CAAL
2/05/2009
Agenda Item 3

February 5, 2009

MEMORANDUM

To: Dr. Bettie Rose Horne, Chair, and Members, Committee on Academic Affairs and Licensing

From: Dr. Gail M. Morrison, Director of Academic Affairs and Licensing

Consideration of Request for Initial License for Branch in South Carolina
A.A.S., Accounting Technology; A.A.S., Business Management; A.A.S., Criminal Justice; A.A.S., Healthcare Administration; A.A.S., Information Technology; A.A.S., Medical Assisting; A.A.S., Occupational Therapy Assistant; A.A.S., Office Management; A.A.S., Paralegal; A.A.S., Surgical Technology; B.S., Business Administration; B.S., Criminal Justice; B.S., Legal Studies; B.S., Healthcare Management
Brown Mackie College, Tucson, AZ

Summary

Brown Mackie College (BMC) in Tucson, AZ (www.brownmackie.edu) requests approval to establish a branch in Greenville to offer programs leading to the Associate of Applied Science degree in (1) Accounting Technology, (2) Business Management, (3) Criminal Justice, (4) Healthcare Administration, (5) Information Technology, (6) Medical Assisting, (7) Occupational Therapy Assisting, (8) Office Management, (9) Paralegal, and (10) Surgical Technology as well as programs leading to the Bachelor of Science degree in (1) Business Administration, (2) Criminal Justice, (3) Legal Studies, and (4) Healthcare Management. After approval by the Commission, BMC officials expect to renovate to their specifications a location in Greenville and implement the programs at the new site in October 2009. Programs will be offered on ground.

Brown Mackie College is a private, for-profit institution owned by Education Management Corporation (EDMC), a privately held corporation in Pittsburgh, PA. BMC operates 19 campuses in 10 states and BMC-Tucson currently operates a branch campus in Canton, OH. EDMC is also the parent company of South University in Columbia and the Art Institute of Charleston (AiCSC). The Commission has licensed South under EDMC's ownership since 2003 and has licensed AiCSC since 2006.

The Accrediting Council for Independent College and Schools (ACICS) accredits BMC-Tucson. ACICS will initially grant interim inclusion for the Greenville branch; final inclusion of a branch campus will be granted after a site review, which is typically conducted within 18 to 24 months after establishment of the branch. BMC-Tucson is licensed by the Arizona State Board for Private Postsecondary Education.

The following information from the U.S. Department of Education shows student loan default rates at BMC-Tucson:

OPE ID	School	Type	Control	Programs		FY 2006	FY 2005	FY 2004
009451	Brown Mackie College 4585 East Speedway Boulevard Tucson AZ 85712-5300	Bachelor's Degree	Proprietary	Federal Family Education Loan (FFEL)/ Federal Direct Loan (FDL)	**Default Rate %**	9.8	9.3	8.5
					No. in Default	92	51	30
					No. in Repay	937	544	349

The U. S. Department of Education sanctions a school when the school's three most recent cohort default rates are 25 percent or higher or if a school's current default rate is greater than 40 percent. Except in the event of a successful adjustment or appeal, such a school will lose FFEL, Direct Loan, and Federal Pell Grant program eligibility for the remainder of the fiscal year in which the school is notified of its sanction and for the following two fiscal years.

BMC officials have identified an appropriate facility and are in the process of negotiating a lease. BMC initially plans to lease approximately 25,000 square feet. Once the facility has been leased and built to the College's specifications, BMC will submit to Commission staff a description of the facilities, a floor plan, a copy of the lease, and relevant evidence of compliance with local, county, and state codes. Commission staff will inspect the facility before issuing a license to the BMC-Greenville.

Students will have access to an on-site library containing a basic reference collection as well as reference texts related to their program of study. The library will subscribe initially to a minimum of three electronic databases and provide periodicals,

DVDs, CD-ROMs, and videos. BMC-Greenville will be part of the EDMC Library Consortium, which provides students and faculty with access to each of the libraries at EDMC-owned institutions. The Greenville campus library will be staffed by a librarian holding a Master of Library Science degree. A library advisory committee, comprised of faculty and chaired by the librarian, will advise the College on collection development and acquisitions.

