

College Catalog Addendum

2014-2015

Effective September 1, 2014

Career Services

Graduate Success Statistics

Page 50

Types of Graduate and Professional Education in Which CW's BBA Graduates Enroll

CW BBA graduates who graduated 2012-2013 (July 1, 2012 through June 30, 2013) have enrolled in the following types of graduate and professional education through February of 2014: Master's degree programs and Law programs at the following institution types:

- Four year public institutions
- Four year private institutions
- Private Graduate and Law schools

This information was obtained from the National Student Clearinghouse, a national organization that provides post-secondary enrollment verification services. We do not yet have data on which areas of study those alumni pursue.

Admissions

Page 10

Online Programs and State Residency

Prospective students residing in the states listed below may apply for admission to The College of Westchester's online division only in its online programs due to the College not having physical presence in these states. No physical presence does not mean approval or endorsement of the college or its programs by these states. All admissions acceptance criteria apply. Additional information may be obtained at <http://www.cw.edu/out-state-information>

[Connecticut, Delaware, Georgia, Idaho, Louisiana, Maine, Michigan, Missouri, Nebraska, New Hampshire, New Jersey, North Carolina, Ohio, South Carolina, Tennessee, Vermont, State of Washington].

Academic Standards, Regulations and Policies

Page 68

Students Relocating Out of State

Online programs are subject to regulation by New York, as well as by the state of each student's residence. Since student's state residency may affect eligibility to remain enrolled in the College, it is essential that online students intending to change their state of residence notify their Academic Advisor as soon as possible in advance.

Catalog Addendum Effective March 1, 2015

Page 32

(This replaces the present "CW Corporate Partners Tuition Reduction Program")

CW Partners Recognition Award

The College of Westchester has selected specific area corporations, non-profits and community-based organizations as Official CW Partners. Employees of CW Partners may be eligible to receive up to 20% toward tuition and their immediate family members (spouses/dependent children) may be eligible to receive up to 12% toward tuition. This special CW Partners Recognition Award applies toward tuition balances, only after employer tuition reimbursement and any other external financial assistance are applied.

Awards are only effective for dates in which Official CW Partner Agreements are active and is not retroactive. This award cannot be combined with any other CW merit scholarship, and does not apply toward books/electronic media and fees or other expenses. The funds are distributed equally per credit at the end of each academic semester/term of enrollment and students must maintain a 2.0 or better cumulative grade point average at the end of each academic semester/term in order to receive subsequent awards. In the event a student receives any increase in NY State TAP, Federal PELL, FSEOG or outside scholarship, the CW Award may be reduced. If students leave before completion of the academic semester/term, they will lose their Award. Proof of employment will need to be submitted at the beginning of the enrollment and will need to be submitted each new award year. Continuing students should contact the Student Financial Assistance Office and prospective students should contact the Admissions Office for further details.

College Catalog Addendum

2014-2015

Effective November 4, 2014

This addendum is to note recent changes in the U.S. Department of Defense (DOD) Voluntary Education Partnership Program and the dissolution of Servicemembers Opportunity Colleges (SOC). In addition, newly appointed President title is reflected.

CW At a Glance

Additional Approvals

Page 5

- The College of Westchester is an approved institution by the New York State Division of Veterans' Affairs for veterans and their eligible dependents under the GI Bill as well as an approved participant of the U.S. Department of Veterans Affairs Yellow Ribbon program.
- The College is certified to enroll foreign students under the Student and Exchange Visitor Program (SEVP).
- Approved provider by the NYS Department of Education – Division of Vocational Rehabilitation VESID program.
- Approved by the New York State Education Department for the Training of Veterans.
- Authorized by the U.S. Department of Education to award and disburse Title IV funding to eligible students enrolled at The College of Westchester.
- Approved by the State of New York Department of Education for eligible NYS residents attending The College of Westchester to receive TAP (Tuition Assistance Program) to assist in paying their tuition.
- Approved and authorized ACT/Compass testing site for Compass exams (CW applicants only).
- Approved and authorized Certiport testing site for MS Office Certification exams (open to CW and public).
- Approved and authorized Pearson/Vue testing site for American Medical Technologist exams (CW applicants only).
- Approved and authorized National Healthcareer Association (NHA) testing site for allied health certification exams (CW applicants only).

Admissions

Military Experience

Page 11

Military training and experience can translate to college credit through military occupations, credit-by-exam programs, and certification programs. The College of Westchester will accept up to 49 credits in transfer toward the Associate degree program and an additional 41 credits toward the BBA degree for a total of 90 transfer credits for members of the US Armed Forces, including Veterans. The ACE Military Guide Online contains credit recommendations for formal courses and various military occupations. Please visit: <http://www.militaryguides.acent.edu/index.htm> to search the database. Veterans and military personnel* should contact their service branch, and veterans should be expected to provide discharge documentation when requesting a transcript. Transcripts are issued through Joint Service Transcripts (JST) for all branches of the Military except for the Community College of the Air Force (CCAF).

Additional information can be found at <https://jst.doded.mil/official.html>. Military transcripts and/or discharge papers should be submitted to the Registrar's office for review.

**The College does not participate in the U. S. Department of Defense (DoD) Voluntary Education Partnership program.*

Student Financial Services

Active Military

Page 33

The College does not participate in the U. S. Department of Defense (DoD) Voluntary Education Partnership program and accordingly does not provide military Tuition Assistance. (TA) to active military personnel to cover tuition expense.

The Yellow Ribbon Program

Page 37

The Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program) is a provision of the Post 9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning (degree granting institutions) in the United States to voluntarily enter into an agreement with the U.S. Department of Veterans Affairs (VA) to assist VA students in funding tuition expenses.

Veterans are welcome at The College of Westchester, online and at our ground campus. We are a Yellow Ribbon participant, offering up to \$6000 a school year in supplemental funding to those veterans or designated eligible transferee that qualify for the full Post-911 benefit. Visit www.gibill.va.gov for additional information on the Yellow Ribbon Program or other benefits. Also, for further information on what you specifically may qualify for based on length of service, please visit the VA website at www.va.gov.

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Page 159

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College Catalog Addendum

2014-2015

Effective September 1, 2014

Academic Standards

Program Length (Effective September 1, 2014)

Normal Time of Program Completion

PROGRAM	CIP CODE	PROGRAM CREDENTIAL	TOTAL CREDITS	PROGRAM LENGTH DAY	PROGRAM LENGTH ADULT	PROGRAM LENGTH ONLINE
School of Business						
Accounting (BBA)	52.0301	Bachelor's Degree	120	4 Years	51 months	N/A
Accounting (AAS)	52.0302	Associate Degree	66	2 Years	30 months	N/A
Intensive Accounting/Computer Applications Certificate	52.0302	Certificate	36	13 months	18 months	N/A
Business Administration (BBA)	52.0201	Bachelor's Degree	120	4 Years	51 months	N/A
Business Administration – Management – (BBA) Online	52.0201	Bachelor's Degree	120	N/A	N/A	51 months
Business Administration – Management/Marketing (AAS)	52.0201	Associate Degree	66	2 Years	30 months	N/A
Business Management/Marketing (AAS) Online	52.0201	Associate Degree	66	N/A	N/A	30 months
School of Allied Health						
Health Care Administration (BBA) - completion program	51.0701	Bachelor's Degree	54	2 Years	23 months	N/A
Health Administration (BBA) Online - completion program	51.0701	Bachelor's Degree	54	N/A	N/A	23 months
Medical Assistant Management (AAS)	51.0801	Associate Degree	66	2 Years	30 months	N/A
Health Information Management (AOS)	51.0707	Associate Degree	66	2 Years	30 months	N/A
Medical Assistant Specialist Certificate	51.0801	Certificate	36	N/A	18 months	N/A
Medical Office Specialist Certificate	52.0401	Certificate	36	N/A	18 months	N/A
School of Digital Media						
Digital Media (AAS)	11.0801	Associate Degree	66	2 Years	30 months	N/A
Digital Media Specialist Certificate	11.0899	Certificate	48	21 months	23 months	N/A
School of Information Technology						
Computer Network Administration (AAS)	11.1001	Associate Degree	66	2 Years	30 months	N/A
Computer Networking Specialist Certificate	11.1006	Certificate	48	21 months	23 months	N/A

Note: Students' actual program length may be affected by transfer credits, credit load, "Basics" coursework, course failures, stop outs and other factors.

Accelerated Academic Calendar – Day Division

The College of Westchester's Day Division academic calendar permits students to complete three academic semesters in one calendar year. The Fall Semester typically runs from September to December, the Winter Semester from January to April and Spring Semester from May to August. This academic calendar offers students opportunities to accelerate their credits earned within a calendar year, which may permit degree / certificate completion in less than the published normal time. Contact your academic and financial advisor to discuss your credit load and schedule of program pursuit.

Discipline Hearing Procedures

Page 66

The College of Westchester's discipline policy is intended to support the standards of The College with regard to the conduct of students and the academic honor code. A student possessing drugs, alcohol or weapons on College property, or who is accused of any other major offense, may be immediately dismissed from The College. The College reserves the right to place a student on an emergency suspension when the continued presence of such student could constitute a danger to the safety of person or property on the premises of The College. In the event of such a suspension, the student, upon written request, shall have the right to a hearing before the Discipline Committee within five business days after said request.

Students accused of a breach of discipline will be referred to the Discipline Committee, composed of three faculty members who are not involved in the issue at hand. Prior to the Discipline Committee Hearing, the student will be notified of the date, time, and place of the hearing by overnight mail and telephone. If the accused student fails to appear at the hearing, the committee will proceed as scheduled and make a decision based upon the facts presented. Based on the judgment of The College, discipline hearings may be held remotely via conference call, video, or other alternative formats.

At least three days prior to the Discipline Committee hearing, the aggrieved person is required to submit a written statement describing the incident to the Dean of Academic Services. This statement will be read aloud at the hearing by the committee members and witnesses may be called to testify. The accused student will be notified by overnight mail and telephone of the committee's decision, 24 to 48 hours after the hearing. If the accused student does not fulfill the penalty imposed by the committee, the student will be suspended or dismissed.

The accused student may appeal the committee's decision to the Provost & Vice President of Academic Affairs. The appeal must be submitted, in writing, within three days of the committee's decision and must include a rationale for seeking the appeal. The punishment may be reduced, but will not be made more severe.

The College must, upon written request, disclose to the alleged victim of a crime of violence, or non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Grievance Procedures

Page 66

Grievance Procedures

A student who believes that an error or misjudgment has been made regarding a college policy should first discuss the matter with his/her academic advisor. If, after a review of the matter, the student still believes that the issue has not been resolved, a formal hearing on the matter may be requested. The request for this formal review must be made to the Dean of Academic Services, in writing, citing the basis for grievance, within one month of the incident in question. If the request is approved, Provost & Vice President of Academic Affairs will meet with the student and any involved parties to arrive at a final determination. A decision will be made within two weeks of the committee's formation.

If the student still believes that he/she has been aggrieved by The College, the student may file a complaint with the New York State Education Department, Office of College and University Evaluation, Education building, 5 North Mezzanine, 89 Washington Avenue, Albany, NY 12234. An out-of-state student should follow the same Grievance Procedures except that the student should contact the state agency based on his/her state residency. A list which includes the contact information for the relevant state agencies are located at <http://www.cw.edu/federal-disclosure-information>, under "State Complaint Agencies".

If a student has a discrimination or sexual harassment complaint, the student may file a complaint with the Office of Civil Rights-New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, New York 10005-2500.

A complaint of consumer fraud may be filed with the Office of the New York State Attorney General, Justice Building, Empire State Plaza, Albany, NY 12223.

A complaint about New York State Student Financial Aid matters may be made with the Higher Education Services Corporation (HESC), Customer Communications Center at 1-888-NYS-HESC.

Students who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

Student Activities & Support Services

Page 44 - Security Report for 2014 (Based on 2013 Statistics)

Security Report for 2014 **(Based on 2013 statistics)**

The College of Westchester is proud of its excellent record of keeping our campus as crime free as possible. Our entire College community assists in this process of keeping the campus a safe place to attend classes and to work. This Security Report is mandated by the United States Department of Education in accordance with the Student Right-to-Know and Campus Security Act of 1992. In compliance with this mandate, we have compiled this report to keep our campus community aware of important policies, procedures, and statistics. All colleges in the United States are required to compile and distribute these statistics via publication. A paper copy will be provided upon request from the Dean of Academic Services in the Academic Center. The contact number is 914-831-0433.

