

ADDENDA/ERRATA SHEET

MILDRED ELLEY

ALBANY, NEW YORK CITY METRO AND PITTSFIELD CAMPUSES
2017-2018 ACADEMIC CATALOG

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

Albany – Inside Cover Page
Metro – Inside Cover Page
Pittsfield – Inside Cover Page

Catalog Revision Date: ~~9/26/2017~~ 02/08/2018

Albany – Inside Cover Page
Metro – Inside Cover Page
Pittsfield – Inside Cover Page

Catalog Revision Date: ~~02/08/2018~~ 03/07/2018

Albany – Page 6

Accreditation

Mildred Elley is institutionally accredited by the Accrediting Bureau of Health Education Schools (ABHES) to award diplomas, certificates, and the Associate in Applied Science (A.A.S.) and the Associate in Occupational Studies (A.O.S.) degree. The Accrediting Bureau of Health Education Schools is listed as a nationally recognized accrediting agency by the United States Department of Education and is recognized by the Council for Higher Education Accreditation. Inquiries may be directed to:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike, Suite 314
N. Falls Church, VA 22043
(703) 917-4109
www.abhes.org

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~~Accrediting Council for Independent Colleges and Schools~~
~~750 First Street, N.E., Suite 980~~
~~Washington, D.C. 20002-4241~~
~~(202) 336-6780~~
~~www.acies.org~~

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www.acics.org

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ACICS LOGO TO BE REMOVED

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Students are advised that although jobs in the beauty industry are not considered physically demanding, they will find that occupations in the field do require a certain amount of physical stamina. Due to the nature of the fields of cosmetology, prolonged periods of standing, sitting, and bending at the waist will be required. Lifting and periods of manual dexterity will be required in some cases as well. *Prior to admission, students will be required to sign the below disclosure acknowledging the physical demand of the program:*

ACKNOWLEDGEMENT STATEMENT FOR COSMETOLOGY

As a potential cosmetology student I am aware that employment in the beauty industry can be considered physically demanding at times. Further, I understand that as a prospective Cosmetology student the occupation of cosmetology requires a certain amount of physical stamina which includes prolonged periods of standing, sitting and bending at the waist. Lifting and manual dexterity will be required in some cases as well.

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BIO 211 Pharmacology 3 semester credits 3/0/0
~~This course introduces the student to the essentials of pharmaceuticals. Drug calculations, drug classifications, mechanisms of action, therapeutic effects, and adverse reactions of drugs commonly used in the medical office today, are the focus of instruction. This course focuses on basic pharmacologic aspects of nursing care and related therapeutics. The course provides a sound basis for safe medication administration throughout the practical nursing curriculum. Principles of action, uses, side effects, adverse effects, and interactions related to drug classifications are emphasized. Specific drug information is discussed in relation to nursing assessment, nursing diagnosis, medication administration, client monitoring, nursing interventions, client education, evaluation of safe and effective drug therapy and documentation. Accurate drug dosage calculation is emphasized throughout the course. Supervised medication administration is practiced and evaluated in the laboratory setting.~~ This course may be taken online or face to face *Prerequisite(s): HEA 112, Medical Terminology.*

BIO 212 Pharmacology for Medical Assistants 3 semester credits 3/0/0
This course introduces the student to the essentials of pharmaceuticals. Drug calculations, drug classifications, mechanisms of action, therapeutic effects, and adverse reactions of drugs commonly used in the medical office today, are the focus of instruction. This course may be taken online or face to face Prerequisite(s): HEA 112, Medical Terminology.

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Standard Course Progression – Practical Nursing

<p>MODULE 1 HEA112 (3cr) GS102 (3cr)</p> <p><i>*Students must pass HEA112 in order to take BIO110.</i></p>	<p>MODULE 3 BIO210 (4cr) BIO211 (3cr) PSY105 (3cr)</p> <p><i>*Student must pass all coursework to this point in order to enter the PN proper courses.</i></p>	<p>MODULE 5 LPN210 (5cr) LPN 120 (1cr)</p>	<p>MODULE 7 LPN240 (6cr)</p>
<p>MODULE 2 BIO110 (4cr) ENG102 (3cr)</p>	<p>MODULE 4 LPN122 (1cr) LPN130 (4cr) PSY105 (3cr) BIO211 (3cr)</p> <p><i>*Students must pass all courses above in order to enter clinical rotations.</i></p>	<p>MODULE 6 LPN230 (6cr) GS251A (1cr)</p>	<p>MODULE 8 LPN220 (5cr) LPN280A (1cr)</p>

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Medical Assistant A.O.S. Degree Program

SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
HEA 112	Medical Terminology	3
ENG 102	English Composition*	3
MA 100	Introduction to Patient Care	3
BIO 110	Anatomy & Physiology I	4
MA 114	Medical Insurance	3
BIO 210	Anatomy & Physiology II	4
DLP 105	Document Processing	3
MA 200	Hematology and Phlebotomy Procedures General Elective	3 3
MA 205	Cardiovascular Care and Procedures	3
ENG 103	Oral Communications*	3
MA 210	Specialized Procedures	3
PSY 105	Introduction to Psychology*	3
BIO 211	Pharmacology	3
BIO 212	Pharmacology for Medical Assistants General Elective	3 3
MA 118	Medical Office Management	3
GS 251A	Career Counseling Seminar	1
HEA 110	Medical Law and Ethics	2
MA 264	Internship	4
TOTAL SEMESTER CREDIT HOURS		60

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Leave of Absence Policy

The college recognizes that students may encounter emergencies or health-related incidents during their enrollment at the college. These problems may require an interruption in a student's program of study. Students considering a leave must receive the approval of the Dean of Academic Affairs and a clearance from the Department Chair, the Office of Financial Aid, and the Office of the Registrar. Leaves of absence will be recorded by the Registrar at the conclusion of each term.

For a medical leave the student must provide documentation from a licensed physician or other such qualified agent that indicates the start date and the duration of the leave. Students who must take leave due to extenuating family circumstances must submit a letter of request with a date of intention to return. –Any student requesting a Leave of Absence for a module(s) must submit a written request with documentation and obtain approval by the end of the add/drop period of the module they are requesting their leave to begin. A non-punitive grade of "LOA" is given to the student for all modules they have requested time off to a maximum of 180 days within a 365 day period. Any attendance or academic activity posted by the student cannot exceed said add/drop period of the module for which the student has made the Leave of Absence request.

In the event of an emergency Leave of Absence (LOA) that occurs after the add/drop period, upon return from the Leave of Absence (LOA) the returning student will be provided the opportunity to complete the missed coursework. To receive an earned grade, the missed coursework must be completed within thirty (30) days of return. In the event the missed coursework is not completed within thirty (30) days of return, the student will receive a grade of "F" for that course. *If an emergency LOA is granted for certain courses a student cannot subsequently receive W grades in those courses. A student can only receive an earned grade based on the institution's incomplete grade policy.*

Albany –Page 101 & 102

Metro –Page 75 & 76

MT 177 Massage in a Healthcare Environment 1 semester credit ~~1/0/0~~-9/1/0

This course is designed for a massage therapist who has 1-10 minutes with their patient, friend, or family member and wishes to offer him/her the physical, mental, and emotional benefits of touch and massage. This course will provide a variety of techniques that are easily incorporated into a patient's regular day. We will also consider the emotional component, the basic concept of asking for permission, and contraindications of massage. This course is recommended for students that are interested in community outreach work during Clinic II or working after licensure

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in such a setting. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 101, Western Massage I.*

MT 178 Medical Massage 1 semester credit ~~1/0/0~~-9/1/0

This course is designed to give students a practical understanding of the relationship between specific massage techniques and human pathologies. Students will learn how to employ their technical skills in an effort to accommodate common health conditions. This class will stress the importance of working within a therapist's scope of practice. It will review contraindications and situations where it is appropriate to refer a client out to other health practitioners. The therapeutic benefits and precautions concerning hydrotherapy applications will also be covered. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 103, Western Massage II.*

MT 235 Thai Massage 1 semester credit ~~1/0/0~~-9/1/0

This course covers the basic theories of Thai massage and compares and contrasts it with the theories of Shiatsu. Students are introduced to the basic body mechanics and positioning, as well as some stretches and transitions with the clients in both lying and seated positions. Elective course scheduled based on instructor availability and student need. *Prerequisite(s): Matriculation in a Massage Therapy program; MT 203, Oriental Massage II.*

Albany –Pages 70 – 84

Business Management A.O.S. Degree Program

80 weeks
65 Semester Credit Hours
(1125 Clock Hours)

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

80 weeks
65 Semester Credit Hours
(1140 Clock Hours)

Information Technology A.O.S. Degree Program

80 weeks
65 Semester Credit Hours
(1215 Clock Hours)

Advanced Paralegal Studies A.A.S. Degree Program

80 Weeks
65 Semester Credit Hours
(1095 Clock Hours)

Massage Therapy A.O.S. Degree Program

96 Weeks
72 Semester Credit Hours
(1246 Clock Hours)

Massage Therapy Certificate Program

80 Weeks
61 Semester Credit Hours
(1081 Clock Hours)

Medical Assistant A.O.S. Degree Program

80 Weeks
60 Semester Credit Hours

Clinical Medical Assistant Certificate Program

48 Weeks
45 Semester Credit Hours

Practical Nursing Certificate Program

64 Weeks
53 Semester Credit Hours

Nurse Aide Training Program

5 Weeks
Non-Credit Bearing 120 Hours

Hospital-Based Coding Certificate Program

60 Weeks
Non-Credit Bearing 704 Hours

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Albany –Page 53 (under Definition of Credit and Method of Delivery)

Metro –Page 46 (under Definition of Credit and Method of Delivery)

Pittsfield –Page 41 (under Definition of Credit and Method of Delivery)

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

Metro –Page 46

A consortium agreement enables enrolled students in an eligible program of study at the Mildred Elley, New York City Campus, (hereafter referred to as the Home Institution), to enroll in online courses delivered by Mildred Elley, Albany, NY Campus, (hereafter referred to as the Host Institution), that apply toward the academic requirements of a certificate, diploma or degree program at the student's Home Institution.