The College will employ a dean of academic affairs, as well as directors of student financial services, student affairs, career services, and admissions, all of whom report to the campus president of BMC-Greenville. The academic dean will have supervision of all academic department chairs, faculty, and the librarian.

Members of BMC-Greenville faculty who teach general education courses must possess a master's degree with 18 hours in the teaching discipline or hold a master's degree with a major in the teaching discipline. Faculty teaching core program courses at the associate degree level must possess at minimum a bachelor degree in the discipline and relevant professional experience. Exceptions to academic preparation may be made with the consent of the Commission. Faculty teaching upper-division core courses at the bachelor degree level must hold master's degrees with at least 18 graduate semester hours in the teaching discipline or a master's degree with a major in the teaching discipline and must have relevant professional experience. An appropriate number of faculty members must hold terminal degrees.

Students applying for admission into degree-granting programs must provide documentation of graduation from an accredited high school or from a state-approved secondary education curriculum or provide official documentation of high school graduation equivalency. Each applicant works with an assistant director of admissions to complete the admission process. Transfer credits may be accepted if earned from an accredited college and university. Applicants may also apply credits from the College Level Examination Program (CLEP) and education programs sponsored by the military.

BMC-Greenville intends to begin offering its programs leading to associate degrees in October 2009, enrolling approximately 59 students. After two years, it will add the programs leading to bachelor's degrees, allowing students completing the associate degree programs to transition into those programs. Within three to four years, the College expects to have a total enrollment of approximately 600 students, to include those enrolled in non-degree programs.

Tuition is $255 per quarter credit hour for all programs except the A.A.S. in Occupational Therapy Assistant, for which the tuition is $310 per quarter credit hour. The total cost for programs leading to associate degrees is approximately $25,000 ($31,000 for the Occupational Therapy Assistant program) and approximately $46,000 for programs leading to bachelor degrees

BMC officials studied employment data from Economic Modeling Specialists, Inc., and the U.S. Department of Education's National Center for Education Statistics. College officials determined that the average job growth rate for the Greenville area is outpacing the number of degrees awarded in the proposed areas of study.

Programs of Study

A.A.S., Accounting Technology

Students enrolled in the accounting technology program will learn concepts such as basic accounting procedures, payroll management, income taxation, and automated accounting systems. Graduates will be prepared for entry-level employment.

The curriculum for the program leading to the A.A.S. degree in Accounting Technology is shown below:

A.A.S. in Accounting Technology Curriculum	
Courses	Quarter Credit Hours
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking	4
CM 1800 Ethics	4
EN 1101 Composition I	4
EN 1102 Composition II	4
EN 2000 Introduction to Literature	4
GV 1770 American Constitutional Law	4
MC 1150 Introduction to Microcomputer Applications	4
MC 1311 Word Processing	4
MT 1770 College Mathematics	4
PS 1200 Principles of Psychology	4
SO 1200 Principles of Sociology	4
AC 1011 Principles of Accounting I	4
AC 1012 Principles of Accounting II	4
AC 1013 Principles of Accounting III	4
AC 1710 Payroll Management	4
AC 2015 Computerized Accounting Systems	4
AC 2210 Tax Accounting	4
AC 2900 Accounting Externship	4
BA 1000 Introduction to Business	4
BA 1140 Business Law	4
BA 1250 Human Resources	4
EN 1200 Business Communications	4
MC 1211 Spreadsheets I	4
Total curriculum	96

There is no specialized accrediting agency for accounting technology. Practitioner licensure or certification is not required for employment.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook (OOH)*, the large size of the accounting technology occupation ensures plentiful job openings for positions such as accounting clerk or bookkeeper, including many opportunities for temporary and part-time work. Employment of bookkeeping, accounting, and auditing clerks is projected to grow by 12 percent during the 2006-16 decade, which is as fast as the average for all occupations.

Eleven public technical colleges and five private colleges in the state offer programs leading to associate degrees in accounting or accounting technology.