Campus Crime Statistics

According to the Campus Crime and Security Act, The College of Westchester is required to provide statistics on: occurrences on campus concerning criminal offenses reported to local police agencies and to the Public Safety Office; statistics for drug, alcohol, and weapons arrests on campus as reported to local police agencies and to the Public Safety Office; and data provided by the City of White Plains Police Department regarding criminal offenses surrounding the campus area. This area is defined as follows:

all of Central Avenue from the municipal parking lot (located on the corner of Central Avenue and Tarrytown Road) to the bus stop which is located on Central Avenue and Chatterton Avenue (up to 376 Central Avenue; all of Fulton Street from Cross Street to Aqueduct Road, Chatterton Avenue (from 139-185) and Robertson Avenue (from 107 to 135).

In 2013, on the property surrounding the campus, the City of White Plains Police Department reported that there was one drug abuse violation, one incident of stalking, and seven incidents of domestic disturbances, which include domestic violence and dating violence. Statistics for 2014 will be available in October 2015 and located on the College's website at http://library.cw.edu/student_resource.html and also Campus Cruiser at <http://cruiser.cw.edu> on the Academic Center page.

CAMPUS CRIME STATISTICS 2011-2013

Table One: Offenses on Campus Property

Offense	2011	2012	2013
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Crimes of Prejudice	0	0	0

Table Two: Statistics for Drug, Alcohol, and Weapons Arrests on Campus

Arrests Related To:	2011	2012	2013
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0

Table Three: Arrests as reported by the City of White Plains Police Department on property surrounding the campus defined as: all of Central Avenue from the municipal parking lot (located on the corner of Central Avenue and Tarrytown Road) to the bus stop (located on Central Avenue and Chatterton Avenue (up to 376 Central Avenue), all of Fulton Street from Cross Street to Aqueduct Road, Chatterton Avenue (from 139 – 185), and Robertson Avenue (from 107 – 135).

Offense	2011	2012	2013
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible	0	0	0
Sexual Assault	0	0	0
Robbery	1	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Crimes of Prejudice	0	0	0
Stalking*	-	-	1
Domestic Disturbances* (includes Dating Violence & Domestic Violence)	-	-	7

***Crime statistics required for Annual Security Report 2014 resulting from the Violence Against Women Act (VAWA) amendments to the**

Table Four: Statistics for Drug, Alcohol, and Weapons Arrests on Property Surrounding the Campus

<u>Arrests Related To:</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Liquor law violations	0	0	0
Drug Abuse violations	3	3	1
Weapons possession	1	0	0

Description of Campus Security Programs

A variety of crime prevention information is available to students and employees. Student information is provided through their Transformative Learning course, new student orientation, and the Student Handbook. Employee information is available in the Employee Handbook and through various publications made available to the employees. Related programs on sexual assault, alcohol and drug abuse are available through various community organizations. These include the Bureau of Sex Crimes Analysis, Al-Anon, Alateen, Alcoholics Anonymous, and Daytop Village. The address and phone numbers for these and other community programs are available from the Counseling Center. Students can access information on registered sex offenders in the White Plains vicinity at <http://www.familywatchdog.us/>

Description of Sex Offense Awareness Programs

The College of Westchester has not had a sexual offense on its campus during this reporting period. Nonetheless, every student and employee of The College of Westchester is provided information regarding sexual offense awareness. Brochures are available and the topic is discussed in the Transformative Learning course. The Sex Offender Registration Act also requires each state to maintain a Sex Offender Registry.

For New York State, the Registry is located at <http://criminaljustice.state.ny.us/nsor/>. Note that The College of Westchester does not provide any Information to that Registry, however, does access the Registry for information.

ANTI-DRUG AND ALCOHOL POLICY

The College of Westchester has a ***no tolerance policy*** regarding the use of drugs and alcohol or being under the influence of drugs or alcohol on its property or surrounding property. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or an illegal drug by a student or employee on property at The College of Westchester is strictly prohibited. New York and Federal law prohibits the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drugs. Both State and Federal laws carry penalties for violations, including monetary fines and/or imprisonment. Marijuana – including “medical marijuana” – is illegal under federal law and may not be used on the College’s property or surrounding property. All students and employees are prohibited from being under the influence of marijuana while at The College.

The health risks associated with the use of illegal drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration and death. In addition to the health risks to the abuser of illegal drugs and alcohol are the risks to co-workers, students and the public. The College of Westchester’s Counseling Center can provide referral to students with problems related to alcohol and drug use. Information about substance abuse and treatment programs is available in the Counseling Center in the Office of Student Life which has procedures to assure confidentiality.

Individuals whose performance is impaired as a result of the use or abuse of drugs or alcohol, who illegally use or abuse drugs or alcohol on campus or at College events, or who have been convicted of

violating any criminal drug statute while on The College of Westchester property or at College events will be sanctioned. The sanctions can include required completion of an appropriate rehabilitation program, suspension, dismissal, termination of employment, and referral for prosecution by law enforcement authorities.

As a condition of enrollment and employment, each student, faculty member and staff member will abide by the terms of this policy and will notify the President no later than five days after any conviction for a criminal drug offense committed on The College of Westchester property. Failure to comply with these conditions will constitute unsatisfactory conduct and will lead to appropriate sanctions.

DESCRIPTION OF DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS

A number of counseling and treatment options are available to students of The College of Westchester. A list of these agencies is available in the Office of Academic Affairs and is available to all students and employees. Students are encouraged to seek counseling and/or treatment in dealing with personal issues of substance abuse relating to themselves, their family, or their friends.

TITLE IX POLICY ON PROHIBITION OF SEXUAL HARRASSMENT

As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, The College of Westchester does not discriminate against students or employees on the basis of gender in its educational programs and activities. Inquiries regarding the application of The College of Westchester's Title IX Policy should be referred to the Title IX Coordinator or the U.S. Department of Education, Office of Civil Rights, at (800) 421-3481 or ocr@ed.gov.

All members of the College community are prohibited from engaging in sexual harassment and retaliating against individuals based on their participation in a sexual harassment investigation. When they learn about incidents of sexual harassment, College employees who are supervisors must take prompt remedial action to respond to any concerns including referring the matter to relevant internal options.

What is Sexual Harassment?

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, visual, or physical conduct of a sexual nature, including sexual assault or acts of sexual violence. Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or intellectual disability. Sexual harassment also includes quid pro quo harassment, where sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement.

Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender-stereotyping, even if those acts do not involve conduct of a sexual nature. Gender-based harassment or sexual harassment constitutes sex discrimination if it is sufficiently severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. In some cases, a single act of sexual harassment or sexual violence, such as rape, may be sufficiently severe to create a hostile environment and constitute discrimination.

Reporting and Investigation Procedures

Any individual who believes they have been subjected to sexual harassment or retaliation for reporting sexual harassment should report their concerns to Daphne Galkin, Dean of Academic Services, in the Academic Center at 914-831-0433 or dgalkin@cw.edu.

Confidentiality may be requested and will be preserved to the extent that it is possible to conduct a

thorough investigation.

An investigation will be initiated incorporating problem solving, dispute resolution and a preponderance of evidence will be used to resolve the complaint and both parties will be given an opportunity to present witnesses. Both parties will be afforded the opportunity to be accompanied by an advisor of their choice.

Depending on the nature of the circumstance, there may be a Discipline Hearing, at which point the outcome will be submitted, in writing, to both parties, within 24 hours. Both the accuser and the accused have an appeal process available. The College will strive to complete Title IX investigations within 60 calendar days after given notice of an allegation of prohibited conduct. Delays in the investigation will be communicated to both parties. Potential remedies and/or sanctions may include one or more of the following:

- A no contact order may be required and/or interim suspensions may be possible during the period of investigation.
- Mediated session between parties.
- Revisions to class schedules to maintain separation of parties.
- Transfer of perpetrator to different division of the College (Adult/Day/Online).
- Temporary suspension from The College perpetrator(s) pending program completion of victim(s).
- Permanent dismissal from The College for perpetrator(s).

The College will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, as necessary.

The College strongly encourages individuals to report incidents of sexual harassment because it is the only way that responsive action can be taken against perpetrators of sexual harassment.

Further, in order to continue to create a safe and welcoming environment for staff, faculty, students and visitors to The College, we should all strive to maintain an academic and work environment that is free of sexual harassment. Students may file a Title IX complaint and criminal complaint simultaneously.

Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of College policy, as well as both federal law (section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and state law (New York State Human Rights Act).

Retaliation

The College of Westchester strictly prohibits retaliation against any individual who brings a complaint under this policy or participates in any portion of a Title IX investigation. Retaliatory conduct violates not only College of Westchester policy and Title IX, but may also violate state and federal law.

Individuals that believe they have been the victim of retaliation should promptly report the conduct to the Title IX Coordinator, Daphne Galkin, Dean of Academic Services at 914-831-0433 or dgalkin@cw.edu.

Grievance Procedures

If a student has a discrimination or sexual harassment complaint against college employees, other students, or third parties, the student may file a complaint with the Office of Civil Rights – New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, New York 10005-2500.

Students who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

NONDISCRIMINATION/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/SECTION 504 POLICY

The College of Westchester is an equal opportunity employer and conforms to the regulations and policies of Affirmative Action, and Section 504 of the Rehabilitation Act of 1973. The College of Westchester's nondiscrimination policy prohibits discrimination in all areas of its operation. The College of Westchester does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, handicap, veteran status or sexual orientation. This policy covers all programs, services, policies and procedures of The College of Westchester, including admission to education programs and employment. Inquiries with respect to these regulations may be referred to the Provost & Vice President of Academic Affairs.

Emergency Notification and Evacuation Procedures

The College of Westchester provides an emergency alert system through Cruiser Alert to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. All students are required to register for Cruiser Alert and to keep their contact information up-to-date.

In the case of an emergency, students, faculty, and staff will receive an immediate notification through the Cruiser Alert channels they have designated (text message, phone message and/or e-mail alert) and will be provided with appropriate safety instructions. Unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, this notification will be sent. The Facilities Manager, President and Cabinet Members are responsible for identifying and managing all emergency situations, including: notification to the community, alerting local authorities, and overseeing evacuation and other emergency procedures. The fire signal will also be utilized to alert all students, faculty, staff and visitors to exit the building without delay. The emergency notification system will be tested on an annual basis under the supervision of the Director of Facilities.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar or the Dean of Academic Services a written request that identifies the records(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor,

or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. (A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.)

4. An educational agency or institution may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. Notice to the parents or student is required before disclosing personally identifiable information on behalf of the educational agency in response to judicial order or subpoena.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-5901.

The College of Westchester will release the following directory information upon request: name, local address and telephone number; e-mail address; photographs; student identification number; name and address of emergency contact; dates of attendance; country of citizenship; school, college or division of enrollment; field of study; credit hours earned; degrees earned; honors received; and participation in organizations and activities chartered or otherwise established by the College. A student who does not wish such directory information released must file a written notice with the Registrar at the beginning of each session of enrollment.

Educational agencies and institutions may disclose information from education records to appropriate parties whose knowledge of the information is necessary to protect the health or safety of a student or another individual if there is a significant threat to the health or safety or other individual. The educational agency or institution must record in the student's education records the basis for its decision that a health or safety emergency existed.

The College cannot disclose personally identifiable information from a student's education records to parents unless the student has signed a written consent form which is available from the office of the Dean of Academic Services.

Copies of the College's full policy statement on the release of student information and procedures for exercising these rights are available from the office of the Dean of Academic Services.

Student Financial Services

Scholarships and Grants

Page 30

President's Scholarships

(Freshman and Sophomore in our Day Division only)

The College of Westchester will award scholarships ranging up to \$24,000 for an Associate Degree program. Scholarships are awarded to high school seniors who are accepted to begin studies at The College of Westchester in the fall immediately following high school graduation. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. President's Scholarships are distributed equally over each academic semester of enrollment and are used toward tuition only and do not cover fees or textbooks/electronic media. Student must maintain a 2.5 or better cumulative grade point average at the end of each academic semester in order to receive subsequent awards.