Courses taken online will allow students to earn academic credit that is awarded by the Home Institution. At least 25% of the program must be delivered by the Home Institution.

Coursework will be delivered in an online format to students enrolled at the Home Institution and supported by services offered by both the Home and Host Institutions. The Home Institution will maintain control of the educational delivery system through the requirements and expectations outlined in this agreement. The Home Institution retains ultimate responsibility for the delivery of its programs and the satisfaction of its students.

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Business Management A.O.S. Degree Program

80 weeks

65 Semester Credit Hours
(1125 Clock Hours)

Advanced Paralegal Studies A.A.S. Degree Program

80 Weeks

65 Semester Credit Hours
(1095 Clock Hours)

Massage Therapy A.O.S. Degree Program

96 Weeks

72 Semester Credit Hours
(1246 Clock Hours)

Medical Assistant A.O.S. Degree Program

80 Weeks

60 Semester Credit Hours

Clinical Medical Assistant Certificate Program

48 Weeks

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Practical Nursing Certificate Program

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BM 2631-6 **Internship** **1-6 3 semester credits** **0/0/1-63**
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 a program of study. Internship is graded as pass/fail. *Prerequisite(s): Completion of required program courses and Permission of the Department Chair.*

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PL 263 **Internship** **1-6 3 semester credits** **0/0/1-63**
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 a program of study. Internship is graded as pass/fail *Prerequisite(s): Completion of required program courses and Permission of the Department Chair.*

Pittsfield –Page 7

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 its equivalent ~~hold a General Equivalency Diploma (GED); and~~

Pittsfield –Page 8

Requirements for Admission to the Practical Nurse Program

Acceptance to the *Practical Nurse* program is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before the intended start date. Candidates for admission to the *Practical Nurse* program must meet the following requirements:

- Be a high school graduate from a recognized school providing secondary education within the United States or its equivalent ~~hold a General Equivalency Diploma (GED); and~~

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Medical Office Assistant Certificate Program

38 Semester Credit Hours

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

With the technological advances in the health care field, the office staff plays a key role in the medical office environment. This *Medical Office Assistant* program offers students the skills necessary to meet the administrative requirements of medical offices and allied health care facilities.

This program offers an intensive study of medical office management and procedures and insurance processing. Graduates of this program are prepared for entry level positions as medical secretaries and receptionists, billing specialists, medical records clerks, medical transcriptionists, admitting clerks, and administrative medical assistants.

The certificate program also provides the foundation courses needed to pursue an Associate's degree in *Medical Assistant* at Mildred Elley's campus in Albany, New York.

SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
DLP 100	Principles of Digital Literacy	1
HEA 112	Medical Terminology	3
BIO 110	Anatomy & Physiology I	4
ENG 102	English Composition*	3
BIO 210	Anatomy & Physiology II	4
DLP 105	Document Processing	3
DLP 110	Word Processing and Presentation Applications	3
MA 114	Medical Insurance	3
DLP 120	Spreadsheet and Database Applications	3
General Elective		3
HEA 100	Principles of First Aid, CPR, and AED	1
MA 118	Medical Office Management	3
GS 251A	Career Counseling Seminar	1
TOTAL SEMESTER CREDIT HOURS		39-38

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Pittsfield - Page 29 (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.

Pittsfield –Page 54-64

Accounting System Specialist Certificate Program

48 Weeks

39 Semester Credit Hours

Business Technologies Specialist Certificate Program

48 Weeks

39 Semester Credit Hours

Cosmetology Certificate Program

48 Weeks

33.33 Semester Credit Hours
1000 Clock Hours

~~**Early Childhood Education Certificate Program**~~

~~48 Weeks~~

~~39 Semester Credit Hours~~

Network Administration and Computer Security Certificate Program

48 Weeks

39 Semester Credit Hours

Massage Therapy Certificate Program

48 Weeks

44.5 Semester Credit Hours

Clinical Medical Assistant Certificate Program

48 Weeks

45 Semester Credit Hours

Medical Office Assistant Certificate Program

48 Weeks

38 Semester Credit Hours

Practical Nursing Certificate Program

64 Weeks

51 Semester Credit Hours

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MA 261-6 264 Internship

1-6 4 semester credits 1-6/1-6/—0/0/4

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~~

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~~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 a program of study. Any Medical Assistant internship must be within the scope of practice as defined by the appropriate recognized regulatory body. Internship is graded as pass/fail *Prerequisite(s): Permission of the Department Chair.*

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Network Administration and Computer Security Certificate

39 Semester Credit Hours

The Network Administration and Computer Security certificate program provides training and instruction in network administration, computer repair, and end user support. Among the primary functions of a Network Administration and Computer Security Technician are support of computer networks, network troubleshooting, repairing computer hardware, loading and upgrading system and application software, supporting computer peripherals, and providing user support. Students will receive broad instruction so that the skills can be applicable to a variety of situations and allow for growth and specialization within their chosen field.

Additionally, this program prepares students to take several Microsoft certification examinations that collectively lead to certifications as a Microsoft Technology Associate (MTA®), Microsoft Certified Technology Specialist (MCTS®), 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. ~~For a description of alignment of individual courses with exams and certifications, please refer to the description for the Information Technology A.O.S. degree program.~~

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To prepare graduates for employment, all degree and certificate students are offered an opportunity to participate in an employer-based internship or clinical experience program. This experience provides students with actual work assignments that are related to their field of study. An internship is a program requirement in several programs offered by the institution. ~~This requirement may be waived by the Dean of Academic Affairs or Department Chair in individual cases; for example, when a student in the program is already employed in the industry.~~ In such cases, students will be required to take a restricted elective in lieu of the internship. 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 a program of study.

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SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 101	Freshman Seminar	2
DLP 100	Principles of Digital Literacy	1
GS 102	Freshman Seminar	3
ENG 102	English Composition*	3
IL 100	Principles of Information Literacy*	1
IT 110	Computer Concepts	3
IT 120	The Internet and Web Page Design	3
IT 123	Microcomputer Hardware	3
IT 222	Networking I	3
IT 223	Microcomputer Operating Systems	3
IT 224	Networking II	3
General Electives (must choose a total of 1 credit)		
BM 201	Customer Service	1
BM 202	Sales Management	1
BM 231	Introduction to Project Management	1
IT 226	Client Operating Systems	3
Restricted Elective♦		
Restricted Electives (must choose a total of 3 credits)		
DLP 120	Spreadsheet and Database Applications	3
IT 230	Help Desk Management and User Support	3
IT 232	Computer Security	3

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GS 251A	Career Counseling Seminar	1
Mathematics Elective (must choose a total of 3 credits)		
MAT 130	Business Mathematics	3
MAT 150	Finite Mathematics	3
<hr/>		
TOTAL SEMESTER CREDIT HOURS		39

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Repeating a Course

Students who withdraw from a course or who receive a failing grade in any *required* course at Mildred Elley will need to repeat that course in order to fulfill the requirements for graduation. If a course must be repeated, you will be charged the appropriate tuition rate for the credits/hours of that course. All failing/unsatisfactory grade notations will appear on a student’s transcript, and will count in the calculation of the standards of satisfactory academic progress.

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Repeating a Course

Students who withdraw from a course or who receive a failing grade in any required course at Mildred Elley will need to repeat that course in order to fulfill the requirements for graduation. If a course must be repeated, you will be charged the appropriate tuition rate for the credits/hours of that course.

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Non-Credit Bearing Certificate Programs (*Offered Online Only*)

TITLE	HEGIS CODE	CIP CODE	CONTACT HOURS
Hospital-Based Coding	5213	51.0713	704
Medical Transcription Live, Online	5213	51.0708	248
Medical Transcription Self-Paced	5213	51.0708	1200
Non-Medical Transcription	5005	51.0708	80

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Tuition, Fees, and Expenses – Non-Credit Bearing Programs Only

Non-Credit Bearing Certificate Program Tuition Charges

Tuition (Hospital-Based Coding)	\$4,995.00	\$8,450.00
Tuition (Medical Transcription Live, Online)		\$2,870.00
Tuition (Medical Transcription Self-Paced)		\$1,546.00
Tuition (Non Medical Transcription)		\$2,090.00

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Tuition (~~Physician Based Billing & Coding~~)\$3,410.00

Required Fees

Application Fee\$25.00
One-time fee charged to all new and re-entry applicants for admission to the institution.