A.A.S., Business Management; B.S., Business Administration

Students enrolled in the business management program are introduced to management principles, technical business procedures, and computer operations and are prepared for entry-level management positions. The bachelor degree program teaches students how to apply business principles and theories to workplace applications. Students complete coursework in accounting, human resources, finance, marketing, and management.

The curricula for the programs leading to the A.A.S. degree in Business Management and the B.S. degree in Business Administration are shown below:

A.A.S. in Business Management and B.S. in Business Administration Curricula		
Courses	Quarter Credit Hours	
	A.A.S.	B.S.
CF 1100 Professional Development	4	4
CM 1200 Effective Public Speaking	4	4
CM 1800 Ethics	4	4
EN 1101 Composition I	4	4
EN 1102 Composition II	4	4
EN 2000 Introduction to Literature	4	4
GV 1150 American Constitutional Law	4	4
MC 1150 Introduction to Microcomputer Applications	4	4
MC 1211 Spreadsheets I	4	4
MC 1311 Word Processing I	4	4
MC 1700 Professional Presentation Techniques	4	4
MT 1770 College Mathematics	4	4
EN 1200 Business Communications	4	4
PS 1200 Principles of Psychology	4	4
SO 1200 Principles of Sociology	4	4
AC 1011 Principles of Accounting I	4	4
AC 1710 Payroll Management	4	4
BA 1000 Introduction to Business	4	4
BA 1140 Business Law	4	4
BA 1250 Human Resources	4	4

BA 1300 Small Business Management	4	4
BA 2220 Marketing and Advertising	4	4
BA 2600 Principles of Finance	4	4
EN 3000 World Literature		4
BI 1361 Anatomy and Physiology		4
BI 2100 Elements of Microbiology		4
HM 3000 History of Art Through the Middle Ages		4
HM 3100 History of Art Through the Modern Times		4
AC 1012 Principles of Accounting II		4
BA 2000 Business Law II		4
BA 3000 Organizational Behavior		4
EC 2150 Principles of Microeconomics		4
EC 3000 Money and Banking		4
FN 3000 Corporate Finance		4
MC 3000 Application of Management Information System		4
MG 3000 Management		4
MG 4000 Global Business Management		4
MG 4100 Operations Management		4
MK 4000 Retail Marketing		4
MK 4100 Consumer Behavior and Marketing Research		4
MK 4200 Marketing, Sales, and Channel Management		4
BA 2900 Business Externship	4	
BA 4000 Business Administration Externship		4
Total curriculum	96	180

The Association of Collegiate Business Schools and Programs (ACBSP) and the Association to Advance Collegiate Schools of Business (AACSB) are the specialized accrediting agencies for business and business-related programs. BMC-Greenville does not hold and does not plan to seek specialized accreditation. Practitioner licensure or certification is not required for employment.

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, lists a variety of management employment opportunities for holders of business administration credentials in myriad settings. Business services managers work throughout private industry and government and have a wide range of responsibilities, experience, earnings, and education.

Nine public technical colleges and eight private colleges in the state offer programs leading to associate degrees in business administration. Twelve public and 26 private colleges and universities in the state offer programs leading to the bachelor degree in business administration.

A.A.S., B.S., Criminal Justice

The program leading to the associate degree in criminal justice is designed to prepare students for entry-level employment in law enforcement, corrections,

investigations, or juvenile administration. The program leading to the bachelor degree further explores the judicial system, ethics, and the impact of the criminal justice system on the community.

The curricula for the programs leading to the A.A.S. and the B.S. in Criminal Justice are shown below:

A.A.S. and B.S. in Criminal Justice Curricula		
Courses	Quarter Credit Hours	
	A.A.S.	B.S.
CF 1100 Professional Development	4	4
CM 1200 Effective Public Speaking	4	4
CM 1800 Ethics	4	4
EN 1101 Composition I	4	4
EN 1102 Composition II	4	4
EN 1200 Business Communications	4	4
EN 2000 Introduction to Literature	4	4
MC 1150 Introduction to Microcomputer Applications	4	4
MC 1311 Word Processing I	4	4
GV 1150 American Constitutional Law	4	4
MT 1770 College Mathematics	4	4
PS 1200 Principles of Psychology	4	4
SO 1200 Principles of Sociology	4	4
CJ 1150 Introduction to Criminal Justice	4	4
CJ 1550 Criminal Investigation and Police Procedure	4	4
CJ 1650 Correctional Systems and Practices	4	4
CJ 2150 Criminal Procedure	4	4
CJ 2250 Juvenile Justice	4	4
BA 1140 Business Law	4	4
PL 1122 Legal Research	4	4
PL 1123 Legal Writing	4	4
PL 1230 Family Law	4	4
PL 1830 Criminal Law	4	4
BI 1360 Anatomy and Physiology		4
BI 2100 Elements of Microbiology		4
EN 3000 World Literature		4
MT 1800 College Algebra		4
MT 3000 Statistics and Research		4
PH 2000 Introduction to Philosophy		4
HM 3000 History of Art Through the Middle Ages		4
HM 3100 History of Art Through the Modern Times		4
CJ 1002 Introduction to Law Enforcement		4
CJ 1004 Introduction to Corrections		4
CJ 3003 Juvenile Delinquency		4
CJ 3006 Law Enforcement Operations		4
CJ 3008 Criminalistics I		4
CJ 3020 Civil Liability		4
CJ 3021 Probation and Parole		4

CJ 3022 Juvenile Procedures		4
CJ 4003 Critical Issues in Criminal Justice		4
CJ 4004 Family Violence		4
CJ 4005 Community Corrections		4
CJ 4010 Law Enforcement Supervision and Management		4
CJ 4020 Criminalistics II		4
CJ 2900 Criminal Justice Externship	4	
CJ 4900 Advanced Criminal Justice Externship		4
Total curriculum	96	180

There is no specialized accrediting agency for criminal justice. Practitioner licensure or certification is not required for employment.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook,* opportunities in local police departments will be excellent for individuals who meet psychological, personal, and physical qualifications. Employment of probation officers and correctional treatment specialists is projected to grow as fast as the average for all occupations. Additional openings in this field will be created by the need to replace workers who retire and those who leave local agencies for Federal jobs and private sector security jobs.

Fourteen public technical colleges and five private colleges in the state offer programs leading to associate degrees in criminal justice. Six public and 13 private colleges offer programs leading to bachelor degrees. In addition, at its January 8, 2009, meeting the Commission approved a proposal from Strayer University to offer programs leading to the A.A. and B.S. in Criminal Justice at its sites in Charleston, Columbia, and Greenville.

A.A.S., Healthcare Administration; B.S., Healthcare Management

The program leading to the associate degree in healthcare administration prepares students to understand all the components that are essential to providing management and organizational support to the healthcare industry. Students in the program leading to the bachelor degree will learn management skills and to evaluate the effectiveness of healthcare administrative systems and procedures for strategic revision and modification. Students will be prepared for entry-level employment in settings such as hospitals, medical clinics, health insurance offices, and home healthcare agencies.

The curricula for the programs leading to the A.A.S. degree in Healthcare Administration and the B.S. degree in Healthcare Management are shown below:

A.A.S. in Healthcare Administration, B.S. in Healthcare Management Curricula		
Courses	Quarter Credit Hours	
	A.A.S.	B.S.
CF 1100 Professional Development	4	4
CM 1200 Effective Public Speaking	4	4
EN 1101 Composition I	4	4
EN 1102 Composition II	4	4
EN 1200 Business Communications	4	4
EN 2000 Introduction to Literature	4	4
MC 1150 Introduction to Microcomputer Applications	4	4
MC 1400 Database Applications	4	4
MC 1211 Spreadsheets I	4	4
MC 1311 Word Processing I	4	4
MC 1700 Professional Presentation Techniques	4	4
PS 1200 Principles of Psychology	4	4
SO 1200 Principles of Sociology	4	4
CM 2500 Medical Ethics	4	4
HM 1000 Introduction to Healthcare Services	4	4
HM 1360 Human Diseases	4	4
HM 1400 Managing Healthcare Information	4	4
ME 1110 Medical Terminology	4	4
ME 1215 Professionalism and Communication in a Healthcare Setting	4	4
ME 1500 Medical Administrative Practices	4	4
ME 1560 Computerized Diagnostic Coding	4	4
ME 1650 Medical Math and Calculations	4	4
PH 1301 Pharmacy I	4	4
BI 1361 Anatomy and Physiology		4
BI 2100 Elements of Microbiology		4
MT 1800 College Algebra		4
MT 3000 Statistics and Research		4
EN 3000 World Literature		4
GV 1150 American Constitutional Law		4
HM 3000 History of Art Through the Middle Ages		4
HM 3100 History of Art Through the Modern Times		4
PH 2000 Introduction to Philosophy		4
HCA 2800 Issues in Public Health		4
HCA 2180 Healthcare Delivery		4
HCA 3180 Health Services Organization and Delivery		4
HCA 3250 Ethics and Law for Administrators		4
HCA 3300 Economics of Healthcare		4
HCA 3500 Healthcare Marketing and Strategy		4
HCA 3600 Healthcare Finance		4
HCA 3700 Health Information Management Systems		4
HCA 4100 Leadership in Healthcare Organizations		4
HCA 4150 Strategic Management in Healthcare Organizations		4
HCA 4450 Risk Management in Healthcare Settings		4
HCA 4850 Case Studies in Health Administration		4
HM 2900 Healthcare Administration Externship	4	

HCA 4900 Healthcare Management Externship		4
Total curriculum	96	180

While the Commission on Accreditation of Healthcare Management Education (CAHME) accredits professional master's degree programs in healthcare management, there is no specialized accrediting agency for baccalaureate-level programs. Practitioner licensure or certification is not required for employment.

The U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, predicts that job opportunities will be good in the field of medical and health services management as the health care industry continues to expand and diversify, requiring managers to help ensure smooth business operations. Hospitals employ the most medical and health services managers. Employment will grow fastest in practitioners' offices and in home health care agencies as many services previously provided in hospitals will shift to these settings.

Three public technical colleges and four private colleges in the state offer programs leading to the associate degree in health information management or health sciences. Three public colleges and four private colleges offer programs leading to the bachelor degree in health sciences or healthcare management. At its September 4, 2008, meeting the Commission approved a proposal from the University of Phoenix to add a new site in Greenville at which it will also offer a program leading to the B.S. degree in Health Administration.

A.A.S., Information Technology

Students enrolled in the program leading to the associate degree in information technology learn the infrastructure design and development of business information technology. Graduates will be prepared for entry-level employment in positions such as computer support specialist, help desk support, or software trainer.

The curriculum for the program leading to the A.A.S. in Information Technology is shown below:

A.A.S. in Information Technology Curriculum	
Courses	Quarter Credit Hours
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking	4
CM 1800 Ethics	4
EN 1101 Composition I	4
EN 1102 Composition II	4
EN 1200 Business Communications	4
EN 2000 Introduction to Literature	4
MC 1150 Introduction to Microcomputer Applications	4

MC 1211 Spreadsheets I	4
MT 1770 College Mathematics	4
PS 1200 Principles of Psychology	4
SO 1200 Principles of Sociology	4
AC 1011 Principles of Accounting I	4
BA 1000 Introduction to Business	4
DB 1100 Introduction to Databases	4
ET 2201 Computer Repair: Systems and Software	4
ET 2201 Computer Repair: Hardware Applications	4
IT 1100 Fundamentals of Information Technology	4
IT 1150 Principles of Logic and Problem Solving	4
IT 1200 Fundamentals of Web-Based Systems	4
IT 1300 Networking Fundamentals	4
IT 1400 Human-Computer Interaction	4
IT 2000 Fundamentals of Task Analysis and Project Management	4
IT 2900 Information Technology Externship	4
Total curriculum	96

There is no specialized accrediting agency for information technology programs. Practitioner licensure or certification is not required for employment, though graduates with software and networking certifications may be more desirable.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, employment of computer support specialists is expected to increase by 13 percent from 2006 to 2016, which is about as fast as the average for all occupations. Job growth will continue to be driven by the ongoing expansion of the computer system design and related services industry, which is projected to remain one of the fastest-growing industries in the U.S. economy.