CW School of Business Scholarship

(Freshman through Senior year for Day Division only)

The College of Westchester will award scholarships ranging up to \$44,000 for a Bachelor's Degree program. Scholarships are awarded to high school seniors who are accepted to begin studies at The College of Westchester in the fall immediately following high school graduation. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. CW School of Business Scholarships are distributed equally per credit each academic semester of enrollment and used toward tuition only, not for fees or textbooks/electronic media. Students must maintain a 2.5 or better cumulative grade point average at the end of each academic semester in order to receive subsequent awards.

Career Services

Graduate Success Statistics

Page 50

The College of Westchester's Career Services staff helps students in preparation for the transition from CW to employment or to continue their education and prides itself on the success of its graduates. The College carefully tracks and assists graduates with career selection, job placement and/or transfer to full-time study upon completion of an Associate Degree. CW measures its success by determining the success rate of graduates in employment related to their field of study.

The College of Westchester's graduate success record indicates 84.3% of graduates (willing and able to work) were employed in positions related to their studies. This rate is based upon graduate self-reporting and includes students who graduated between July 1, 2012 and June 30, 2013.

To determine the placement date range for the rate, the calculation counts all students who graduated from July 1, 2012 through June 30, 2013 plus placement activity through February of 2014. The number of graduates placed in employment during this placement date range is then divided by the total number of graduates minus those graduates who indicated an intent to continue full-time college matriculation.

School of Business

Page 75

Effective Fall 2014

The following changes will be made:

BUS245 Investments and Personal Finance will be changed to **Personal Finance**

BUS214 Principles of Finance will be changed to **BUS314 Principles of Finance**

BUS338 Intermediate Finance will remain as is

BUS340 Advanced Finance will be changed to **BUS420 Advanced Finance**

The following programs will now require BUS245 Personal Finance and no longer require BUS214 Principles of Finance:

Business Administration, BBA (concentration in Digital Marketing & Design)

Business—Management/Marketing, AAS (Online)

Business Administration - Management/Marketing, AAS (On-ground)

Accounting, AAS

The following programs will now require BUS314 Principles of Finance and no longer require BUS338 Intermediate Finance:

- Business Administration, BBA (On-ground)
- Business Administration Management, BBA (Online)
- Accounting, BBA

Accounting

Bachelor of Business Administration, Accounting (BBA) – HEGIS Code 0502

The accounting curriculum places a strong emphasis on accounting concepts, ethics and practical business knowledge. The Bachelor’s of Business Administration degree in Accounting (BBA) provides students with a solid business foundation through an advanced curriculum in accounting and complementary courses in finance, technology, marketing and business law. In addition, critical business skills such as strategic planning, team building, problem solving and decision making are developed. Experiencing this career-specific curriculum helps students prepare for a wide variety of accounting and financial related career tracks in business, government and nonprofit organizations.

Program Learning Outcomes

Graduates of the BBA in Accounting degree should be able to:

- Demonstrate awareness of ethical issues and the importance of ethical conduct in accounting practice.
- Be able to use financial information to prepare financial statements in accordance with Generally Accepted Accounting Procedures (GAAP).
- Demonstrate advanced cost concepts to make managerial decisions using internal and external information.
- Effectively utilize and understand the integration of accounting and business software applications.
- Understand Federal individual, corporate and partnership tax concepts.
- Utilize analytical and critical thinking skills to excel in a variety of professional settings.

Course No. Accounting Courses	Semester Credits
ACC107 Financial Accounting I.....	3
ACC108 Financial Accounting II.....	3
ACC131 Computerized Accounting I.....	3
ACC206 Federal Income Taxation	3
ACC211 Intermediate Accounting I.....	3
ACC220 Practical Applications in Accounting.....	3

Course No. Accounting Courses	Semester Credits
ACC221 Cost Accounting I.....	3
ACC311 Intermediate Accounting II.....	3
ACC330 Financial Statement Analysis.....	3
ACC335 Advanced Federal Income Taxation	3
ACC345 Advanced Cost Accounting	3
ACC347 Accounting Information Systems.....	3
ACC350 Accounting Ethics and Professional Responsibility	3
ACC415 Auditing	3
*ACC470 BBA Accounting Internship.....	3
Total Accounting Credits.....	45

Business Courses

BUS112 Principles of Marketing.....	3
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BUS150	Business Law	3
BUS203	Principles of Management**	3
BUS245	Personal Finance.....	3
BUS314	Principles of Finance.....	3
BUS346	Advanced Business Law	3
	Total Business Credits.....	18

General Education Courses

ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN157	Statistics.....	3
GEN183	Macroeconomics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN250	Ethics and Professionalism.....	3
GEN305	Mathematical Concepts & Statistical Applications.....	3
GEN330	Adult Development & Learning in the Workplace.....	3
GEN342	Writing for The Business Professions.....	3
GEN421	Technical Business Communications	3
GEN364	Intermediate Macroeconomic Theory	3
	Total General Education Credits.....	39

Technology Courses

OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel)	3
	Total Technology Credits.....	6

Electives

Semester Credits

Elective (3).....	9
General Education Elective (1).....	3
Total Elective Credits.....	12

Course No. Electives

Semester Credits

ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation	3
ACC221	Cost Accounting	3
ACC211	Intermediate Accounting I.....	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting	3
ACC301	Internship in Accounting.....	3
ACC320	Accounting for Managers.....	3
ACC325	Advanced Accounting.....	3
ACC405	Accounting Theory & Problems.....	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management.....	3
BUS150	Business Law	3
BUS216	Money and Banking.....	3
BUS230	Principles of Selling.....	3
BUS245	Investments and Personal Finance	3

BUS253	Entertainment, Music & Sports Marketing.....	3
BUS255	Entertainment, Music & Sports Management.....	3
BUS261	Front Office Operations & Reservations Systems.....	3
BUS263	Hotel/Resort Strategic Marketing.....	3
BUS271	Visual Merchandising & Retailing.....	3
BUS273	Merchandise Planning, Control & Buying.....	3
BUS275	Event Planning & Promotion.....	3
BUS277	Business Etiquette/Customer Service.....	3
BUS305	Marketing Management.....	3
BUS320	Operations Management.....	3
BUS325	Management Applications & Theory.....	3
BUS420	Advanced Finance.....	3
BUS370	Project Management Essentials.....	3
BUS405	The Service Industry: The Changing World of Business.....	3
BUS410	Seminar: Critical Issues in Business.....	3
CIS310	Business Processes Analysis.....	3
DMD101	Visual Storytelling.....	3
DMD105	Digital Illustration.....	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects).....	3
DMD131	Introduction to Game Design.....	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign).....	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II.....	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript.....	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD300	Typography Essentials.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN131	Critical Thinking.....	3
GEN145	Scientific and Technological Literacy.....	3
GEN147	College Mathematics.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions.....	3
GEN179	Global Political Systems.....	3
GEN181	Microeconomics.....	3
GEN183	Macroeconomics.....	3
GEN191	Art History.....	3

GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3
GEN301	Internship: General Education	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
GEN415	Honors Research Seminar.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint	3
OFT127	Spreadsheet Applications (Excel)	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

120 CREDITS REQUIRED FOR GRADUATION

*Adult Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:

ACC470A Preparation Workshop for BBA Internship

ACC470B BBA Internship

**Accounting majors (Associate and/or Bachelor degree students) are exempt from the prerequisite BUS103 Intro to Business Ventures or MED111 Healthcare Law and Ethics.

Accounting

Bachelor of Business Administration Program Competencies

(For Two Year Transfer Students)

Students accepted as two year transfers into the Accounting BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II (or equivalent courses)*
- Financial Accounting I and II

- Intermediate Accounting I
- Cost Accounting
- Federal Income Taxation
- Principles of Marketing (for students who take Marketing/Management elective)
- Statistics
- Macroeconomics
- Business Law
- Spreadsheet Applications (Excel)
- Oral Communications
- An introductory computer course

If a student has not met one or more of these competencies at the time of enrollment, he/she will be required to achieve these competencies within the first academic year of his/her program or longer with the approval of the appropriate Dean.

*For students who have earned an Associate Degree from The College of Westchester, he/she must have earned an average grade of "C" or better in English Composition I and II. If a student is unable to meet this minimum average grade of "C", then his/her grade in Professional Communications and Career Development can be considered to meet the English Proficiency. In this case, a grade of "C+" or better is required to be considered proficient.

Finally, if a student has not met either of these standards, he/she can choose to submit a supervised writing sample to the BBA Review Panel for consideration. This Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

[BBA Accounting Federal Program Disclosure Information – Day Division](#)
[BBA Accounting Federal Program Disclosure Information – Adult Division](#)

Accounting

Associate in Applied Science Degree (AAS) – HEGIS Code 5002

The Accounting program provides students with an accounting curriculum which places a strong focus on computer applications and problem solving in a group environment. Upon graduation, students should be prepared for a variety of career possibilities in which a thorough understanding of applications of the principles of accounting is essential. Graduates continuing their education may transfer credits to baccalaureate studies.

Program Learning Outcomes

Graduates of the Associate Accounting program should be able to:

- Demonstrate awareness of ethical issues and the importance of ethical conduct in accounting practice.
- Use financial information to prepare financial statements in accordance with Generally Accepted Accounting Procedures (GAAP).
- Understand fundamental cost accounting concepts.
- Effectively utilize accounting and business software applications.
- Understand Federal individual tax concepts.
- Utilize analytical and critical thinking skills to enable them to excel in a variety of professional settings.

Course No.	Accounting Courses	Semester Credits
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3

ACC131	Computerized Accounting I.....	3
ACC206	Federal Income Taxation	3
ACC211	Intermediate Accounting I.....	3
ACC220	Practical Applications in Accounting.....	3
ACC221	Cost Accounting I.....	3
BUS112	Principles of Marketing.....	3
BUS150	Business Law	3
BUS203	Principles of Management*	3
BUS245	Personal Finance.....	3
OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel)	3
	Total Accounting Credits.....	39

Elective

Elective (1).....	3
Total Elective Credits.....	3

Course No. General Education Courses

Semester Credits

ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN157	Statistics.....	3
GEN183	Macroeconomics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN250	Ethics and Professionalism.....	3
	Total General Education Credits.....	24

Electives

ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting	3
ACC301	Internship in Accounting.....	3
ACC311	Intermediate Accounting II.....	3
ACC320	Accounting for Managers.....	3
ACC325	Advanced Accounting.....	3
ACC330	Financial Statement Analysis.....	3
ACC335	Advanced Federal Income Taxation	3
ACC345	Advanced Cost Accounting	3
ACC350	Accounting Ethics and Professional Responsibility	3
BUS103	Introduction to Business Ventures.....	3
BUS123	Human Resources Management.....	3
BUS216	Money and Banking.....	3
BUS230	Principles of Selling.....	3
BUS253	Entertainment, Music & Sports Marketing.....	3
BUS255	Entertainment, Music & Sports Management.....	3
BUS261	Front Office Operations & Reservations Systems.....	3
BUS263	Hotel/Resort Strategic Marketing	3
BUS271	Visual Merchandising & Retailing	3
BUS273	Merchandise Planning, Control & Buying.....	3
BUS275	Event Planning and Promotion	3
BUS277	Business Etiquette/Customer Service	3
BUS305	Marketing Management	3
BUS325	Management Applications & Theory.....	3
BUS338	Intermediate Finance.....	3

BUS346	Advanced Business Law	3
BUS405	The Service Industry: The Changing World of Business.....	3
BUS410	Seminar: Critical Issues in Business	3
BUS420	Advanced Finance.....	3
CIS310	Business Processes Analysis.....	3
DMD101	Visual Storytelling.....	3
DMD105	Digital Illustration	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects)	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign)	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD300	Typography Essentials.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN147	College Mathematics.....	3
GEN151	College Algebra.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3
GEN301	Internship: General Education	3
GEN305	Mathematical Concepts and Statistical Applications	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3

NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics.....	3
NET143	Windows Client Administration.....	3
NET151	Windows Server Administration.....	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services.....	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies.....	3
NET281	Windows Exchange Server.....	3
NET283	Network Security.....	3
NET285	Wireless Technologies.....	3
NET305	Internship: Network Administration.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

66 CREDITS REQUIRED FOR GRADUATION

*Accounting majors (Associate and/or Bachelor degree students) are exempt from the prerequisite BUS103

Intro to Business Ventures or MED111 Healthcare Law and Ethics.