Registration Fee\$150.00
Hospital-Based Coding and all Transcription.

Registration Fee\$200.00
Physician-Based Billing & Coding only.

Registration Fee\$50.00
Medical Transcription—Self Pace only.

Registration Fee\$150.00
Medical Transcription only.

Registration Fee\$50.00
Non-Medical Transcription only.

Miscellaneous Fees

Transcript Fee\$6.00
Per transcript; within five business days.

Expedited Transcript Fee\$30.00
Issued within two business days; includes one transcript and overnight delivery within US, if requested; additional transcripts are charged at regular rate.

Proficiency Examination Fee\$150.00
Per exam.

Books and Supplies

Books and supplies are not included in the tuition and fees schedule listed above. Books and supplies are the responsibility of the student and may be purchased through the school or obtained from any vendor of the student's choice. All book/equipment editions and pricing are subject to change at any time without notice. It is recommended that books are ordered as they are needed for class to ensure the correct edition is purchased for class. It is the student's responsibility to make sure the correct book is purchased. A student's cost of books and supplies will vary each module depending upon classes being taken and the books and supplies required for each course. Textbooks and supplies are purchased by the student and become the property of the student. The cost of these items is non-refundable.

The college estimates the cost of books to be approximately \$350 to \$1,000 for ~~all~~ the Hospital-Based Coding non-credit bearing certificate program.

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Non-Credit Bearing Certificate Programs Refund Policy

Mildred Elley believes a fair adjustment policy recognizes both the reality that situations occur over which the student has no control and that the college has incurred a continuing cost in faculty, space, and equipment for each enrolled student. The College bills students for tuition in

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two (2) payment periods, and fees for their training program upon enrollment once upon enrollment and again at approximately the mid-point of the program.

A student who decides to withdraw must give official notice of withdrawal in writing to the Office of the Registrar, where the student's last date of attendance will be determined. The refund will be calculated based upon this date. This refund policy will apply to all tuition, ~~fees~~, and other charges incurred by the student, with the exception of ~~the application fee and~~ book/equipment purchases made through the institution. This policy applies to all students. Tuition will be refunded in full for a student who cancels his/her application or registration for any reason prior to the start of classes.

A refund calculation will be performed for each student who withdraws from the school. All students will be subject to the refund policy and procedures stated in the catalog.

The ~~Non-Credit Bearing~~ Hospital-Based Coding Program has two (2) payment periods. The refund policy will be calculated according to the following guidelines per payment period:

<u>WITHDRAWAL DATE</u>	<u>REFUND PERCENTAGE</u>
Prior to or during the first week	100%
During the second week	80%
During the third week	65%
During the fourth week:	50%
During the fifth week:	30%
After the fifth week:	0%

~~For Medical Transcription Live, Online, Non-Medical Transcription, and Physician-Based Billing & Coding~~

<u>WITHDRAWAL DATE</u>	<u>REFUND PERCENTAGE</u>
Prior to start date	100%
During the 1 st week	75%
During the 2 nd week	50%
During the 3 rd week	25%
After the 3 rd week	0%

~~For Medical Transcription Self-Paced and Hospital-Based Coding~~

<u>WITHDRAWAL DATE</u>	<u>REFUND PERCENTAGE</u>
Prior to start date	100%
During weeks 1-5	75%
During weeks 6-12	50%
During weeks 13-19	25%
After the 20 th week	0%

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Online Orientation

Mildred Elley offers an online orientation for all new students enrolled in ~~Non-Credit Bearing~~ the Hospital-Based Coding Non Credit Bearing certificate programs. Students will receive information via email from the instructor regarding orientation. Orientation takes place about one week before the program start date. Online orientation is designed to give students an introduction to the program, expectations, and to troubleshoot technical issues allowing the first actual class to run smoothly.

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Non-Credit Bearing Certificate Programs

Hospital-Based Coding.....	67%
Medical Transcription.....	67%
Non-Medical Transcription.....	*

Self-Paced Study

Medical Transcription Self-Paced.....	*
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Non-Credit Bearing Course Identification System

Courses are identified by an alphanumeric code. The code starts with an alphabetical designation that indicates curriculum area, as follows:

BIO	Anatomy & Physiology	MTR	Medical Transcription
HBC	Hospital-Based Coding	NMT	Non Medical Transcription
MT	Medical Terminology	PBC	Physician Based Billing and Coding

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Nurse Aide Training PROGRAM-SPECIFIC ACADEMIC POLICIES

The Nurse Aide Training Program (CNA) is a clock hour program. The following requirements apply to this program:

- The Nurse Aide Training Program requires a clinical experience to be successfully completed at an off-campus location. The clinical experience will require students to fulfill hours outside of the campus, but within the day(s) and hours of the regularly scheduled classes. (e.g., a Friday student will be required to complete their hours from 9am – 6 pm on a Friday.) Students must arrange their own transportation to and from the site. Mildred Elley will make every effort to obtain clinical opportunities that are accessible by mass transit, but choice of site is not guaranteed.
- All Nurse Aide Training Program students may be required to undergo a national-level criminal background check and drug testing in order to participate in their clinical experience. Clinical sites frequently require a criminal background check and/or drug screening before the student is placed at the site. Based upon the results of the criminal background check and/or drug screening, the clinical site could deny a student admission to the site. If the student has already begun the clinical portion of the program when the results are received, the site may elect to dismiss the student, regardless of the performance of the student up to that point. Each clinical site that requires a criminal background check and/or drug screening sets its own standards and procedures. If the student is requested to undergo a drug test and/or background check for the clinical site, payment for both the drug screening and background check may be the responsibility of the student. In addition, each site reserves the right to perform spontaneous drug testing at any time during the student's clinical experience. If a clinical site determines that the student may not take part in the clinical experience based on the results of the criminal background check or drug testing, the student will be unable to complete the course requirements and therefore will be unable to continue in the Nurse Aide Training program. It is important for the student to consider this before enrolling in the program. Mildred Elley has no obligation to refund tuition or fees or to otherwise accommodate the student in the event that the student is ineligible to complete the course requirements based on the results of a criminal background check and/or drug testing.
- No absences or missed hours are allowed during the Nurse Aid Training Program. All hours (120 clock hours) for the program must be completed in order to complete the course.
- In the case of illness and/ or emergency, one (1) lecture/lab day may be made up with a Mildred Elley Nursing Faculty member. Documentation of the absence is required in order to schedule the makeup day (i.e. M.D./N.P. documentation of the emergency). If two (2) scheduled days are missed, the student will be required to withdraw from the NAPT program, and return as part of the next cohort to complete the hours.
- Scheduled Clinical days may not be made-up during the scheduled term of the course. If a clinical day is not completed, the student will be required to withdraw from the NATP program and return as part of the next cohort to complete the hours. Clinical days must be attended in their entirety. Lateness of fifteen (15) minutes or more will result in the student being sent home, withdrawn from the current class, and allowed to return with the next cohort to complete the hours. NOTE: Makeup class and/or clinical will **only** be allowed on the day/time that the scheduled cohort is to the point of the missed class and/or clinical.

~~NON-CREDIT BEARING PROGRAMS PROGRAM-SPECIFIC ACADEMIC POLICIES~~

~~Medical Transcription Self-Paced~~

~~Students are required to remain active in this program, strictly adhering to the provided timeline and demonstrating continuous advancement. If a student does not maintain active status and~~

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~~becomes inactive for a period of 30 days, and/or fails to advance through the coursework, the student will be at risk for dismissal. This will apply to any student not steadily advancing through the program.~~

~~Nurse Aide Training Program~~

~~The Nurse Aide Training Program (CNA) is a clock hour program. The following requirements apply to this program:~~

- ~~• No absences or missed hours are allowed during the Nurse Aid Training Program. All hours (120 clock hours) for the program must be completed in order to complete the course.~~
- ~~• In the case of illness and/ or emergency, one (1) lecture/lab day may be made up with a Mildred Elley Nursing Faculty member. Documentation of the absence is required in order to schedule the makeup day (i.e. M.D./N.P. documentation of the emergency). If two (2) scheduled days are missed, the student will be required to withdraw from the NAPT program, and return as part of the next cohort to complete the hours.~~
- ~~• Scheduled Clinical days may not be made up during the scheduled term of the course. If a clinical day is not completed, the student will be required to withdraw from the NAPT program and return as part of the next cohort to complete the hours. Clinical days must be attended in their entirety. Lateness of fifteen (15) minutes or more will result in the student being sent home, withdrawn from the current class, and allowed to return with the next cohort to complete the hours. NOTE: Makeup class and/or clinical will **only** be allowed on the day/time that the scheduled cohort is to the point of the missed class and/or clinical.~~

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Practical Nursing

The aim of the Practical Nursing Program at Mildred Elley is to provide students with an education that places emphasis on contemporary nursing knowledge that will enable them to explore potential career paths in the health care industry. Through the clinical component, the program will expose and prepare the students to various employment opportunities and career advancement.