Fifteen public technical colleges in the state offer programs leading to the associate degree in computer technology and eight private colleges offer programs leading to the associate degree in computer or information technology.

A.A.S., Medical Assisting

Medical assistants work under the direction of physicians in hospitals, private practices, and other medical settings. Students enrolled in the medical assisting program will learn medical terminology, patient interaction skills, medical administration, and how to assist with medical exams.

The curriculum for the program leading to the A.A.S. degree in Medical Assisting is shown below:

A.A.S. in Medical Assisting Curriculum	
Courses	Quarter Credit Hours
BA 1250 Human Resources	4
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking	4
CM 2500 Medical Ethics	4
EN 1101 Composition I	4
EN 1102 Composition II	4
EN 2000 Introduction to Literature	4
GV 1150 American Constitutional Law	4
MC 1150 Introduction to Microcomputer Applications	4
MT 1650 Medical Math and Calculations	4
PS 1200 Principles of Psychology	4
SO 1200 Principles of Sociology	4
EN 1200 Business Communications	4
MC 1311 Word Processing I	4
ME 1110 Medical Terminology	4
ME 1351 Anatomy and Physiology I	4
ME 1352 Anatomy and Physiology II	4
ME 1500 Medical Administrative Practices	4
ME 1850 Clinical Procedures I	4
ME 1860 Clinical Procedures II	4
ME 2420 Phlebotomy and Hematology Procedures	4
ME 2430 Urinalysis and Microbiology Procedures	4
ME 2990 Medical Externship	4
PH 1301 Pharmacy I	4
Total curriculum	96

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is the specialized accrediting agency that accredits medical assistant programs. BMC-Greenville does not hold and does not plan to seek specialized accreditation. Practitioner licensure or certification is not required for employment.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, job prospects should be excellent with employment projected to grow much faster than the average for all occupations. The OOH ranks medical assistants among the fastest growing occupations over the 2006-16 decade. Helping to drive this growth in employment is the increasing number of group practices, clinics, and other health care facilities that need a high proportion of support personnel, particularly medical assistants who can handle both administrative and clinical duties.

Three private colleges in the state offer programs leading to associate degree in medical assisting.

A.A.S., Occupational Therapy Assistant

Students enrolled in the occupation therapy program will learn therapeutic methods to use with clients to improve the clients' quality of life and ability to perform daily activities. Graduates of the program will be prepared to take the national certification exam provided by National Board for Certification of Occupational Therapy.

The curriculum for the program leading to the A.A.S. degree in Occupational Therapy Assistant is shown below:

A.A.S. in Occupational Therapy Assistant Curriculum	
Courses	Quarter Credit Hours
CM 1200 Effective Public Speaking	4
EN 1101 Composition I	4
EN 1102 Composition II	4
EN 2000 Introduction to Literature	4
PS 1200 Principles of Psychology	4
SO 1200 Principles of Sociology	4
BI 1361 Anatomy and Physiology	4
CF 1100 Professional Development	4
MC 1150 Introduction to Microcomputer Applications	4
ME 1110 Medical Terminology	4
MT 1770 College Mathematics	4
OT 1010 Introduction to Occupational Therapy	4
OT 1115 Therapeutic Media	4
OT 1215 Functional Anatomy I	4
OT 1315 Functional Anatomy II	4
OT 1510 Intervention in Pediatrics and Adolescents	4
OT 1560 Intervention in Physical Rehabilitation	3
OT 1600 Fieldwork I	1
OT 2150 Intervention in Neurological Rehabilitation	4
OT 2465 Intervention in Mental Health	4
OT 2470 Intervention in Geriatrics	4
OT 2990 Fieldwork II-A	10
OT 2991 Fieldwork II-B	10
Total curriculum	100

The Accreditation Council for Occupational Therapy Education (ACOTE) is the specialized accrediting agency that accredits occupational therapy assistant programs. BMC-Greenville has started the application process for ACOTE accreditation and will offer the occupational therapy assistant program once accreditation has been granted. Residents of South Carolina who wish to practice as occupational therapy assistants must be licensed by the Board of Occupational Therapy at the S.C. Department of Labor, Licensing, and Regulation. In order to be licensed, applicants must graduate from an ACOTE-accredited program, complete two months of supervised field experience, and pass the national certification exam.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, employment for occupational therapy assistants is projected to grow much faster than the average of all occupations as demand for occupational therapy services rises and as occupational therapists increasingly use assistants. Also, employment of occupational therapist assistants and aides is expected to grow 25 percent from 2006 to 2016, much faster than the average for all occupations.