[AAS Accounting Federal Program Disclosure Information – Day Division](#)

[AAS Accounting Federal Program Disclosure Information – Adult Division](#)

Intensive Accounting/Computer Applications

Certificate – HEGIS Code 5002

The Intensive Accounting/Computer Applications program prepares students for a variety of employment opportunities in the computerized accounting field in such industries as banking, insurance, small business and State and Federal government. Credits are transferable to the associate and bachelor degree program – Accounting.

Course No.		Semester Credits
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation.....	3
ACC131	Computerized Accounting I.....	3
ACC220	Practical Applications in Accounting.....	3
BUS112	Principles of Marketing.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN224	Professional Communications and Career Development.....	3
OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel).....	3
	Total Accounting Credits.....	33

Elective

Elective (1).....	3
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Total Elective Credits.....3

Course No. Electives	Semester Credits
ACC211 Intermediate Accounting I.....	3
ACC221 Cost Accounting.....	3
ACC229 Fraud & Forensics.....	3
ACC230 Not for Profit Accounting.....	3
BUS103 Introduction to Business Ventures.....	3
BUS123 Human Resources Management.....	3
BUS150 Business Law.....	3
BUS203 Principles of Management.....	3
BUS216 Money and Banking.....	3
BUS245 Personal Finance.....	3
BUS253 Entertainment, Music & Sports Marketing.....	3
BUS255 Entertainment, Music & Sports Management.....	3
BUS261 Front Office Operations & Reservations Systems.....	3
BUS263 Hotel/Resort Strategic Marketing.....	3
BUS271 Visual Merchandising & Retailing.....	3
BUS273 Merchandise Planning, Control & Buying.....	3
BUS275 Event Planning and Promotion.....	3
BUS277 Business Etiquette/Customer Service.....	3
BUS314 Principles of Finance.....	3
DMD101 Visual Storytelling.....	3
DMD105 Digital Illustration.....	3
DMD107 Digital Imaging.....	3
DMD113 Digital Video & Sound.....	3
DMD121 3D Modeling & Animation I.....	3
DMD123 Digital FX & Motion Graphics (After Effects).....	3
DMD131 Introduction to Game Design.....	3
DMD141 Game Design & Development I.....	3
DMD150 Publishing Design & Layout (InDesign).....	3
DMD160 Web Page Development I (Dreamweaver).....	3
DMD165 2D Web Animation (Flash).....	3
DMD175 Foundations of Interactive Design.....	3
DMD205 3D Modeling & Animation II.....	3
DMD225 Interactive Design & Development (Flash Scripting).....	3
DMD227 HTML 5 & JavaScript.....	3
DMD230 Web Page Development II.....	3
DMD241 Game Design & Development II.....	3
DMD250 Graphic Design Projects.....	3
DMD265 Project Management & Portfolio Development.....	3
DMD301 Internship in Advanced Digital Media Studies.....	3
GEN129 Oral Communications.....	3
GEN131 Critical Thinking.....	3
GEN145 Scientific and Technological Literacy.....	3
GEN147 College Mathematics.....	3
GEN151 College Algebra.....	3
GEN157 Statistics.....	3
GEN161 Psychology.....	3
GEN167 Contemporary Social Issues.....	3
GEN171 American Political Institutions.....	3
GEN179 Global Political Systems.....	3
GEN181 Microeconomics.....	3
GEN183 Macroeconomics.....	3

GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism.....	3
GEN290	Honor’s Empirical Research Methods and Project Design.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

36 CREDITS REQUIRED FOR GRADUATION

[Certificate Intensive Accounting / Computer Applications Federal Program Disclosure Information– Day Division](#)

[Certificate Intensive Accounting / Computer Applications Federal Program Disclosure Information– Adult Division](#)

Business Administration

Bachelor of Business Administration Degree (BBA) – (On-ground) HEGIS Code 0506

The Bachelor of Business Administration Degree in Business Administration offers students a strong and broad business program by integrating courses in management, marketing, finance, technology, and project management. Students will learn applied business skills such as problem solving, decision making, team building and strategic planning. In addition, the BBA program includes a unique Project Management focus that provides specialized skills often desired by employers. BBA students will also focus and develop their newly acquired skills and knowledge during a required Internship. All baccalaureate students will experience a global, job specific curriculum that will prepare them for a wide variety of business career tracks – in addition to graduate school.

Program Learning Outcomes

Graduates of the Bachelor’s Business Administration program should be able to:

- Synthesize critical thinking and analysis skills to solve business problems in a real-world context.
- Explain the impact of business decisions utilizing project management, research, planning and analytical skills.

- Design a well-orchestrated, cohesive business presentation using oral and written communication skills.
- Apply fundamental management, leadership and decision-making skills.
- Prepare a comprehensive business plan.
- Discuss the basic functions of business: economics, finance, management and marketing.

Course No.	Business Courses	Semester Credits
BUS103	Introduction to Business Ventures	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management	3
ACC107	Financial Accounting I	3
ACC320	Accounting for Managers.....	3
CIS310	Business Processes Analysis.....	3
BUS230	Principles of Selling.....	3
BUS245	Personal Finance.....	3
BUS280	Business Applications and Leadership.....	3
BUS305	Marketing Management	3
BUS314	Principles of Finance.....	3
BUS320	Operations Management	3
BUS325	Management Applications & Theory.....	3
BUS370	Project Management Essentials	3
BUS405	The Service Industry: The Changing World of Business.....	3
BUS410	Seminar: Critical Issues in Business	3
BUS440	Applied Project Management Concepts.....	3
*BUS470	Business Administration Internship.....	3
	Total Business Credits	54

Technology Courses		
OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel)	3
	Total Technology Credits	9

General Education Courses		
ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN147	College Mathematics.....	3
GEN157	Statistics.....	3
GEN181	Microeconomics or	
GEN183	Macroeconomics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN305	Mathematical Concepts and Statistical Applications.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN421	Technical Business Communications	3
	Total General Education Credits	39

Students will complete 6 Elective courses in this program, 1 of which must be a General Education course.

Electives

Business Electives (3).....	9
Gen. Ed. Electives (1).....	3
Electives (2).....	6
Total Elective Credits.....	18

Selection may be either from one of the recommended offerings or a combination of all courses listed below.

Course No. Offerings in Entertainment, Music & Sports Management	Semester Credits
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BUS253 Entertainment, Music & Sport Marketing.....	3
BUS255 Entertainment, Music & Sport Management.....	3
BUS275 Event Planning & Promotion.....	3

Offerings in Fashion/Retail Merchandising

BUS271 Visual Merchandising & Retailing.....	3
BUS273 Merchandise Planning, Control & Buying.....	3
BUS275 Event Planning & Promotion.....	3

Offerings in Hotel & Resort Management

BUS261 Front Office Operations & Reservation Systems.....	3
BUS263 Hotel/Resort Strategic Marketing.....	3
BUS275 Event Planning & Promotion.....	3

Offerings in Finance

BUS150 Business Law.....	3
BUS216 Money and Banking.....	3

Electives

ACC107 Financial Accounting I.....	3
ACC108 Financial Accounting II.....	3
ACC206 Federal Income Taxation.....	3
ACC229 Fraud and Forensics.....	3
ACC230 Not for Profit Accounting.....	3
BUS103 Introduction to Business Ventures.....	3
BUS112 Principles of Marketing.....	3
BUS123 Human Resources Management.....	3
BUS277 Business Etiquette/Customer Service.....	3
BUS301 Internship: Business Administration.....	3
BUS338 Intermediate Finance.....	3
BUS346 Advanced Business Law.....	3
BUS420 Advanced Finance.....	3
DMD101 Visual Storytelling.....	3
DMD105 Digital Illustration.....	3
DMD107 Digital Imaging.....	3
DMD113 Digital Video & Sound.....	3
DMD121 3D Modeling & Animation I.....	3
DMD123 Digital FX & Motion Graphics (After Effects).....	3
DMD131 Introduction to Game Design.....	3
DMD141 Game Design & Development I.....	3
DMD150 Publishing Design & Layout (InDesign).....	3
DMD160 Web Page Development I (Dreamweaver).....	3
DMD165 2D Web Animation (Flash).....	3

DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD300	Typography Essentials.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions.....	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3
GEN301	Internship: General Education	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
GEN415	Honors Research Seminar.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+)	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3

NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint	3
OFT127	Spreadsheet Applications (Excel)	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

120 CREDITS REQUIRED FOR GRADUATION

*Adult Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:

- BUS470A Preparation Workshop for BBA Internship
- BUS470B BBA Internship

Business Administration – Concentration in Digital Marketing & Design

This concentration is specifically designed for students with an Associate Degree in Digital Media.

Total transfer credits from Associate Degree in Digital Media 66

Course No. Business Courses	Semester Credits
ACC320 Accounting for Managers	3
BUS305 Marketing Management	3
BUS203 Principles of Management.....	3
BUS245 Personal Finance.....	3
BUS370 Project Management Essentials.....	3
BUS410 Seminar: Critical Issues in Business	3
BUS440 Applied Project Management Concepts.....	3
*BUS470 BBA Internship.....	3
Total Business Credits.....	24

General Education Courses

GEN157 Statistics.....	3
GEN330 Adult Development and Learning in the Workplace.....	3
GEN342 Writing for the Business Professions.....	3
GEN363 Conflict, Communication and Resolution.....	3
GEN421 Technical Business Communications	3
Total General Education Credits.....	15

Digital Media Courses

DMD300 Typography Essentials.....	3
DMD310 Interface Design & Usability.....	3
DMD320 Social Media for Marketing & Advertising	3
DMD330 Publishing for the Web.....	3
Total Digital Media Credits.....	12

Electives

Electives (1)	3
Total Elective Credits.....	3

Total Credits.....	120
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Course No. Electives (1)Semester Credits

ACC107	Financial Accounting I.....	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS320	Operations Management	3
BUS338	Intermediate Finance.....	3
BUS346	Advanced Business Law	3
BUS405	The Service Industry: The Changing World of Business	3
BUS410	Seminar: Critical Issues in Business	3
BUS420	Advanced Finance.....	3
CIS310	Business Processes Analysis.....	3
DMD340	Broadcast & Corporate Design.....	3
DMD350	Interactive Design for Visual Communications	3
DMD380	3D Modeling & Animation III.....	3
DMD410	Mobile Application Development.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
GEN415	Honors Research Seminar.....	3
OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel)	3

120 CREDITS REQUIRED FOR GRADUATION

*Adult Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:

- BUS470A Preparation Workshop for BBA Internship
- BUS470B BBA Internship

[BBA Business Administration Federal Program Disclosure Information – Day Division](#)

[BBA Business Administration Federal Program Disclosure Information – Adult Division](#)

Business Administration**Bachelor of Business Administration Program Competencies**

(For Two Year Transfer Students)

Students accepted as two year transfers into the Business Administration, BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)**
- Financial Accounting I

- Introduction to Business Ventures
- An introductory computer course
- Spreadsheet Applications (Excel)
- Oral Communications
- Principles of Marketing (BBA students pursuing the DM concentration will take Principles of Marketing as a requirement)
- Personal Finance (BBA students pursuing the DM concentration will take Personal Finance as a requirement)
- Statistics

If a student has not met one or more of these competencies at the time of enrollment, he/she will be required to achieve these competencies within the first academic year of his/her program or longer with the approval of the appropriate Dean.

*For students who have earned an Associate Degree from The College of Westchester, he/she must have earned an average grade of “C” or better in English Composition I and II. If a student is unable to meet this minimum average grade of “C”, then his/her grade in Professional Communications and Career Development can be considered to meet the English Proficiency. In this case, a grade of “C+” or better is required to be considered proficient.

Finally, if a student has not met either of these standards, he/she can choose to submit a supervised writing sample to the BBA Review Panel for consideration. This Committee will then evaluate the student’s writing and determine if the student has achieved the required English proficiency.

Business Administration – Management (Online)

Bachelor of Business Administration Degree Program (BBA) - HEGIS Code 0506

The BBA in Business Administration – Management is a fully online program that offers students a strong and broad business program by integrating courses in management, marketing, finance, technology, and project management. Students will learn applied business skills such as problem solving, decision making, team building and strategic planning. In addition, this BBA program includes a unique Project Management focus that provides specialized skills often desired by employers. Business Administration – Management students will also focus and develop their newly acquired skills and knowledge through a senior-level capstone course. All baccalaureate students will experience a global, job specific curriculum that will prepare them for a wide variety of business career tracks – in addition to graduate school.