The Practical Nursing Program will:

1. Provide a curriculum that meets and maintains the standards of practice as a practical nurse in the State of New York as evidenced by the NCLEX pass rate (as measured by attaining a 75% annual program passage rate on the NCLEX-PN exam).
2. Facilitate student learning by applying different learning environments which will promote critical thinking skills.
3. Prepare students to take the NCLEX-PN examination following the completion of the program (as measured by 90% of students taking the NCLEX-PN exam within three months of completing the program).
4. Encourage and foster lifelong learning in health care by providing information for membership to National Association for Practical Nursing Education and Services, Inc. (NAPNES).

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5. Provide career counseling for personal and professional growth in order for our students to accomplish their career goals (as measured by an 80% job placement rate).

Hospital Based Coding

The aim of the Hospital Based Coding Program at Mildred Elley is to provide students with an education that places emphasis on contemporary coding practices that will enable them to explore potential career paths in the health care industry. Through an internship component, the program will expose and prepare the students to various employment opportunities and career advancement.

At the conclusion of the Hospital Based Coding Programs, students will:

1. Be prepared for careers in a variety of healthcare settings, including insurance companies, medical offices, hospitals, clinics, dental practices and skilled-care facilities.
2. Have the knowledge and skills necessary to seek entry-level employment in the field of Hospital-based coding.
3. Be able to apply diagnosis and procedure codes using ICD-10-CM, CPT, and HCPCS, and/or other clinical classification and nomenclature systems.
4. Be prepared to sit for the Certified Coding Associate exam.
5. Effectively compile patient data and perform data-quality reviews to validate code assignment and compliance with reporting requirements.
6. Trained to adhere to current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.
7. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, and managed care.

Registered Non-Credit Bearing Programs

~~Mildred Elley's non-credit bearing certificate programs are designed to prepare each student for quality job opportunities with career potential. The programs are tailored to meet the student's goals and provide the support necessary for success.~~

~~The faculty's goal is for each student to succeed in their chosen program and secure jobs with promising futures.~~

~~The investment of the student's time and energy is matched by the school's commitment to providing students with a meaningful, quality education. The successful student will be prepared for further study, an exciting new career, and/or advancement in a current job through newly learned skills.~~

~~Mildred Elley offers five different types of certificate programs: Hospital Based Coding, Medical Transcription (live, online OR self-paced format), Non-Medical Transcription.~~

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~~The Hospital Based Coding certificate program is designed to be completed in 704 contact hours or 60 weeks that includes a required 80-hour internship be completed. The live, online Medical Transcription certificate program is designed to be completed in 248 contact hours or 41 weeks. The self-paced Medical Transcription certificate program normal length of study is an estimated 1200 contact hours or 52 weeks; however, this program may be completed in less time depending on the student's work schedule. The Non-Medical Transcription certificate program normal length of study is 80 contact hours or 10 weeks.~~

~~Each program is usually offered at least once during the calendar year. The college reserves the right, without prior notice, to change the dates in which a program is offered, to change a program description, or to cancel or add any program. A minimum of six (6) students are required for a class to run.~~

PROGRAM GOALS

Hospital Based Coding

~~The aim of the Hospital Based Coding Program at Mildred Elley is to provide students with an education that places emphasis on contemporary coding practices that will enable them to explore potential career paths in the health care industry. Through an internship component, the program will expose and prepare the students to various employment opportunities and career advancement.~~

~~At the conclusion of the Hospital Based Coding Programs, students will:~~

- ~~8. Be prepared for careers in a variety of healthcare settings, including insurance companies, medical offices, hospitals, clinics, dental practices and skilled care facilities.~~
- ~~9. Have the knowledge and skills necessary to seek entry-level employment in the field of Hospital-based coding.~~
- ~~10. Be able to apply diagnosis and procedure codes using ICD-10 CM, CPT, and HCPCS, and/or other clinical classification and nomenclature systems.~~
- ~~11. Be prepared to sit for the Certified Coding Associate exam.~~
- ~~12. Effectively compile patient data and perform data-quality reviews to validate code assignment and compliance with reporting requirements.~~
- ~~13. Trained to adhere to current laws, accreditation, licensure, and certification standards related to health information initiatives from the national, state, local, and facility levels.~~
- ~~14. Apply policies and procedures to comply with the changing regulations among various payment systems for healthcare services such as Medicare, Medicaid, and managed care.~~

Medical Transcription:

~~Upon completion of this program, the student should be able:~~

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- ~~1. Be able to build and define complex medical words by their components: prefixes, suffixes, combining forms, and root words.~~
- ~~2. Identify each body system and their organs. Explain how each body system works together to keep the human body functioning well.~~
- ~~3. Demonstrate general knowledge of HIPAA standards and regulations related to healthcare documentation.~~
- ~~4. Apply the AHDI Code of Ethics in medical transcription.~~
- ~~5. Become familiar with different transcription platforms such as Express Scribe.~~
- ~~6. Become knowledgeable in researching and learn which sites are reputable.~~
- ~~7. Be proficient in spelling, grammar, and punctuation.~~

Non-Medical Transcription:

Upon completion of this program the student should be able to:

- ~~1. Identify errors while proofreading and make appropriate corrections in transcription reports for law enforcement, insurance companies, criminal justice, and business industries.~~
- ~~2. Explain security issues related to dictation and transcription systems working onsite or offsite.~~
- ~~3. Appropriately use and evaluate the reliability of related grammar and style references and other resources for research and practice.~~
- ~~4. Transcribe accurately utilizing correct punctuation, grammar and spelling and edit for inconsistencies.~~
- ~~5. Exhibit proficient typing skills.~~
- ~~6. Demonstrate timeliness when transcribing reports.~~

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Medical Transcription Certificate Program

HEGIS Code 5213.00

Non-Credit Bearing (218-1200 Hours)

The Medical Transcription Certificate is a distance education program that a student may take either in a synchronous (live) or asynchronous (self-paced) format. Upon completing the certificate, graduates have the technical skills and medical science background that prepares them to take the Registered Healthcare Documentation Specialist exam offered by the Association for Healthcare Documentation Integrity (AHDI). RHDSs work as entry-level, acute-care medical transcriptionists in hospitals, transcription services, and physicians' offices. Medical transcription skills are honed with practice on authentic healthcare providers' dictation. Advanced transcription skills in medical style, grammar, and industry-specific technology are emphasized.

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COURSE NUMBER	COURSE TITLE	CONTACT HOURS
Major Core Requirements		
MT 070	Medical Terminology	16
MTR 080	Basic Anatomy	32
MTR 090	HIPAA	4
MTR 100	Online Transcription Essentials	16
MTR 110	Medical Transcription	60
MTR 120	Medical Transcription Externship	120
TOTAL CONTACT HOURS		248

The table below applies to self-paced study:

COURSE NUMBER	COURSE TITLE	CONTACT HOURS
Major Core Requirements		
MTRSP 070	Medical Terminology	125
MTRSP 080	Basic Anatomical Terminology	135
MTRSP 090	HIPAA	4
MTRSP 100	Online Transcription Essentials	16
MTRSP 115	Medical Transcription	920
TOTAL CONTACT HOURS		1200

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures

Non-Medical Transcription Certificate Program

HEGIS Code 5005.00

Non-Credit Bearing (80 Hours)

The Non-Medical Transcription Certificate is an 80-hour distance education program. Upon completing the certificate, graduates have the technical skills and background that prepares them to enter into the law enforcement, insurance company, criminal justice, or other business industries as an at-home transcriptionist. Coursework includes instruction in the proper use of equipment as well as in terminology, formatting, grammar and punctuation, improper English, including slang and verbatim testimony, and confidentiality.