Three public technical colleges in the state offer programs leading to Associate of Health Science degree in Occupational Therapy Assistant.

A.A.S., Office Management

Students enrolled in the program leading to the associate degree in office management will learn the communication, organizational, and computer skills required to work effectively in an office environment. Coursework includes computer applications, accounting principles, human resources, and communication skills.

The curriculum for the program leading to the A.A.S. degree in Office Management is shown below:

A.A.S. in Office Management Curriculum	
Courses	Quarter Credit Hours
BA 1250 Human Resources	4
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking	4
CM 1800 Ethics	4
EN 1101 Composition I	4
EN 1102 Composition II	4
EN 1200 Business Communications	4
EN 2000 Introduction to Literature	4
BA 1000 Introduction to Business	4
MT 1770 College Mathematics	4
PS 1200 Principles of Psychology	4
SO 1200 Principles of Sociology	4
AC 1011 Principles of Accounting I	4
AC 2015 Computerized Accounting Systems	4
MC 1150 Introduction to Microcomputer Applications	4
MC 1710 Payroll Management	4
MC 1211 Spreadsheets I	4
MC 1212 Spreadsheets II	4
MC 1311 Word Processing I	4
MC 1312 Word Processing II	4
MC 1400 Database Applications	4
MC 1700 Professional Presentation Techniques	4
OM 2500 Office Management Procedures	4
OM 2900 Office Management Externship	4
Total curriculum	96

There is no specialized accrediting agency for office management programs. Practitioner licensure or certification is not required for employment.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, this occupation is expected to be among those with the greatest number of new employment options. Opportunities will be best for applicants with extensive knowledge of software applications.

All public technical colleges and two private colleges in the state offer programs leading to the associate degree in administrative assistant or administrative office management.

A.A.S., Paralegal; B.S., Legal Studies

Students in the program leading to the associate degree in paralegal will study various types of law and will be prepared for entry-level employment working under the supervision of an attorney. The program leading to the bachelor degree further explores

procedural law and students are trained to analyze legal issues and prepare legal documentation.

The curricula for the programs leading to the A.A.S. degree in Paralegal and the B.S. degree in Legal Studies are shown below:

A.A.S. in Paralegal, B.S. in Legal Studies Curricula		
Courses	Quarter Credit Hours	
	A.A.S.	B.S.
BA 1250 Human Resources	4	4
CF 1100 Professional Development	4	4
CM 1200 Effective Public Speaking	4	4
CM 1800 Ethics	4	4
EN 1101 Composition I	4	4
EN 1102 Composition II	4	4
EN 1200 Business Communications	4	4
EN 2000 Introduction to Literature	4	4
GV 1150 American Constitutional Law	4	4
MC 1150 Introduction to Microcomputer Applications	4	4
MC 1211 Spreadsheets I	4	4
MC 1311 Word Processing I	4	4
PS 1200 Principles of Psychology	4	4
SO 1200 Principles of Sociology	4	4
BA 1140 Business Law	4	4
CJ 2150 Criminal Procedure	4	4
PL 1122 Legal Research	4	4
PL 1123 Legal Writing	4	4
PL 1230 Family Law	4	4
PL 1450 Litigation	4	4
PL 1530 Contract Law	4	4
PL 1730 Property Law	4	4
PL 1830 Criminal Law	4	4
BI 1361 Anatomy and Physiology		4
BI 2100 Elements of Microbiology		4
EN 3000 World Literature		4
BA 2000 Business Law II		4
HM 3000 History of Art Through the Middle Ages		4
HM 3100 History of Art Through the Modern Times		4
MT 1770 College Mathematics		4
MT 1800 College Algebra		4
MT 3000 Statistics and Research		4
PH 2000 Introduction to Philosophy		4
LG 1000 Torts and Remedies		4
LG 2000 Estate Planning and Probate		4
LG 3000 Bankruptcy Law		4
LG 3003 Administrative Law		4
LG 3005 Insurance Law		4
LG 3006 Immigration Law		4