Program Learning Outcomes

Graduates of the Bachelor’s Business Administration - Management program should be able to:

- Synthesize critical thinking and analysis skills to solve business problems in a real-world context.
- Explain the impact of business decisions utilizing project management, research, planning and analytical skills.
- Design a well-orchestrated, cohesive business presentation using oral and written communication skills.
- Apply fundamental management, leadership and decision-making skills.
- Prepare a comprehensive business plan.
- Discuss the basic functions of business: economics, finance, management and marketing.

Course No.	Business Courses	Semester Credits
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management.....	3
ACC107	Financial Accounting I.....	3
ACC320	Accounting for Managers.....	3
CIS310	Business Processes Analysis.....	3

BUS245	Personal Finance.....	3
BUS230	Principles of Selling.....	3
BUS280	Business Applications and Leadership.....	3
BUS305	Marketing Management.....	3
BUS314	Principles of Finance.....	3
BUS320	Operations Management.....	3
BUS325	Management Applications & Theory.....	3
BUS370	Project Management Essentials.....	3
BUS405	The Service Industry: The Changing World of Business.....	3
BUS410	Seminar: Critical Issues in Business.....	3
BUS440	Applied Project Management Concepts.....	3
BUS480	Business Administration	
	Capstone Course.....	3
	Total Business Credits.....	54

Technology Courses

OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
	Total Technology Credits.....	9

General Education Courses

ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN147	College Mathematics.....	3
GEN157	Statistics.....	3
GEN181	Microeconomics or	
GEN183	Macroeconomics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN305	Mathematics Concepts and Statistical Applications.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN421	Technical Business Communications.....	3
	Total General Education Credits.....	39

Students will complete 6 Elective courses in this program, 1 of which must be a General Education course.

Electives

	Business Electives (3).....	9
	Gen. Ed. Electives (1).....	3
	Electives (2).....	6
	Total Elective Credits.....	18

Selection may be either from one of the recommended offerings or a combination of all courses listed below.

Course No. Offerings in Entertainment,Semester Credits

Music & Sports Management

BUS253	Entertainment, Music & Sport Marketing.....	3
BUS255	Entertainment, Music & Sport Management.....	3

BUS275	Event Planning & Promotion.....	3
Offerings in Fashion/Retail Merchandising		
BUS271	Visual Merchandising & Retailing	3
BUS273	Merchandise Planning, Control & Buying.....	3
BUS275	Event Planning & Promotion.....	3
Offerings in Hotel & Resort Management		
BUS261	Front Office Operations & Reservation Systems.....	3
BUS263	Hotel/Resort Strategic Marketing	3
BUS275	Event Planning & Promotion.....	3
Offerings in Finance		
BUS150	Business Law	3
BUS216	Money and Banking.....	3
Electives		
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management.....	3
BUS277	Business Etiquette/Customer Service	3
BUS338	Intermediate Finance.....	3
BUS346	Advanced Business Law	3
BUS420	Advanced Finance.....	3
DMD101	Visual Storytelling.....	3
DMD105	Digital Illustration.....	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects)	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign).....	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD300	Typography Essentials.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3

GEN129	Oral Communications.....	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions.....	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism.....	3
GEN290	Honors Empirical Research Methods and Project Design.....	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
GEN415	Honors Research Seminar.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+)	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel)	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

120 CREDITS REQUIRED FOR GRADUATION

[BBA Business Administration – Management Federal Program Disclosure Information– Online](#)

Business Administration (Online)

Bachelor of Business Administration – Management Program Competencies

(For Two Year Transfer Students)

Students accepted as two year transfers into the Business Administration, BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent courses*)*
- Financial Accounting I
- Introduction to Business Ventures
- An introductory computer course
- Spreadsheet Applications (Excel)
- Oral Communications
- Principles of Marketing
- Statistics

If a student has not met one or more of these competencies at the time of enrollment, he/she will be required to achieve these competencies within the first academic year of his/her program or longer with the approval of the appropriate Dean.

*For students who have earned an Associate Degree from The College of Westchester, he/she must have earned an average grade of "C" or better in English Composition I and II. If a student is unable to meet this minimum average grade of "C", then his/her grade in Professional Communications and Career Development can be considered to meet the English Proficiency. In this case, a grade of "C+" or better is required to be considered proficient.

Finally, if a student has not met either of these standards, he/she can choose to submit a supervised writing sample to the BBA Review Panel for consideration. This Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

Business Administration – Management/Marketing

Associate Degree in Applied Science (AAS) – (On-ground) HEGIS Code 5004

The Business Administration – Management/Marketing Associate Degree program helps to develop the skills needed for success in business. Real world knowledge and experience is shared in all courses. Students are challenged in basic disciplines such as Management, Marketing, Selling and Finance leading up to a course in Business Applications requiring development of a business plan. Elective tracks in Fashion/Retail Merchandising, Hotel/Resort Management, Entertainment/Music and Sports Management offer students an opportunity to explore various areas of interest. Credits can be transferred to the bachelor's program.

Program Learning Outcomes

Graduates of the Associate Business Administration Management/Marketing program should be able to:

- Identify the basic functions of business: economics, finance, management and marketing.
- Recognize the business decision-making process.
- Identify a comprehensive business plan.
- Model oral and written communication skills to engage an audience with a coherent business presentation.
- Demonstrate critical thinking and analysis skills to comprehend business problems in a real-world context.
- Relate business problems in a real-world context using writing skills.

Course No. Business Courses	Semester Credits
BUS103 Introduction to Business Ventures.....	3
BUS112 Principles of Marketing.....	3
BUS203 Principles of Management.....	3
BUS230 Principles of Selling.....	3
BUS245 Personal Finance.....	3
BUS280 Business Applications and Leadership.....	3
OFT115 Emerging Information Technology.....	3
OFT122 Office Applications: Microsoft Word & PowerPoint.....	3
OFT127 Spreadsheet Applications (Excel).....	3
ACC107 Financial Accounting I.....	3
Total Business Credits.....	30

Business Electives	Semester Credits
Business Electives (3).....	9
Total Business Elective Credits (3).....	9

Elective	Semester Credits
Elective (1).....	3
Total Elective Credits.....	3

Course No. General Education Courses	Semester Credits
GEN125 English Composition I.....	3
GEN127 English Composition II.....	3
GEN129 Oral Communications.....	3
GEN147 College Mathematics.....	3
GEN157 Statistics.....	3
GEN181 Microeconomics or	
GEN183 Macroeconomics.....	3
GEN224 Professional Communications and Career Development.....	3
ACE110 Transformative Learning.....	3
Total General Education Credits.....	24

Electives: (4 required) Three of the four must be Business (BUS) courses. Selection may be either from one of the recommended offerings or a combination of all courses listed below. Other electives may be selected when appropriate and approved by the Department Chairperson.

Course No. Offerings in Entertainment, Music, & Sports Management	Semester Credits
BUS253 Entertainment, Music & Sports Marketing.....	3
BUS255 Entertainment, Music & Sports Management.....	3
BUS275 Event Planning & Promotion.....	3
Offerings in Fashion/Retail Merchandising	
BUS271 Visual Merchandising & Retailing.....	3
BUS273 Merchandise Planning, Control & Buying.....	3
BUS275 Event Planning & Promotion.....	3
Offerings in Hotel, Resort Management	
BUS261 Front Office Operations & Reservations Systems.....	3
BUS263 Hotel/Resort Strategic Marketing.....	3
BUS275 Event Planning & Promotion.....	3
Offerings in Finance	
BUS150 Business Law.....	3
BUS216 Money and Banking.....	3

Electives

ACC108	Financial Accounting II	3
ACC206	Federal Income Taxation	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting	3

Course No. Electives

Semester Credits

ACC320	Accounting For Managers.....	3
BUS123	Human Resources Management.....	3
BUS277	Business Etiquette/Customer Service	3
BUS301	Internship in Business Administration.....	3
BUS305	Marketing Management	3
BUS320	Operations Management	3
BUS325	Management Applications Theory.....	3
BUS338	Intermediate Finance.....	3
BUS346	Advanced Business Law	3
BUS405	The Service Industry: The Changing World of Business.....	3
BUS410	Seminar: Critical issues in Business	3
BUS420	Advanced Finance.....	3
CIS310	Business Processes Analysis.....	3
DMD101	Visual Storytelling.....	3
DMD105	Digital Illustration	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects)	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign)	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design3	
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD300	Typography Essentials.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN151	College Algebra.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions.....	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3

GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism.....	3
GEN290	Honors Empirical Research Methods and Project Design.....	3
GEN301	Internship: General Education	3
GEN305	Mathematical Concepts & Statistical Applications.....	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+)	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

66 CREDITS REQUIRED FOR GRADUATION

[AAS Business Administration Federal Program Disclosure Information– Management/Marketing – Day Division](#)

[AAS Business Administration Federal Program Disclosure Information– Management/Marketing – Adult Division](#)

Business Management/Marketing (Online)

Associate in Applied Science Degree (AAS) - HEGIS Code 5004

The fully online AAS in Business Management/Marketing program is designed to provide students with the skills needed for success in business. Real world knowledge and experience is shared in all courses. Students are challenged in basic disciplines such as Management, Marketing, Selling and Finance leading up to a course in Business Applications requiring development of a business plan. Course offerings in Fashion/Retail Merchandising, Hotel/Resort Management, Entertainment/Music and Sports Management offer students an opportunity to explore various areas of interest. Credits earned can be transferred into the bachelor's program.

Program Learning Outcomes

Graduates of the Associate Business Management/Marketing program should be able to:

- Identify the basic functions of business: economics, finance, management and marketing.
- Recognize the business decision-making process.
- Identify a comprehensive business plan.
- Model oral and written communication skills to engage an audience with a coherent business presentation.
- Demonstrate critical thinking and analysis skills to comprehend business problems in a real-world context.
- Relate business problems in a real-world context using writing skills.

Course No. Business Courses	Semester Credits
BUS103 Introduction to Business Ventures.....	3
BUS112 Principles of Marketing.....	3
BUS203 Principles of Management.....	3
BUS230 Principles of Selling.....	3
BUS245 Personal Finance.....	3
BUS280 Business Applications and Leadership.....	3
OFT115 Emerging Information Technology.....	3
OFT122 Office Applications: Microsoft Word & PowerPoint.....	3
OFT127 Spreadsheet Applications (Excel)	3
ACC107 Financial Accounting I.....	3
Total Business Credits.....	30

Business Electives	Semester Credits
Business Electives (3).....	9
Total Business Elective Credits.....	9

Elective	Semester Credits
Elective (1).....	3
Total Elective Credits.....	3

Course No. General Education Courses	Semester Credits
GEN125 English Composition I.....	3
GEN127 English Composition II.....	3
GEN129 Oral Communications.....	3
GEN147 College Mathematics.....	3
GEN157 Statistics.....	3
GEN181 Microeconomics or GEN183 Macroeconomics.....	3
GEN224 Professional Communications and Career Development.....	3
ACE110 Transformative Learning.....	3
Total General Education Credits.....	24

Electives: (4 required) Three of the four must be Business (BUS) courses. Selection may be either from one of the recommended offerings or a combination of all courses listed below. Other electives may be selected when appropriate and approved by the Department Chairperson.