COURSE	CONTACT
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NUMBER	COURSE TITLE	HOURS
Major Core Requirements		
NMT 100	Non-Medical Transcription	80
TOTAL CONTACT HOURS		80

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures

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MT: Medical Terminology

MT: Medical Terminology

MT 070A Medical Terminology 44 Contact Hours

MT 070 Medical Terminology 16 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 110HBCA Anatomy and Physiology 60 Contact Hours

BIOHBC Anatomy and Physiology 32 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.*

~~MTR: Medical Transcription~~

~~**MTR 080 Basic Anatomy 32 Contact Hours**~~

~~This course introduces students to the structure and function of the human body with an emphasis on the basic components of anatomy. Students will identify commonly used abbreviations, tests, and procedures used in the physical assessment and diagnosis of certain conditions/diseases. *Prerequisite(s): MT 070, Medical Terminology or MTRSP 070, Medical Terminology.*~~

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~~**MTRSP 080 — Basic Anatomical Terminology — Self Paced Study: 135 Hours**~~

~~This course is an introduction to the structure and function of the human body with an emphasis on the basic components of anatomy. Students will identify commonly used abbreviations, tests, and procedures used in the physical assessment and diagnosis of certain conditions/diseases. By connecting various word parts in an organized sequence, thousands of words can be built and learned. *Prerequisite(s): MT 070, Medical Terminology or MTRSP 070, Medical Terminology.*~~

~~**MTR 090 — HIPAA — 4 Contact Hours**~~

~~**MTRSP 090 — HIPAA — Self Paced Study: 4 Hours**~~

~~This course is an independent study CD-ROM tutorial which covers the HIPAA Privacy laws encountered in the Health Care setting and incorporates the new regulations from the government adopted over the past several years and required healthcare settings in 2009. The LearnSomething format is utilized to reinforce critical HIPAA material. The course takes from 2 to 5 hours to complete and includes a printable "certificate of completion" for the health professional's portfolio upon successful completion of the course. *Prerequisite(s): None.*~~

~~**MTR 100 — Online Transcription Essentials — 16 Contact Hours**~~

~~**MTRSP 100 — Online Transcription Essentials — Self Paced Study: 16 Hours**~~

~~This course provides students with an in-depth look at an actual transcription platform, the inner workings of an FTP site, transcription shortcut programs, and the procedure of determining the ins and outs of an MT's own computer. *Prerequisite(s): MT 070 or MTRSP 070 Medical Terminology and MTR 080 or MTRSP 080 Basic Anatomy.*~~

~~**MTR 110 — Medical Transcription — 60 Contact Hours**~~

~~This course provides 20 hours of authentic dictation [approximately 120+ actual transcribing hours] consisting of letters, progress notes, pathology reports, history and physical reports, discharge summaries, consultations, and operative reports. These work types are dictated by many different dialects and cover all medical specialties. In addition to hands-on transcribing, the student is also trained in: speech recognition editing; transcription resources; and the use of technology. *Prerequisite(s): MTR 090 HIPAA and MTR 100 OTE Training.*~~

~~**MTRSP 115 — Medical Transcription — Self Paced Study: 920 Hours**~~

~~This course provides 40 hours of authentic dictation [approximately 240+ actual transcribing hours] consisting of letters, progress notes, pathology reports, history and physical reports, discharge summaries, consultations, and operative reports. These work types are dictated by many different dialects and cover all medical specialties. In addition to hands-on transcribing, the student is also trained in: speech recognition editing; transcription resources; and the use of technology. *Prerequisite(s): MTRSP 100 Online Transcription Essentials.*~~

~~**MTR 120 — Medical Transcription Externship — 120 Contact Hours**~~

~~This course provides 20 hours of acute care authentic dictation [approximately 120+ actual transcribing hours] consisting of letters, progress notes, pathology reports, history and physical reports, discharge summaries, consultations, and operative reports. These work types are dictated by many different dialects and cover all medical specialties. *Prerequisite(s): MTR 110 Medical Transcription.*~~

~~**NMT: Non-Medical Transcription**~~

~~**NMT 100 — Non-Medical Transcription — 80 Contact Hours**~~

~~This course prepares students for transcription in non-medical fields such as law enforcement, criminal justice, insurance and business industries. Topics include: proper use of equipment; terminology; formatting; grammar and~~

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punctuation; improper English, (including slang and verbatim testimony), and confidentiality. Students must complete 64 hours of non-medical transcription provided by the school. *Prerequisite(s): None.*

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In 2012, Mildred Elley launched its first ever online Non-Credit Bearing Program in Hospital-Based Coding, providing an educational vehicle for those who want to learn from home. ~~Online courses include Hospital-Based Coding, Medical Transcription, Non-Medical Transcription and Physician-Based Billing and Coding.~~

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Admission to Hospital-Based Coding Non-Credit Bearing Certificate Programs

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

Requirements for Admission to the Medical Transcription Programs

- ~~Be a high school graduate, hold a General Equivalency Diploma, or have evidence of prior college enrollment, and~~
- ~~Pass prerequisite testing with a score of 80% or higher in:
 - ~~Basic Computer Knowledge, and~~
 - ~~Microsoft Word Knowledge, and~~
 - ~~Grammar & Punctuation~~~~
- ~~Pass a typing test with a minimum 50 wpm~~

Requirements for Admission to the Non-Medical Transcription Program

- ~~Be a high school graduate, hold a General Equivalency Diploma, or have evidence of prior college enrollment, and~~
- ~~Pass prerequisite testing with a score of 80% or higher in:
 - ~~Basic Computer Knowledge, and~~
 - ~~Microsoft Word Knowledge, and~~
 - ~~Grammar & Punctuation~~~~
- ~~Pass a typing test with a minimum 50 wpm, and~~
- ~~Pass a criminal background check~~

Requirements for Admission to the Coding Programs

- Be a high school graduate, hold a General Equivalency Diploma, or have evidence of prior college enrollment, and
- Pass prerequisite testing with a score of 80% or higher in:
 - Basic Computer Knowledge

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Non-Credit Bearing Certificate Programs: Acceptance of Courses for Transfer

If a student successfully completes a Medical Terminology or Anatomy & Physiology course at an accredited college or university with a grade of B or higher within the past **three** years, or if the prospective student is currently working in a closely related field of study and/or is currently licensed in the field of study, the student may request exemption from taking the courses as a prerequisites for enrolling in the ~~medical transcription~~, hospital-based coding, ~~or the physician coding & billing~~ programs. The college strongly recommends that anyone granted exemption from a course under this policy takes a placement exam (at no cost to the student) to assess proficiency and to allow for proper academic advisement in the course of study. If the student has taken a Medical Terminology or Anatomy & Physiology course more than three years prior to enrollment, please refer to the Non-Credit Bearing Programs Proficiency Examination Policy.

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Requirements for Admission to the Practical Nursing Programs

Acceptance to the program(s) in *Practical Nursing* is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before the intended start date. Candidates for admission to the *Practical Nursing* program(s) must meet the following requirements:

- Be a high school graduate from a recognized school providing secondary education within the United States or hold a General Equivalency Diploma (GED), **and**
- Be at least 17 years of age as of the first day of scheduled classes, **and**
- Successfully pass institutional assessment exams (including a placement proficiency exam and an exam designated to assess readiness for nursing education) measuring proficiency in oral and written communications and quantitative literacy with scores acceptable to the institution, **and**
- Demonstrate proficiency in mathematics and natural (biological) sciences, as demonstrated by:
 - Earning a grade of “B-” or above in Math A (or Algebra) and 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 “B-” 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.
 - Achieve a minimum composite score of 68 on the TEAS VI exam.

OR

- Successfully complete and graduate from the Mildred Elley Medical Assistant, AOS, or Clinical Medical Assistant, Certificate program, **and** Achieve a minimum composite score of 68 on the TEAS VI exam.

OR

- A student who does not meet the criteria for direct admission to the Practical Nursing program has the option to enroll in another degree program and seek transfer into the Practical Nursing Program when the following conditions are met:

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

- *Prior to enrolling, achieve passing scores of Reading 63, Sentence Skills 72, Arithmetic 45 on an institutionally developed Accuplacer examination,*
- *A grade of B- or better on the identified preparatory courses (a student is allowed to retake only one preparatory course to obtain a B- grade),*
- *Passing scores on all other enrolled courses*
- *Submission of all official high school and college transcripts*
- *Upon completion of the prescribed sequence of courses, achieve a minimum composite score of 68 on the TEAS VI exam. Class sizes are limited and will be offered to the most highly qualified candidates.*

Transfer into *Practical Nursing* is highly competitive and only on a seat-available basis. For further information, please contact either the Office of Admissions or the campus Dean of Academic Affairs.

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Requirements for Admission to the Practical Nursing Programs

Acceptance to the program(s) in *Practical Nursing* is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before the intended start date. Candidates for admission to the *Practical Nursing* program(s) must meet the following requirements:

- Be a high school graduate from a recognized school providing secondary education within the United States or hold a General Equivalency Diploma (GED), **and**
- Be at least 17 years of age as of the first day of scheduled classes, **and**
- Successfully pass institutional assessment exams (including a placement proficiency exam and an exam designated to assess readiness for nursing education) measuring proficiency in oral and written communications and quantitative literacy with scores acceptable to the institution, **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 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.
 - Achieve a minimum composite score of 50 on the TEAS VI exam

OR

- Successfully complete and graduate from the Mildred Elley Medical Assistant, AOS, or Clinical Medical Assistant, Certificate program, **and** Achieve a minimum composite score of 50 on the TEAS VI exam

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~~Admission will depend in part on how well the student performed in completing other Mildred Elley college coursework. The *Practical Nursing* program faculty expect all Mildred Elley transfer candidates to achieve a grade of B- or better in any *Practical Nursing* preparatory course the student may have taken (see below).~~

~~Due to limitations of the size of each nursing class admitted to the institution, qualified applicants may be placed on waiting lists for future program start dates.~~

~~The admissions requirements and procedures for students who have completed college-level work that may be applicable to the program differ; please inquire with the Office of Admissions for more details regarding advanced placement.~~

~~Students who wish to transfer into *Practical Nursing* from another Mildred Elley degree program must satisfy the following minimum requirements:~~

- ~~• A grade of “B- or better in all preparatory courses taken.~~
- ~~• Submission of all official high school and college transcripts.~~
- ~~• Achieve a minimum composite score of 50 on the TEAS VI exam.~~

OR

- A student who does not meet the criteria for direct admission to the Practical Nursing program has the option to enroll in another degree program and seek transfer into the Practical Nursing Program when the following conditions are met:
 - Prior to enrolling, achieve passing scores of Reading 63, Sentence Skills 72, Arithmetic 45 on an institutionally developed Accuplacer examination,
 - A grade of B- or better on the identified preparatory courses (a student is allowed to retake only one preparatory course to obtain a B- grade),
 - Passing scores on all other enrolled courses
 - Submission of all official high school and college transcripts
 - Upon completion of the prescribed sequence of courses, achieve a minimum composite score of 50 on the TEAS VI exam. Class sizes are limited and will be offered to the most highly qualified candidates.

