for preparing to take the NCLEX-PN examination, the passing of which enables the student to obtain NYS licensure as LPNs, and subsequent employment in the field, as well as for future advancement to two-year professional nursing degrees and four-year baccalaureate programs in nursing, health sciences, and related fields.*

*Students are reminded that the Practical Nursing Certificate program has several program-specific policies for progression to the professional stage of the program, minimum grades required for each course, and other program-relevant items. Please refer to a specific section in Academic Policies of this catalog for more information, and to the Practical Nursing Student Handbook, available from the program faculty. All Practical Nursing courses are taught within each academic year.*

*What You'll Learn:*

- *Anatomy & Physiology*
- *Pharmacology*
- *Fundamental Nursing Skills*
- *Nursing for the Elderly*
- *Medical Nursing*
- *Surgical Nursing*
- *Pediatric Nursing*
- *Maternal Nursing*
- *Psychiatric Nursing*

## *Department of Medical Assisting*

*The purpose of the Medical Assistant Department is to develop the next generation of skilled healthcare personnel to meet the medical needs of diverse patient populations with compassion and quality care.*

### ***Medical Assistant AOS***

*Health care professions are one of the fastest growing career fields in the country. The Associate's degree program in Medical Assistant encompasses both administrative and clinical skills, enhancing a graduate's success in the medical field, and builds upon the foundations provided by the Certificate programs in Clinical Medical Assistant and Medical Office Assistant.*

*What You'll Learn:*

*What You'll Learn:*

- *Anatomy & Physiology*
- *Pharmacology*
- *Phlebotomy*
- *Electrocardiology*
- *Medical Office Procedures*
- *Basic standards of medical care*
- *CLIA Wave Testing*
- *Certifications in CPT, CET, CCMA*