Course No. Offerings in Entertainment, Music, & Sports Management	Semester Credits
BUS253 Entertainment, Music & Sports Marketing	3
BUS255 Entertainment, Music & Sports Management	3
BUS275 Event Planning & Promotion	3

Offerings in Fashion/Retail Merchandising

BUS271	Visual Merchandising & Retailing	3
BUS273	Merchandise Planning, Control & Buying	3
BUS275	Event Planning & Promotion	3

Offerings in Hotel, Resort Management

BUS261	Front Office Operations & Reservations Systems	3
BUS263	Hotel/Resort Strategic Marketing	3
BUS275	Event Planning & Promotion	3

Offerings in Finance

BUS150	Business Law	3
BUS216	Money and Banking.....	3

Course No. ElectivesSemester Credits

ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting	3
ACC320	Accounting For Managers.....	3
BUS123	Human Resources Management.....	3
BUS277	Business Etiquette/Customer Service	3
BUS305	Marketing Management.....	3
BUS320	Operations Management	3
BUS325	Management Applications Theory.....	3
BUS338	Intermediate Finance.....	3
BUS346	Advanced Business Law	3
BUS420	Advanced Finance.....	3
CIS310	Business Processes Analysis.....	3
DMD101	Visual Storytelling.....	3
DMD105	Digital Illustration	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects)	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign)	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD300	Typography Essentials.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3

GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN151	College Algebra.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions.....	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3
GEN305	Mathematical Concepts & Statistical Applications.....	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN364	Intermediate Macroeconomic Theory.....	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+)	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies.....	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

66 CREDITS REQUIRED FOR GRADUATION

[AAS Business Management/Marketing Federal Program Disclosure Information – Online](#)

Course Descriptions

Page 123

BUS235

Personal Finance

3 Credit Hours

This course provides a survey of the areas of personal financial matters. The course content guides each person towards receiving results in the following areas: financial planning; buying on credit; borrowing money; using bank services; selecting from various types of insurance coverages; home ownerships vs renting; obtaining investment information; investing in stocks and bonds; budgeting; retirement planning and estate planning.

Prerequisite: None

BUS480 Business Administration Capstone Course

3 Credit Hours

THIS COURSE IS FOR ONLINE DIVISION STUDENTS ONLY

The capstone course for the BBA in Business Administration degree will require students to apply skills and knowledge learned in the program to a typical project they may encounter in actual employment. Using the criteria outlined below, students will identify a specific topic and prepare a one page description for review and discussion with their faculty advisor. Then they will provide a written proposal to outlining recommendations with supporting research, data and documentation. Students will be expected to defend proposals and make final amendments based on feedback and challenges by either an instructor or a review committee. The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set. This course fulfills capstone requirement for Online students only unless permission is granted by Department Chairperson.

Prerequisites: BUS370 Project Management Essentials & BUS440 Applied Project Management

College Catalog Addendum

2014-2015

Effective August 26, 2014

Student Financial Services:

This page replaces page 31 of the 2014-2015 college catalog.

Bachelor's Achievement Scholarship

(Junior and Senior only)

The College of Westchester will award scholarships ranging up to \$15,000. Scholarship awards may be based on prior academic performance, future potential and financial need. Scholarships will be awarded on a per credit basis and will be credited toward tuition only at the completion of the semester and/or term. Students must maintain a 2.0 or better cumulative grade point average at the end of each academic semester and/or term in order to receive subsequent awards.

CW School of Business Scholarship

(Freshman through Senior year for Day Division only)

The College of Westchester will award scholarships ranging up to \$44,000 for a Bachelor's Degree program. Scholarships are awarded to high school seniors who are accepted to begin studies at The College of Westchester in the fall immediately following high school graduation. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. CW School of Business Scholarships are distributed equally per credit each academic semester of enrollment and used toward tuition only, not for fees or textbooks/electronic media. Students must maintain a 2.0 or better cumulative grade point average at the end of each academic semester in order to receive subsequent awards.

The College of Westchester Scholarships and Grants Guidelines

CW scholarship and CW grant recipients must maintain the required cumulative grade point average as stated in the awards above. Grades are reviewed at the end of each semester/term. Any CW scholarship/grant recipient who earns a semester/term grade point average of less than a 2.0 will automatically forfeit the scholarship/grant beginning with the subsequent semester/term.

Appeal of loss of CW Scholarship/Grant

Below are some examples of reasons for an appeal request which may include, but are not limited to for an appeal to be considered and reviewed:

- Documented medical condition/serious illness/injury of student

- Death or serious illness or injury to an immediate family member
- Birth of the student's child
- Divorce/separation
- Military Service
- Student or family lives in an area that has been officially declared a National Disaster Area
- Submission of a written appeal from the student must have all appropriate documentation to support the appeal. Appeals should be addressed to the Dean of Academic Services and Director of Student Financial Services. The student will be notified in writing of all appeal decisions. The decision of the appeal will be final.

The College of Westchester Charitable Foundation Scholarship

Awarded annually to students who demonstrate academic promise. Applicants must submit an essay.

Additional College of Westchester Scholarship/Grant Information

All College of Westchester scholarships and grants are applied toward tuition only and not toward books/electronic media and fees. In the event a student receives any increase in TAP, Federal PELL, FSEOG, FWS or outside scholarship, institutional grants may be reduced. If students leave before completion of the academic term, they may lose their CW scholarship/grant/award.

Other Scholarship Programs

Periodically the Student Financial Services Staff posts notices announcing corporate and community-based scholarship programs throughout the campus. Application information can be obtained at the Office of Student Financial Services. Students should contact the Director of Student Financial Services for further information.

Note: Students' actual program length may be affected by transfer credits, credit load, "Basics" coursework, course failures, stop outs and other factors.

Accelerated Academic Calendar – Day Division

The College of Westchester's Day Division academic calendar permits students to complete three academic semesters in one calendar year. The Fall Semester typically runs from September to December, the Winter Semester from January to April and Spring Semester from May to August. This academic calendar offers students opportunities to accelerate their credits earned within a calendar year, which may permit degree / certificate completion in less than the published normal time. Contact your academic and financial advisor to discuss your credit load and schedule of program pursuit.

Discipline Hearing Procedures

Page 66

The College of Westchester's discipline policy is intended to support the standards of The College with regard to the conduct of students and the academic honor code. A student possessing drugs, alcohol or weapons on College property, or who is accused of any other major offense, may be immediately dismissed from The College. The College reserves the right to place a student on an emergency suspension when the continued presence of such student could constitute a danger to the safety of person or property on the premises of The College. In the event of such a suspension, the student, upon written request, shall have the right to a hearing before the Discipline Committee within five business days after said request.

Students accused of a breach of discipline will be referred to the Discipline Committee, composed of three faculty members who are not involved in the issue at hand. Prior to the Discipline Committee Hearing, the student will be notified of the date, time, and place of the hearing by overnight mail and telephone. If the accused student fails to appear at the hearing, the committee will proceed as scheduled and make a decision based upon the facts presented. Based on the judgment of The College, discipline hearings may be held remotely via conference call, video, or other alternative formats.

At least three days prior to the Discipline Committee hearing, the aggrieved person is required to submit a written statement describing the incident to the Dean of Academic Services. This statement will be read aloud at the hearing by the committee members and witnesses may be called to testify. The accused student will be notified by overnight mail and telephone of the committee's decision, 24 to 48 hours after the hearing. If the accused student does not fulfill the penalty imposed by the committee, the student will be suspended or dismissed.

The accused student may appeal the committee's decision to the Provost & Vice President of Academic Affairs. The appeal must be submitted, in writing, within three days of the committee's decision and must include a rationale for seeking the appeal. The punishment may be reduced, but will not be made more severe.

The College must, upon written request, disclose to the alleged victim of a crime of violence, or non-forcible sex offense, the results of any disciplinary hearing conducted by the institution against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the institution must provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Security Report for 2014
(Based on 2013 statistics)

The College of Westchester is proud of its excellent record of keeping our campus as crime free as possible. Our entire College community assists in this process of keeping the campus a safe place to attend classes and to work. This Security Report is mandated by the United States Department of Education in accordance with the Student Right-to-Know and Campus Security Act of 1992. In compliance with this mandate, we have compiled this report to keep our campus community aware of important policies, procedures, and statistics. All colleges in the United States are required to compile and distribute these statistics via publication. A paper copy will be provided upon request from the Dean of Academic Services in the Academic Center. The contact number is 914-831-0433.

Campus Crime Statistics

According to the Campus Crime and Security Act, The College of Westchester is required to provide statistics on: occurrences on campus concerning criminal offenses reported to local police agencies and to the Public Safety Office; statistics for drug, alcohol, and weapons arrests on campus as reported to local police agencies and to the Public Safety Office; and data provided by the City of White Plains Police Department regarding criminal offenses surrounding the campus area. This area is defined as follows:

all of Central Avenue from the municipal parking lot (located on the corner of Central Avenue and Tarrytown Road) to the bus stop which is located on Central Avenue and Chatterton Avenue (up to 376 Central Avenue; all of Fulton Street from Cross Street to Aqueduct Road, Chatterton Avenue (from 139-185) and Robertson Avenue (from 107 to 135).

In 2013, on the property surrounding the campus, the City of White Plains Police Department reported that there was one drug abuse violation, one incident of stalking, and seven incidents of domestic disturbances, which include domestic violence and dating violence. Statistics for 2014 will be available in October 2015 and located on the College's website at http://library.cw.edu/student_resource.html and also Campus Cruiser at <http://cruiser.cw.edu> on the Academic Center page.

CAMPUS CRIME STATISTICS 2011-2013

Table One: Offenses on Campus Property

<u>Offense</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible	0	0	0
Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Crimes of Prejudice	0	0	0

Table Two: Statistics for Drug, Alcohol, and Weapons Arrests on Campus

Arrests Related To:	2011	2012	2013
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0

Table Three: Arrests as reported by the City of White Plains Police Department on property surrounding the campus defined as: all of Central Avenue from the municipal parking lot (located on the corner of Central Avenue and Tarrytown Road) to the bus stop (located on Central Avenue and Chatterton Avenue (up to 376 Central Avenue), all of Fulton Street from Cross Street to Aqueduct Road, Chatterton Avenue (from 139 – 185), and Robertson Avenue (from 107 – 135).

Offense	2011	2012	2013
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible	0	0	0
Sexual Assault	0	0	0
Robbery	1	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Crimes of Prejudice	0	0	0
Stalking*	-	-	1
Domestic Disturbances* (includes Dating Violence & Domestic Violence)	-	-	7

***Crime statistics required for Annual Security Report 2014 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.**

Table Four: Statistics for Drug, Alcohol, and Weapons Arrests on Property Surrounding the Campus

Arrests Related To:	2011	2012	2013
Liquor law violations	0	0	0
Drug Abuse violations	3	3	1
Weapons possession	1	0	0

Description of Campus Security Programs

A variety of crime prevention information is available to students and employees. Student information is provided through their Transformative Learning course, new student orientation, and the Student Handbook. Employee information is available in the Employee Handbook and through various publications made available to the employees. Related programs on sexual assault, alcohol and drug abuse are available through various community organizations. These include the Bureau of Sex Crimes Analysis, Al-Anon, Alateen, Alcoholics Anonymous, and Daytop Village. The address and phone numbers for these and other community programs are available from the Counseling Center. Students can access information on registered sex offenders in the White Plains vicinity at <http://www.familywatchdog.us/>

Description of Sex Offense Awareness Programs

The College of Westchester has not had a sexual offense on its campus during this reporting period. Nonetheless, every student and employee of The College of Westchester is provided

information regarding sexual offense awareness. Brochures are available and the topic is discussed in the Transformative Learning course. The Sex Offender Registration Act also requires each state to maintain a Sex Offender Registry. For New York State, the Registry is located at <http://criminaljustice.state.ny.us/nsor/>. Note that The College of Westchester does not provide any Information to that Registry, however, does access the Registry for information.

ANTI-DRUG AND ALCOHOL POLICY

The College of Westchester has a ***no tolerance policy*** regarding the use of drugs and alcohol or being under the influence of drugs or alcohol on its property or surrounding property. The unlawful manufacture, distribution, dispensation, possession, or use of alcohol or an illegal drug by a student or employee on property at The College of Westchester is strictly prohibited. New York and Federal law prohibits the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drugs. Both State and Federal laws carry penalties for violations, including monetary fines and/or imprisonment. Marijuana – including “medical marijuana” – is illegal under federal law and may not be used on the College’s property or surrounding property. All students and employees are prohibited from being under the influence of marijuana while at The College.

The health risks associated with the use of illegal drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration and death. In addition to the health risks to the abuser of illegal drugs and alcohol are the risks to co-workers, students and the public. The College of Westchester’s Counseling Center can provide referral to students with problems related to alcohol and drug use. Information about substance abuse and treatment programs is available in the Counseling Center in the Office of Student Life which has procedures to assure confidentiality.