Transfer into *Practical Nursing* is highly competitive and only on a seat-available basis. For further information, please contact either the Office of Admissions or the campus Dean of Academic Affairs.

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Requirements for Admission to the Practical Nurse Program

Acceptance to the *Practical Nurse* program is competitive, and candidates are strongly encouraged to initiate the admissions procedure well before the intended start date. Candidates for admission to the *Practical Nurse* program must meet the following requirements:

- Be a high school graduate from a recognized school providing secondary education within the United States or its equivalent **and**
- Be at least 17.5 years of age as of the first day of scheduled classes, **and**
- Successfully pass institutional assessment exams (including a placement proficiency exam and an exam designated to assess readiness for nursing education) measuring proficiency in oral and written communications and quantitative literacy with scores acceptable to the institution, **and**
- Demonstrate proficiency in mathematics and natural (biological) sciences, as demonstrated by:
 - Earning a grade of “B-” or above in Math A (or Algebra) and 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.
 - Achieve a minimum composite score of 50 on the TEAS VI exam.

OR

- Successfully complete and graduate from the Mildred Elley Medical Assistant, AOS, or Clinical Medical Assistant, Certificate program, **and** Achieve a minimum composite score of 50 on the TEAS VI exam.

All candidates must submit the following information:

- Submit names and contact information of three (3) professional references (examples: recent supervisor, employer, school teacher/instructor)
- Submit a Technical/Physical Abilities Verification by a physician, physician’s assistant or nurse practitioner. (This form will include proof of immunizations.)
- All applicants are subject to a CORI - Level 1: Clinical student with access to kids or patients – Required 1.

OR

- A student who does not meet the criteria for direct admission to the Practical Nursing program has the option to enroll in another degree program and seek transfer into the Practical Nursing Program when the following conditions are met:

- Prior to enrolling, achieve passing scores of Reading 63, Sentence Skills 72, Arithmetic 45 on an institutionally developed Accuplacer examination,
- A grade of B- or better on the identified preparatory courses (a student is allowed to retake only one preparatory course to obtain a B- grade),
- Passing scores on all other enrolled courses
- Submission of all official high school and college transcripts
- Upon completion of the prescribed sequence of courses, achieve a minimum composite score of 50 on the TEAS VI exam. Class sizes are limited and will be offered to the most highly qualified candidates.

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~~Admission will depend in part on how well the student performed in completing other Mildred Elley coursework. The *Practical Nurse* program faculty expect all Mildred Elley transfer candidates to achieve a grade of B or better in any *Practical Nurse* preparatory course the student may have taken (see below).~~

~~Due to limitations of the size of each nursing class admitted to the institution, qualified applicants may be placed on waiting lists for future program start dates.~~

~~The admissions requirements and procedures for students who have completed college-level work that may be applicable to the program differ; please inquire with the Office of Admissions for more details regarding advanced placement.~~

~~Students who wish to transfer into the *Practical Nurse* Program from another Mildred Elley program must satisfy the following minimum requirements:~~

- ~~• A grade of “B ” or better in all preparatory courses taken.~~
- ~~• Submission of all official high school and college transcripts.~~
- ~~• Take a standardized nurse placement test, administered by the college, to demonstrate appropriate academic aptitude for successful program completion.~~

~~Transfer into the *Practical Nurse* Program is highly competitive and only on a seat-available basis. For further information, please contact either the Office of Admissions or the campus Dean of Academic Affairs.~~

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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	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
Early Childhood Education	13.1210	39
Practical Nurse Certificate Program	51.3901	51
Network Administration & Computer Security		39

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ADMISSION TO FULL-TIME STUDY

Mildred Elley accepts applications for admission principally from candidates who are high school graduates or recipients of a General Equivalency Diploma (GED).

Due to licensure and certification requirements, applicants to the Massage Therapy ~~and Early Childhood Education~~ programs must hold either a high school diploma or a GED. ~~Applicants to the Early Childhood Education program must also pass a criminal background check (please see information on *Criminal Offender Record Information Checks* below).~~

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~~Requirements for Admission to the Early Childhood Education Programs~~

~~Be advised that the CORI check that is performed at Mildred Elley for entrance into the Early Childhood Education program is a Level 1: Clinical student with access to kids or patients – Required 1. This level will check for a criminal background in Massachusetts. It will not, however, check for a record with the Department of Children and Families. You will, however, be subject to a comprehensive background check at the time of admittance into the Practicum courses (usually in your 4th, 5th, or 6th mods) through the chosen childcare center. Please be advised that if a negative history with DCF (i.e. including but not limited to children being removed from the household or a history of 51A violations) is found on your record, you may be unable to complete a Practicum for the ECE program and, also, be ineligible for placement in the field of Early Childhood Education. If you have questions in regards to this policy and how it might relate to your specific background, while it is your right not to self disclose, you may choose to do so by contacting your Department Chair or other Mildred Elley Administrator.~~

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Tuition, Fees, and Expenses

Mildred Elley is proud of its long history in providing an affordable private college experience to all of its students. Many of our students receive significant financial aid packages that considerably reduce their out-of-pocket expenditures on tuition, fees, and books/supplies. For questions about tuition charges or financial aid, please contact the Office of Financial Aid.

Tuition Charges (All Matriculated and Non-Matriculated Students)

Tuition (*per credit hour*)\$343.00

Required Fees (All Full-Time and Part-Time Matriculated Students)

Application Fee\$25.00

One-time fee charged to all new and re-entry applicants for admission into the institution.

Audit and Processing Fee\$100.00

On-time fee charged to all new and re-entry students during their first semester.

Lab Fee\$25.00

Per credit hour; for all courses that incorporate or require outside use of institution's computer labs, software, and other resources.

Registration and Services Fee.....\$12.00

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Per credit hour; all courses.

Required Fees (Selected Programs, Full-Time and Part-Time Matriculated Students)

ATI Comprehensive Assessment and Review Program.....	\$715.00
<i>One-time fee upon registration in LPN125.</i>	
ATI Live Review.....	\$475.00
<i>One-time fee upon registration in LPN280A.</i>	
Biology Lab Kit.....	\$35.00
<i>All students enrolled in BIO110. Prices may vary.</i>	
Clinical Make-up Charge	\$95.00
<i>Practical Nurse students only.</i>	
Clinical Medical Assistant Certification (CCMA) Fee.....	\$155.00
<i>One-time fee upon registration in MA210.</i>	
CORI Fee.....	\$25.00
<i>Early Childhood Education and Practical Nursing students only.</i>	
Cosmetology Kits (estimated)	\$1200.00
CPR/First Aid Cards.....	\$10.00
<i>Medical Assisting - One-time fee upon registration in HEA100.</i>	
Digital Campus Fee	\$20.00
<i>One-time fee upon registration in HUM 110 Survey of Film.</i>	
EKG Technician Certification (CET) Fee	\$115.00
<i>One-time fee upon registration in MA 205</i>	
Massage Table.....	\$675.00
<i>Massage Therapy students only; pricing depends of package selected.</i>	
National Health Career Association (CCMA) Registration Fee for Licensure Examination	\$149.00
<i>Medical Assisting - One-time fee upon registration in MA220.</i>	
Nursing Kit.....	\$250.00
<i>Practical Nurse PN students only. Prices may vary.</i>	
Phlebotomy Technician Certification (CPT) Fee	\$115.00
<i>One-time fee upon registration in MA 200</i>	
Practical Nurse Fee.....	\$75.00
<i>Per credit hour; for all courses with PN prefix.</i>	
Uniforms	\$150.00
<i>Practical Nursing - Two sets of scrubs: Estimated: Actual cost will vary by size and quantity.</i>	
Uniforms	\$60.00
<i>Medical Assisting, Early Childhood Education & <u>Cosmetology</u> students only. Estimated: Actual cost will vary by size and quantity.</i>	

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DEPARTMENT AND PROGRAM	PLACEMENT RATE
Department of Business Management	
Accounting Systems Specialist	43%
Business Technologies Specialist	N/A
Department of Information Technology	
Network Administration & Computer Security	N/A
Department of Massage Therapy	
Massage Therapy	67%
Department of Medical Assisting	
Clinical Medical Assistant	71%