LG 3010 Real Estate Law		4
LG 4000 Advanced Legal Research		4
LG 4010 Evidence		4
LG 4030 Employment Law		4
LG 4050 Environmental Law		4
PL 2900 Paralegal Externship	4	
PL 1830 Legal Studies Externship		4
Total curriculum	96	180

The Standing Committee on Paralegals of the American Bar Association is the specialized accrediting agency for paralegal studies programs. BMC-Greenville does not hold and does not plan to seek specialized accreditation. Practitioner licensure or certification is not required for employment.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, employment in this field is projected to grow much faster than the average for all occupations as employers try to reduce costs by hiring paralegals to perform tasks once done by lawyers. Experienced, formally trained paralegals should have the best employment opportunities.

Eight public technical colleges and four private colleges offer programs leading to the associate degree in paralegal studies. One private college offers a program leading to the bachelor degree in legal studies.

A.A.S., Surgical Technology

Students enrolled in the surgical technology program will learn the proper application of sterile surgical techniques and develop knowledge that will allow them to work alongside surgeons, anesthesiologists, nurse anesthetists, and registered nurses to deliver integral patient care.

The curriculum for the program leading to the A.A.S. degree in Surgical Technology is shown below:

A.A.S. in Surgical Technology Curriculum	
Courses	Quarter Credit Hours
CF 1100 Professional Development	4
CM 1200 Effective Public Speaking	4
CM 2500 Medical Ethics	4
EN 1101 Composition I	4
EN 1102 Composition II	4
EN 1200 Business Communications	4
EN 2000 Introduction to Literature	4
MC 1150 Introduction to Microcomputer Applications	4
MT 1650 Medical Math and Calculations	4
PH 1301 Pharmacy I	4
PS 1200 Principles of Psychology	4
SO 1200 Principles of Sociology	4
MD 1010 Surgical Technology Techniques	4
MD 1020 Specialty Surgical Procedures	4
MD 1030 Surgical Procedures I	4
MD 1040 Surgical Procedures II	4
MD 1055 Surgical Externship I	4
MD 1065 Surgical Externship II	4
MD 1075 Surgical Externship III	4
MD 1085 Surgical Externship IV	4
ME 1110 Medical Terminology	4
ME 1351 Anatomy and Physiology I	4
ME 1352 Anatomy and Physiology II	4
ME 1850 Clinical Procedures I	4
Total curriculum	96

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) is the specialized accrediting agency for surgical technology programs. On June 15, 2007, the South Carolina General Assembly signed into law a bill that will require individuals who wish to practice surgical technology in the state to have attended an accredited surgical technology program and be certified by the National Board of Surgical Technology and Surgical Assisting. BMC-Greenville is seeking appropriate accreditation for the program with the goal of having such accreditation in place by the time the first class graduates.

According to the U.S. Department of Labor, Bureau of Labor Statistics, *Occupational Outlook Handbook*, employment for surgical technologists is expected to grow much faster than the average for all occupations. Hospitals will continue to be the primary employer, although much faster employment growth is expected in other health care industries.

Two private colleges offer programs leading to the associate degree in surgical technology.

Recommendation

The staff recommends that the Committee on Academic Affairs and Licensing commend favorably to the Commission initial licensure for five years to Brown Mackie College in Tucson, AZ, to establish a branch campus in Greenville, South Carolina, to offer programs leading to the **Associate of Applied Science** degree in (1) Accounting Technology, (2) Business Management, (3) Criminal Justice, (4) Healthcare Administration, (5) Information Technology, (6) Medical Assisting, (7) Occupational Therapy Assistant, (8) Office Management, (9) Paralegal, and (10) Surgical Technology; and the **Bachelor of Science** degree in (1) Business Administration, (2) Criminal Justice, (3) Healthcare Management, and (4) Legal Studies to be implemented in June 2009.