Individuals whose performance is impaired as a result of the use or abuse of drugs or alcohol, who illegally use or abuse drugs or alcohol on campus or at College events, or who have been convicted of violating any criminal drug statute while on The College of Westchester property or at College events will be sanctioned. The sanctions can include required completion of an appropriate rehabilitation program, suspension, dismissal, termination of employment, and referral for prosecution by law enforcement authorities.

As a condition of enrollment and employment, each student, faculty member and staff member will abide by the terms of this policy and will notify the President no later than five days after any conviction for a criminal drug offense committed on The College of Westchester property. Failure to comply with these conditions will constitute unsatisfactory conduct and will lead to appropriate sanctions.

DESCRIPTION OF DRUG OR ALCOHOL ABUSE EDUCATION PROGRAMS

A number of counseling and treatment options are available to students of The College of Westchester. A list of these agencies is available in the Office of Academic Affairs and is available to all students and employees. Students are encouraged to seek counseling and/or treatment in dealing with personal issues of substance abuse relating to themselves, their family, or their friends.

TITLE IX POLICY ON PROHIBITION OF SEXUAL HARRASSMENT

As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, The College of Westchester does not discriminate against students or employees on the basis of gender in its educational programs and activities. Inquiries regarding the application of The College of Westchester’s Title IX Policy should be referred to the Title IX Coordinator or the U.S. Department of Education, Office of Civil Rights, at (800) 421-3481 or ocr@ed.gov.

All members of the College community are prohibited from engaging in sexual harassment and retaliating against individuals based on their participation in a sexual harassment investigation. When

they learn about incidents of sexual harassment, College employees who are supervisors must take prompt remedial action to respond to any concerns including referring the matter to relevant internal options.

What is Sexual Harassment?

Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, visual, or physical conduct of a sexual nature, including sexual assault or acts of sexual violence. Sexual violence is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol or intellectual disability. Sexual harassment also includes quid pro quo harassment, where sexual conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement.

Title IX also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on gender or gender-stereotyping, even if those acts do not involve conduct of a sexual nature. Gender-based harassment or sexual harassment constitutes sex discrimination if it is sufficiently severe or pervasive and has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. In some cases, a single act of sexual harassment or sexual violence, such as rape, may be sufficiently severe to create a hostile environment and constitute discrimination.

Reporting and Investigation Procedures

Any individual who believes they have been subjected to sexual harassment or retaliation for reporting sexual harassment should report their concerns to Daphne Galkin, Dean of Academic Services, in the Academic Center at 914-831-0433 or dgalkin@cw.edu.

Confidentiality may be requested and will be preserved to the extent that it is possible to conduct a thorough investigation.

An investigation will be initiated incorporating problem solving, dispute resolution and a preponderance of evidence will be used to resolve the complaint and both parties will be given an opportunity to present witnesses. Both parties will be afforded the opportunity to be accompanied by an advisor of their choice.

Depending on the nature of the circumstance, there may be a Discipline Hearing, at which point the outcome will be submitted, in writing, to both parties, within 24 hours. Both the accuser and the accused have an appeal process available. The College will strive to complete Title IX investigations within 60 calendar days after given notice of an allegation of prohibited conduct. Delays in the investigation will be communicated to both parties. Potential remedies and/or sanctions may include one or more of the following:

- A no contact order may be required and/or interim suspensions may be possible during the period of investigation.
- Mediated session between parties.
- Revisions to class schedules to maintain separation of parties.
- Transfer of perpetrator to different division of the College (Adult/Day/Online).
- Temporary suspension from The College perpetrator(s) pending program completion of victim(s).
- Permanent dismissal from The College for perpetrator(s).

The College will take steps to prevent recurrence of any harassment and to correct its discriminatory effects on the complainant and others, as necessary.

The College strongly encourages individuals to report incidents of sexual harassment because it is the only way that responsive action can be taken against perpetrators of sexual harassment.

Further, in order to continue to create a safe and welcoming environment for staff, faculty, students and visitors to The College, we should all strive to maintain an academic and work environment that is free of sexual harassment. Students may file a Title IX complaint and criminal complaint simultaneously.

Whether verbal or physical, sexual harassment is an act of aggression. It is a violation of College policy, as well as both federal law (section 703 of the Civil Rights Act of 1964 and Title IX Education Amendments of 1972) and state law (New York State Human Rights Act).

Retaliation

The College of Westchester strictly prohibits retaliation against any individual who brings a complaint under this policy or participates in any portion of a Title IX investigation. Retaliatory conduct violates not only College of Westchester policy and Title IX, but may also violate state and federal law. Individuals that believe they have been the victim of retaliation should promptly report the conduct to the Title IX Coordinator, Daphne Galkin, Dean of Academic Services at 914-831-0433 or dgalkin@cw.edu.

Grievance Procedures

If a student has a discrimination or sexual harassment complaint against college employees, other students, or third parties, the student may file a complaint with the Office of Civil Rights – New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, New York 10005-2500. Students who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

NONDISCRIMINATION/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/SECTION 504 POLICY

The College of Westchester is an equal opportunity employer and conforms to the regulations and policies of Affirmative Action, and Section 504 of the Rehabilitation Act of 1973. The College of Westchester's nondiscrimination policy prohibits discrimination in all areas of its operation. The College of Westchester does not unlawfully discriminate against any person on the basis of race, color, religion, sex, national origin, age, handicap, veteran status or sexual orientation. This policy covers all programs, services, policies and procedures of The College of Westchester, including admission to education programs and employment. Inquiries with respect to these regulations may be referred to the Provost & Vice President of Academic Affairs.

Emergency Notification and Evacuation Procedures

The College of Westchester provides an emergency alert system through Cruiser Alert to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. All students are required to register for Cruiser Alert and to keep their contact information up-to-date.

In the case of an emergency, students, faculty, and staff will receive an immediate notification through the Cruiser Alert channels they have designated (text message, phone message and/or e-mail alert) and will be provided with appropriate safety instructions. Unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency, this notification will be sent. The Facilities Manager, President and Cabinet Members are responsible for identifying and managing all emergency situations, including: notification to the community, alerting local authorities, and overseeing evacuation and other emergency procedures. The fire signal will also be utilized to alert all students, faculty, staff and visitors to exit the building without delay. The emergency notification system will be tested on an annual basis under the supervision of the Director of Facilities.

The Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. A student should submit to the Registrar or the Dean of Academic Services a written request that identifies the records(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the college official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. (A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.)
4. An educational agency or institution may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. Notice to the parents or student is required before disclosing personally identifiable information on behalf of the educational agency in response to judicial order or subpoena.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, DC 20202-5901.

The College of Westchester will release the following directory information upon request: name, local address and telephone number; e-mail address; photographs; student identification number; name and address of emergency contact; dates of attendance; country of citizenship; school, college or division of enrollment; field of study; credit hours earned; degrees earned; honors received; and participation in organizations and activities chartered or otherwise established by the College. A student who does not wish such directory information released must file a written notice with the Registrar at the beginning of each session of enrollment.

Educational agencies and institutions may disclose information from education records to appropriate parties whose knowledge of the information is necessary to protect the health or safety of a student or another individual if there is a significant threat to the health or safety or other

individual. The educational agency or institution must record in the student's education records the basis for its decision that a health or safety emergency existed.

The College cannot disclose personally identifiable information from a student's education records to parents unless the student has signed a written consent form which is available from the office of the Dean of Academic Services.

Copies of the College's full policy statement on the release of student information and procedures for exercising these rights are available from the office of the Dean of Academic Services.

Student Financial Services

Scholarships and Grants

Page 30

President's Scholarships

(Freshman and Sophomore in our Day Division only)

The College of Westchester will award scholarships ranging up to \$24,000 for an Associate Degree program. Scholarships are awarded to high school seniors who are accepted to begin studies at The College of Westchester in the fall immediately following high school graduation. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. President's Scholarships are distributed equally over each academic semester of enrollment and are used toward tuition only and do not cover fees or textbooks/electronic media. Student must maintain a 2.5 or better cumulative grade point average at the end of each academic semester in order to receive subsequent awards.

CW School of Business Scholarship

(Freshman through Senior year for Day Division only)

The College of Westchester will award scholarships ranging up to \$44,000 for a Bachelor's Degree program. Scholarships are awarded to high school seniors who are accepted to begin studies at The College of Westchester in the fall immediately following high school graduation. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. CW School of Business Scholarships are distributed equally per credit each academic semester of enrollment and used toward tuition only, not for fees or textbooks/electronic media. Students must maintain a 2.5 or better cumulative grade point average at the end of each academic semester in order to receive subsequent awards.

Career Services

Graduate Success Statistics

Page 50

The College of Westchester's Career Services staff helps students in preparation for the transition from CW to employment or to continue their education and prides itself on the success of its graduates. The College carefully tracks and assists graduates with career selection, job placement and/or transfer to full-time study upon completion of an Associate Degree. CW measures its success by determining the success rate of graduates in employment related to their field of study.

The College of Westchester's graduate success record indicates 84.3% of graduates (willing and able to work) were employed in positions related to their studies. This rate is based upon graduate self-reporting and includes students who graduated between July 1, 2012 and June 30, 2013.

To determine the placement date range for the rate, the calculation counts all students who graduated from July 1, 2012 through June 30, 2013 plus placement activity through February of 2014. The number of graduates placed in employment during this placement date range is then divided by the total number of graduates minus those graduates who indicated an intent to continue full-time college matriculation.

School of Business

Page 75

Effective Fall 2014

The following changes will be made:

BUS245 Investments and Personal Finance will be changed to **Personal Finance**

BUS214 Principles of Finance will be changed to **BUS314 Principles of Finance**

BUS338 Intermediate Finance will remain as is

BUS340 Advanced Finance will be changed to **BUS420 Advanced Finance**

The following programs will now require BUS245 Personal Finance and no longer require BUS214 Principles of Finance:

Business Administration, BBA (concentration in Digital Marketing & Design)

Business—Management/Marketing, AAS (Online)

Business Administration - Management/Marketing, AAS (On-ground)

Accounting, AAS

The following programs will now require BUS314 Principles of Finance and no longer require BUS338 Intermediate Finance:

Business Administration, BBA (On-ground)

Business Administration Management, BBA (Online)

Accounting, BBA

Accounting

Bachelor of Business Administration, Accounting (BBA) – HEGIS Code 0502

The accounting curriculum places a strong emphasis on accounting concepts, ethics and practical business knowledge. The Bachelor's of Business Administration degree in Accounting (BBA) provides students with a solid business foundation through an advanced curriculum in accounting and complementary courses in finance, technology, marketing and business law. In addition, critical business skills such as strategic planning, team building, problem solving and decision making are developed. Experiencing this career-specific curriculum helps students prepare for a wide variety of accounting and financial related career tracks in business, government and nonprofit organizations.

Program Learning Outcomes

Graduates of the BBA in Accounting degree should be able to:

- Demonstrate awareness of ethical issues and the importance of ethical conduct in accounting practice.
- Be able to use financial information to prepare financial statements in accordance with Generally Accepted Accounting Procedures (GAAP).
- Demonstrate advanced cost concepts to make managerial decisions using internal and external information.
- Effectively utilize and understand the integration of accounting and business software applications.
- Understand Federal individual, corporate and partnership tax concepts.
- Utilize analytical and critical thinking skills to excel in a variety of professional settings.