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Medical Office Assistant	60%
Department of Cosmetology Cosmetology	71%
Department of Early Childhood Education Early Childhood Education	100%
Department of Practical Nursing Practical Nursing	86%

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Course Identification System

Courses are identified by an alphanumeric code. The code starts with an alphabetical designation that indicates curriculum area, as follows:

ACC	Accounting	IL	Information Literacy
AE	Appearance Enhancement	IT	Information Technology
BIO	Biological Sciences	LPN	Practical Nurse
BM	Business Management	MA	Medical Assisting
CM	Cosmetology	MAT	Mathematics
DLP	Digital Literacy and Productivity	MTM	Massage Therapy
ECE	Early Childhood Education	NT	Nail Technology
ENG	English/Oral Communications	PHI	Philosophy
ES	Esthetics	POM	Professional Office Management
GS	General/Interdisciplinary Studies	PSY	Psychology
HEA	Health and Wellness		

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To further prepare graduates for employment, the institution aims to infuse its programs with an experiential component that takes the form of a required internship and/or practicum (Clinical Medical Assistant Certificate program; ~~Early Childhood Education Certificate program~~); a required clinical experience (Massage Therapy and Cosmetology Certificate programs), where students gain hands-on skills in an institution's clinic under supervision of licensed professionals; or an elective internship (all other programs).

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Early Childhood Education

~~The aim of the Early Childhood Program at Mildred Elley is to provide students with an education that places an emphasis on early education and childhood development that will enable them to explore potential career paths in a pre-school setting. Through a practicum component, the program will expose and prepare the students to various employment opportunities and career advancement.~~

~~The Early Childhood Education Program will:~~

- ~~1. Prepare students to work with young children in schools and childcare agencies as teacher's aides, teaching assistants, and preschool teachers, and with acquisition of additional experience, as lead preschool teachers.~~
- ~~2. Prepare students to utilize a variety of instructional strategies and assessment methods in order to meet the learning goals and needs of all students.~~
- ~~3. Provide a strong academic foundation in early childhood education (including a variety of experiences in the classroom, community, and educational settings) and liberal arts, while focusing on developmentally appropriate practice as defined by Massachusetts Department of Early Education and Care and the National Association for Education of Young Children (NAEYC) guidelines for early childhood learning.~~
- ~~4. Enable graduates that upon completion of 9 months of work experience, they will be qualified to apply for the Level 1 Teacher, Infant-Toddler and/or Preschool Certification, as established by the Massachusetts Department of Early Education and Care. Upon completion of 18 months of work experience, graduates are qualified and may apply for the Level 2 Lead Teacher, Infant-Toddler and/or Preschool Certification.~~

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Department of Education

Early Childhood Education Certificate Program

48 Weeks

39 Semester Credit Hours

~~The certificate program in Early Childhood Education prepares students to work with young children in schools and childcare agencies as teacher's aides, teaching assistants, and preschool teachers, and with acquisition of additional experience, as lead preschool teachers. Program graduates will be prepared to utilize a variety of instructional strategies and assessment methods~~

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~~in order to meet the learning goals and needs of all students. The program provides a strong academic foundation in early childhood education (including a variety of experiences in the classroom, community, and educational settings) and liberal arts, while focusing on developmentally appropriate practice as defined by Massachusetts Department of Early Education and Care and the National Association for Education of Young Children (NAEYC) guidelines for early childhood learning. Upon completion of 9 months of work experience, graduates are qualified to apply for the Level 1 Teacher, Infant Toddler and/or Preschool Certification, as established by the Massachusetts Department of Early Education and Care. Upon completion of 18 months of work experience, graduates are qualified and may apply for the Level 2 Lead Teacher, Infant Toddler and/or Preschool Certification.~~

SUGGESTED COURSE SEQUENCE

COURSE NUMBER	COURSE TITLE	SEMESTER CREDITS
GS 102	Freshman Seminar	3
DLP 100	Principles of Digital Literacy	1
ECE 100	Introduction to Early Childhood Education	3
ECE 110	Partnerships with Families	3
PSY 105	Introduction to Psychology*	3
ECE 130	Children with Disabilities and Exceptionalities	3
ECE 140	Development, Care, and Planning for Infants and Toddlers	3
ECE 200	Foundations of Classroom Management	3
HEA 100	Principles of First Aid, CPR, and AED	1
ECE 221	Curriculum Development B – Kindergarten	3
ECE 261	Practicum B – 2 years, 9 months	3
PSY 211	Child Growth and Development	3
ECE 262	Practicum 2 years, 9 months – Kindergarten	3
ECE 290MA	Transition to Professional Practice	1
ENG 102	English Composition*	3
TOTAL SEMESTER CREDIT HOURS		39

*—General Education Course

Gainful Employment information for this program can be found at www.mildred-elley.edu/disclosures

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~~ECE: Early Childhood Education~~

~~ECE 100 Introduction to Early Childhood Education 3 semester credits 3/0/0~~

~~This course is an introduction to the field of early childhood education, designed to familiarize students with developmentally appropriate theory and practice in the early childhood classroom. Students will compare current research in early childhood education with common practice. During this course, students will begin their professional portfolio. Prerequisite(s): Matriculation in Early Childhood Education Program.~~

~~ECE 110 Partnerships with Families 3 semester credits 3/0/0~~

~~This course is designed to familiarize students with a variety of strategies to create partnerships with families in the early childhood classroom community. Students will develop skills in communicating with families through written and oral responses to case studies involving family dynamics and development. Students will work independently and as a team member to develop a family connection project using current research and understanding of community relationships. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 100 Introduction to Early Childhood Education.~~

~~ECE 130 Children with Disabilities and Exceptionalities 3 semester credits 3/0/0~~

~~This course provides an overview of exceptionalities and how to support the needs of all learners within the early childhood classroom community. Students will examine relationships throughout the learning community, their impact on learning and development of all children, and develop practical strategies for working with young children with exceptionalities. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 100 Introduction to Early Childhood Education.~~

~~ECE 140 Development, Care, and Planning for Infants and Toddlers 3 semester credits 3/0/0~~

~~This course provides an overview of developmental stages, as well as appropriate curriculum, for children from birth through age three. Students will examine all domains/stages of development, including cognitive, physical, and social, with an emphasis on the importance of developing emotional attachments. Students will learn how to plan and implement developmentally appropriate curriculum, learning guidelines and instructional practice through a nurturing learning environment. Students will learn about the importance of family and community involvement in the development of infants and toddlers. State and national guidelines will also be addressed. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 100 Introduction to Early Childhood Education.~~

~~ECE 200 Foundations of Classroom Management 3 semester credits 3/0/0~~

~~This course provides an overview of the foundations and theories behind developing an effective, developmentally appropriate, early childhood classroom management model. Students will research and respond to a variety of classroom management models and current trends in classroom management. Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 100 Introduction to Early Childhood Education.~~

~~ECE 221 Curriculum Development B-Kindergarten 3 semester credits 3/0/0~~

~~This course is designed to provide students with the opportunity to build a developmentally appropriate meaningful curriculum for children from birth through Kindergarten. Students will construct a developmentally appropriate thematic unit containing lesson plans aligned with appropriate standards. Prerequisite(s): ECE 100, Introduction to Early Childhood Education.~~

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

~~**ECE 261** — **Practicum B** — **2 years, 9 months** — **3 semester credits 1/0/2**
Enrollment in an internship practicum course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an early childhood site, working with children aged birth through 2 years, 9 months. Students will complete a daily log and developmentally appropriate lesson plans to be taught at their practicum site, under the direction of an internship site supervisor for inclusion in their professional portfolio. Additionally, students will attend a seminar component meant to provide extra support during their internship. *Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 221, Curriculum Development B-K.*~~

~~**ECE 262** — **Practicum 2 years, 9 months** — **Kindergarten** — **3 semester credits 1/0/2**
Enrollment in an internship practicum course provides students with an opportunity to integrate theoretical knowledge and applied skills with practical in-field experience at an early childhood site, working with children aged 2 years, 9 months through Kindergarten. Students will complete a daily log and developmentally appropriate lesson plans to be taught at their practicum site, under the direction of an internship site supervisor for inclusion in their professional portfolio. Additionally, students will attend a seminar component meant to provide extra support during their internship. *Prerequisite(s): Matriculation in Early Childhood Education Program and ECE 221, Curriculum Development B-K.*~~

~~**ECE 290MA** — **Transition to Professional Practice** — **1 semester credit 1/0/0**
This course is designed to help students transition from the college classroom to occupational practice, providing an overview of the state certification process along with an overview of licensing requirements, regulations, and assessments. There will be an emphasis on professional development requirements for the State of Massachusetts. This course will cover state mandated child abuse reporting requirements and students will finalize their professional portfolios and reflect on the importance of ethics and professionalism in their careers. *Prerequisite(s): Permission of the Department Chair.*~~

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Pending Appointment

Department Chair, Early Childhood Education

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Stephanie Parkington

Instructor Early Childhood Education/General Studies, Part-time

B.S.W., Massachusetts College of Liberal Arts

B.A. Ed., Massachusetts College of Liberal Arts

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Mildred Elley conducts quarterly fire drills. In addition, a routine inspection of fire extinguishers and other fire detection items is performed quarterly. All fire drills and fire incidents are recorded in the Institutional Fire Log maintained by each school manager. There have been no fires reported at any campus in ~~2014-2015~~ 2016-2017 academic year.

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Drug Violations

The college prohibits the possession of drugs or alcohol on campus and applies disciplinary action associated with this behavior as outlined in the School Catalog and/or Employee Handbook.

According to the U.S. Department of Education, “a federal or state drug conviction can disqualify a student for federal student aid funds. Convictions only count against a student for aid eligibility purposes if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Student Aid.

The period of ineligibility for financial aid funds depends on whether the conviction was for sale or possession, and whether the student had previous offenses.” (~~2015-2016~~ 2016-2017 FSA Handbook)

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Curriculum

Mildred Elley - Albany Campus offers one Associate in Applied Sciences (A.A.S) degree program, ~~seven~~ five Associate in Occupational Studies (A.O.S.) degree programs and ~~eleven~~ three credit-bearing undergraduate Certificate programs. ~~within its three divisions: the School of Business and Technology, the School of Digital Media Arts, and the School of Health and Wellness Professions.~~ Certificate credits may generally be applied to the A.A.S. and A.O.S. degree programs if a student chooses to continue one’s education.

Albany –Page 4

Non-Credit Bearing Certificate Programs (*Offered Online Only*)

TITLE	HEGIS CODE	CIP CODE	CONTACT HOURS
Hospital-Based Coding	5213	51.0713	704
Medical Transcription Live, Online	5213	51.0708	248
Medical Transcription Self-Paced	5213	51.0708	1200
Non-Medical Transcription	5005	51.0708	80

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Metro –Page 4

Curriculum

Mildred Elley - New York City Metro Campus offers two Associate in Occupational Studies (A.O.S.) degree programs and ~~three~~ two credit-bearing undergraduate Certificate programs. Certificate credits may generally be applied to the A.O.S. degree program if a student chooses to continue his/her education.

Pittsfield –Page 4

Curriculum

Mildred Elley - Pittsfield Campus offers ~~nine~~ eight credit-bearing certificate programs within its six academic departments. Some or all of certificate credits earned at Mildred Elley's Pittsfield, Massachusetts Campus may be transferred and applied to the Associate in Occupational Studies and/or Associate in Applied Science degree programs offered by Mildred Elley's Albany, New York Campus. Please refer to the individual curriculum pages in this catalog for more information about this option.

Metro –Page 4

Enrollment in the **Business Management and Advanced Paralegal Studies** programs is subject to the following conditions. Mildred Elley's New York City Metro Campus is a branch campus of the main campus in Albany, New York, and is approved as such by ~~The Accrediting Council for Independent Colleges and Schools (ACICS)~~ The Accrediting Bureau of Health Education Schools (ABHES) and the United States Department of Education (US DoE). As a branch campus, the New York City Metro Campus does not offer these programs in full, and requires its students to take a portion of coursework in these degree programs at the college's main campus in Albany; transfer of credit from other accredited institutions; or taking courses through possible cross-registration agreements between Mildred Elley and other institutions of higher education in the New York City area.

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Any student with a grievance that he/she cannot resolve through the college may contact the New York State Education Department, Professional Education Program Review, Education Building, 89 Washington Avenue, 2nd floor, West Wing, Albany, New York 12234, www.nysed.gov; or the ~~Accrediting Council for Independent Colleges and Schools~~, 750 First Street, N.E., Suite 980, Washington, D.C. 20002-4241, www.acies.org; The Accrediting Bureau of Health Education Schools, 7777 Leesburg Pike, Suite 314 N, Falls Church, VA 22043, www.abhes.org

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Enrollment in the **Business Management and Advanced Paralegal Studies** programs is subject to the following conditions. Mildred Elley’s New York City Metro Campus is a branch campus of the main campus in Albany, New York, and is approved as such by ~~The Accrediting Council for Independent Colleges and Schools (ACICS)~~ The Accrediting Bureau of Health Education Schools (ABHES) and the United States Department of Education (US DoE). As a branch campus, the New York City Metro Campus does not offer this program in full, and requires its students to take a portion of coursework in this degree programs at the college’s main campus in Albany; transfer of credit from other accredited institutions; or taking courses through possible cross-registration agreements between Mildred Elley and other institutions of higher education in the New York City area.

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CATALOG INFORMATION

The revision date of this catalog is ~~September 26, 2017~~ February 8, 2018.

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CATALOG INFORMATION

The revision date of this catalog is ~~February 8, 2018~~. March 7, 2018

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Definition of Placement

Mildred Elley utilizes the following definition of placement as required by its accreditor, the ~~Accrediting Council of Independent Colleges and Schools (ACICS)~~:

- ~~Placed based upon job titles:~~ Any graduate or completer of a program that was placed based upon job titles included in the list of job titles published by the institution for which the program prepares students. These job titles must be those published by the institution on its web site in compliance with USDOE Title IV regulations and must be identified in the Department’s CIP to SOC Crosswalk (~~Standard Occupational Classification~~, U.S. Department of Labor) with the Classification of Instructional Programs (CIP) code of ~~this program~~.

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OR

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- ~~• **Placed based upon the required use of skills:** Any graduate or completer of a program that was placed based upon the required use of skills learned in the student's program as a predominant component of the job. These skills must be those listed in the institution's published program description and a majority of these skills must be documented in the employer's job description as required or desired skills, duties or responsibilities.~~

OR

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- ~~• **Placed based upon the benefit of the training:** Any graduate or completer of a program that was placed based upon the benefit of the training received from the program in obtaining a new position or maintaining a current position, supporting promotion or improving job related skills.~~

~~For more information please visit the ACICS web site at
<http://www.acics.org/accreditation/content.aspx?id=6425>~~

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All MA (Medical Assisting) clinical courses must have a minimum grade of “C.”

Internship courses are graded as Pass/Fail

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CLINICAL OR INTERNSHIP COMPONENT

Certain courses and certain programs of study may require a clinical experience or internship component to be successfully completed at off-campus locations. Students in programs with these requirements may need to fulfill hours outside of their enrolled cohort, and must arrange their own transportation to and from the sites. Mildred Elley will make every effort to obtain internship opportunities that are accessible by mass transit and/or in the student's desired area of concentration, but choice of site cannot be guaranteed. 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 a program of study. Students must contact their Clinical Coordinator to secure an internship site. Failure to do so may result in not securing an internship for the module in which the

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student was scheduled. The Medical Assistant internships will reflect the traditional hours of the medical facilities. Students are urged to make the necessary accommodations to be available weekdays, 9am-6pm, sixteen (16) to twenty (20) hours per week, to fulfill their internship requirements. Prior to starting their internship, students enrolled in the Medical Assisting program will need to successfully pass clinical competencies to ensure they are prepared for their internship. In the case of a student who fails their competencies, he/she will not be allowed to proceed with their internship until they successfully show they have mastered their competencies. Practical Nursing students will be assigned to clinical sites by the clinical coordinator, and need to be available to attend clinical based on hours required, and available, by the clinical site. Generally, day students must be available Monday – Friday, 8am – 5pm; evening students Monday –Friday 5pm -11pm and Saturday and Sunday 8am to 6pm. The Internship component is graded as Pass/Fail.

If the student is terminated by the internship/clinical site, they will be provided with an additional site, at the discretion of the Clinical Coordinator, in order to complete their requirements. Should the student be terminated from the second site, the responsibility of securing another internship/clinical will become the student's responsibility.

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BM 263 Internship

3 semester credits 0/0/3

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. 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. Internship is graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

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BM 261-63 Internship

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

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 a program of study. Internship is graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

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MA 264 Internship 1-6 4 semester credits 0/0/1-6 4

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 externship 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 a program of study. Internship is graded as Pass/Fail. *Prerequisite(s): MA 210, Specialized Procedures, and Permission of the Department Chair.*

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MA 264 Internship 4 semester credits 0/0/4

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. 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 a program of study. Any Medical Assistant internship must be within the scope of practice as defined by the appropriate recognized regulatory body. Internship is graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

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MA 264-6 4 Internship 1-6 4 semester credits 0/0/1-6 4

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. Internship is graded as Pass/Fail. *Prerequisite(s): Completion of the Medical Assisting program and Permission of the Department Chair.*

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PL 263 Internship 3 semester credits 0/0/3

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. 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

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outside of the geographic region served by the institution while enrolled in the program of study. Internship graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

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IT 263 Internship

3 semester credits 0/0/3

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. 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. Internship graded as Pass/Fail. *Prerequisite(s): Permission of the Department Chair.*

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POM 263 Internship

3 semester credits 0/0/3

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. 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):* Internship graded as Pass/Fail. *Permission of the Department Chair.*