Course No.	Accounting Courses	Semester Credits
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC131	Computerized Accounting I.....	3
ACC206	Federal Income Taxation.....	3
ACC211	Intermediate Accounting I.....	3
ACC220	Practical Applications in Accounting.....	3

Course No.	Accounting Courses	Semester Credits
ACC221	Cost Accounting I.....	3
ACC311	Intermediate Accounting II.....	3
ACC330	Financial Statement Analysis.....	3
ACC335	Advanced Federal Income Taxation.....	3
ACC345	Advanced Cost Accounting.....	3
ACC347	Accounting Information Systems.....	3
ACC350	Accounting Ethics and Professional Responsibility.....	3
ACC415	Auditing.....	3
*ACC470	BBA Accounting Internship.....	3
Total Accounting Credits.....		45

Business Courses		
BUS112	Principles of Marketing.....	3
BUS150	Business Law.....	3
BUS203	Principles of Management**.....	3
BUS245	Personal Finance.....	3
BUS314	Principles of Finance.....	3
BUS346	Advanced Business Law.....	3
Total Business Credits.....		18

General Education Courses		
ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN157	Statistics.....	3
GEN183	Macroeconomics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN250	Ethics and Professionalism.....	3
GEN305	Mathematical Concepts & Statistical Applications.....	3
GEN330	Adult Development & Learning in the Workplace.....	3

GEN342	Writing for The Business Professions.....	3
GEN421	Technical Business Communications.....	3
GEN364	Intermediate Macroeconomic Theory.....	3
	Total General Education Credits.....	39

Technology Courses

OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel).....	3
	Total Technology Credits.....	6

Electives

Semester Credits

Elective (3).....	9
General Education Elective (1).....	3
Total Elective Credits.....	12

Course No. Electives

Semester Credits

ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation.....	3
ACC221	Cost Accounting.....	3
ACC211	Intermediate Accounting I.....	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting.....	3
ACC301	Internship in Accounting.....	3
ACC320	Accounting for Managers.....	3
ACC325	Advanced Accounting.....	3
ACC405	Accounting Theory & Problems.....	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management.....	3
BUS150	Business Law.....	3
BUS214	Principles of Finance.....	3
BUS216	Money and Banking.....	3
BUS230	Principles of Selling.....	3
BUS245	Investments and Personal Finance.....	3
BUS253	Entertainment, Music & Sports Marketing.....	3
BUS255	Entertainment, Music & Sports Management.....	3
BUS261	Front Office Operations & Reservations Systems.....	3
BUS263	Hotel/Resort Strategic Marketing.....	3
BUS271	Visual Merchandising & Retailing.....	3
BUS273	Merchandise Planning, Control & Buying.....	3
BUS275	Event Planning & Promotion.....	3
BUS277	Business Etiquette/Customer Service.....	3
BUS305	Marketing Management.....	3
BUS320	Operations Management.....	3
BUS325	Management Applications & Theory.....	3
BUS420	Advanced Finance.....	3
BUS370	Project Management Essentials.....	3
BUS405	The Service Industry: The Changing World of Business.....	3
BUS410	Seminar: Critical Issues in Business.....	3
CIS310	Business Processes Analysis.....	3
DMD101	Visual Storytelling.....	3

DMD105	Digital Illustration.....	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects)	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign).....	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD300	Typography Essentials.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN147	College Mathematics.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions.....	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN183	Macroeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3
GEN301	Internship: General Education	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
GEN415	Honors Research Seminar.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+)	3
NET117	Operating System Technologies (A+)	3
NET125	Cisco Networking Basics	3

NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint	3
OFT127	Spreadsheet Applications (Excel)	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

120 CREDITS REQUIRED FOR GRADUATION

*Adult Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:

ACC470A Preparation Workshop for BBA Internship

ACC470B BBA Internship

**Accounting majors (Associate and/or Bachelor degree students) are exempt from the prerequisite BUS103 Intro to Business Ventures or MED111 Healthcare Law and Ethics.

Accounting

Bachelor of Business Administration Program Competencies

(For Two Year Transfer Students)

Students accepted as two year transfers into the Accounting BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)**
- Financial Accounting I and II
- Intermediate Accounting I
- Cost Accounting
- Federal Income Taxation
- Principles of Marketing (for students who take Marketing/Management elective)
- Statistics
- Macroeconomics
- Business Law
- Spreadsheet Applications (Excel)
- Oral Communications
- An introductory computer course

If a student has not met one or more of these competencies at the time of enrollment, he/she will be required to achieve these competencies within the first academic year of his/her program or longer with the approval of the appropriate Dean.

*For students who have earned an Associate Degree from The College of Westchester, he/she must have earned an average grade of "C" or better in English Composition I and II. If a student is unable to meet this minimum average grade of "C", then his/her grade in Professional Communications and

Career Development can be considered to meet the English Proficiency. In this case, a grade of “C+” or better is required to be considered proficient.

Finally, if a student has not met either of these standards, he/she can choose to submit a supervised writing sample to the BBA Review Panel for consideration. This Committee will then evaluate the student’s writing and determine if the student has achieved the required English proficiency.

[BBA Accounting Federal Program Disclosure Information – Day Division](#)
[BBA Accounting Federal Program Disclosure Information – Adult Division](#)

Accounting

Associate in Applied Science Degree (AAS) – HEGIS Code 5002

The Accounting program provides students with an accounting curriculum which places a strong focus on computer applications and problem solving in a group environment. Upon graduation, students should be prepared for a variety of career possibilities in which a thorough understanding of applications of the principles of accounting is essential. Graduates continuing their education may transfer credits to baccalaureate studies.

Program Learning Outcomes

Graduates of the Associate Accounting program should be able to:

- Demonstrate awareness of ethical issues and the importance of ethical conduct in accounting practice.
- Use financial information to prepare financial statements in accordance with Generally Accepted Accounting Procedures (GAAP).
- Understand fundamental cost accounting concepts.
- Effectively utilize accounting and business software applications.
- Understand Federal individual tax concepts.
- Utilize analytical and critical thinking skills to enable them to excel in a variety of professional settings.

Course No. Accounting Courses	Semester Credits
ACC107 Financial Accounting I.....	3
ACC108 Financial Accounting II.....	3
ACC131 Computerized Accounting I.....	3
ACC206 Federal Income Taxation	3
ACC211 Intermediate Accounting I.....	3
ACC220 Practical Applications in Accounting.....	3
ACC221 Cost Accounting I	3
BUS112 Principles of Marketing.....	3
BUS150 Business Law	3
BUS203 Principles of Management*	3
BUS245 Personal Finance.....	3
OFT115 Emerging Information Technology.....	3
OFT127 Spreadsheet Applications (Excel)	3
Total Accounting Credits.....	39
Elective	
Elective (1).....	3
Total Elective Credits.....	3

Course No. General Education Courses	Semester Credits
ACE110 Transformative Learning.....	3
GEN125 English Composition I.....	3
GEN127 English Composition II.....	3
GEN129 Oral Communications.....	3
GEN157 Statistics.....	3
GEN183 Macroeconomics.....	3
GEN224 Professional Communications and Career Development.....	3
GEN250 Ethics and Professionalism.....	3
Total General Education Credits.....	24

Electives

ACC229 Fraud and Forensics.....	3
ACC230 Not for Profit Accounting	3
ACC301 Internship in Accounting.....	3
ACC311 Intermediate Accounting II.....	3
ACC320 Accounting for Managers.....	3
ACC325 Advanced Accounting.....	3
ACC330 Financial Statement Analysis.....	3
ACC335 Advanced Federal Income Taxation	3
ACC345 Advanced Cost Accounting.....	3
ACC350 Accounting Ethics and Professional Responsibility	3
BUS103 Introduction to Business Ventures.....	3
BUS123 Human Resources Management.....	3
BUS216 Money and Banking.....	3
BUS230 Principles of Selling.....	3
BUS253 Entertainment, Music & Sports Marketing.....	3
BUS255 Entertainment, Music & Sports Management.....	3
BUS261 Front Office Operations & Reservations Systems.....	3
BUS263 Hotel/Resort Strategic Marketing	3
BUS271 Visual Merchandising & Retailing	3
BUS273 Merchandise Planning, Control & Buying.....	3
BUS275 Event Planning and Promotion	3
BUS277 Business Etiquette/Customer Service	3
BUS305 Marketing Management.....	3
BUS325 Management Applications & Theory.....	3
BUS338 Intermediate Finance.....	3
BUS346 Advanced Business Law	3
BUS405 The Service Industry: The Changing World of Business.....	3
BUS410 Seminar: Critical Issues in Business	3
BUS420 Advanced Finance.....	3
CIS310 Business Processes Analysis.....	3
DMD101 Visual Storytelling.....	3
DMD105 Digital Illustration	3
DMD107 Digital Imaging.....	3
DMD113 Digital Video & Sound.....	3
DMD121 3D Modeling & Animation I.....	3
DMD123 Digital FX & Motion Graphics (After Effects)	3
DMD131 Introduction to Game Design	3
DMD141 Game Design & Development I.....	3
DMD150 Publishing Design & Layout (InDesign)	3
DMD160 Web Page Development I (Dreamweaver).....	3
DMD165 2D Web Animation (Flash).....	3
DMD175 Foundations of Interactive Design.....	3

DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects	3
DMD265	Project Management & Portfolio Development.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD300	Typography Essentials.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN147	College Mathematics.....	3
GEN151	College Algebra.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions.....	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3
GEN301	Internship: General Education	3
GEN305	Mathematical Concepts and Statistical Applications.....	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+)	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies.....	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3

OFT122	Office Applications: Microsoft Word & PowerPoint	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

66 CREDITS REQUIRED FOR GRADUATION

*Accounting majors (Associate and/or Bachelor degree students) are exempt from the prerequisite BUS103 Intro to Business Ventures or MED111 Healthcare Law and Ethics.

[AAS Accounting Federal Program Disclosure Information – Day Division](#)
[AAS Accounting Federal Program Disclosure Information – Adult Division](#)

Intensive Accounting/Computer Applications

Certificate – HEGIS Code 5002

The Intensive Accounting/Computer Applications program prepares students for a variety of employment opportunities in the computerized accounting field in such industries as banking, insurance, small business and State and Federal government. Credits are transferable to the associate and bachelor degree program – Accounting.

Course No.		Semester Credits
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation	3
ACC131	Computerized Accounting I.....	3
ACC220	Practical Applications in Accounting	3
BUS112	Principles of Marketing.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN224	Professional Communications and Career Development.....	3
OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel)	3
	Total Accounting Credits.....	33

Elective

Elective (1).....	3
Total Elective Credits.....	3

Course No. Electives		Semester Credits
ACC211	Intermediate Accounting I.....	3
ACC221	Cost Accounting.....	3
ACC229	Fraud & Forensics.....	3
ACC230	Not for Profit Accounting	3
BUS103	Introduction to Business Ventures.....	3
BUS123	Human Resources Management.....	3
BUS150	Business Law	3
BUS203	Principles of Management.....	3
BUS216	Money and Banking.....	3
BUS245	Personal Finance.....	3
BUS253	Entertainment, Music & Sports Marketing.....	3
BUS255	Entertainment, Music & Sports Management.....	3
BUS261	Front Office Operations & Reservations Systems.....	3
BUS263	Hotel/Resort Strategic Marketing	3

BUS271	Visual Merchandising & Retailing	3
BUS273	Merchandise Planning, Control & Buying.....	3
BUS275	Event Planning and Promotion	3
BUS277	Business Etiquette/Customer Service	3
BUS314	Principles of Finance.....	3
DMD101	Visual Storytelling.....	3
DMD105	Digital Illustration	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects)	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign)	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
GEN129	Oral Communications.....	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN147	College Mathematics.....	3
GEN151	College Algebra.....	3
GEN157	Statistics	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN183	Macroeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+)	3
NET117	Operating System Technologies (A+)	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3

NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies.....	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

36 CREDITS REQUIRED FOR GRADUATION

[Certificate Intensive Accounting / Computer Applications Federal Program Disclosure Information– Day Division](#)

[Certificate Intensive Accounting / Computer Applications Federal Program Disclosure Information– Adult Division](#)

Business Administration

Bachelor of Business Administration Degree (BBA) – (On-ground) HEGIS Code 0506

The Bachelor of Business Administration Degree in Business Administration offers students a strong and broad business program by integrating courses in management, marketing, finance, technology, and project management. Students will learn applied business skills such as problem solving, decision making, team building and strategic planning. In addition, the BBA program includes a unique Project Management focus that provides specialized skills often desired by employers. BBA students will also focus and develop their newly acquired skills and knowledge during a required Internship. All baccalaureate students will experience a global, job specific curriculum that will prepare them for a wide variety of business career tracks – in addition to graduate school.

Program Learning Outcomes

Graduates of the Bachelor’s Business Administration program should be able to:

- Synthesize critical thinking and analysis skills to solve business problems in a real-world context.
- Explain the impact of business decisions utilizing project management, research, planning and analytical skills.
- Design a well-orchestrated, cohesive business presentation using oral and written communication skills.
- Apply fundamental management, leadership and decision-making skills.
- Prepare a comprehensive business plan.
- Discuss the basic functions of business: economics, finance, management and marketing.

Course No.	Business Courses	Semester Credits
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management	3
ACC107	Financial Accounting I.....	3
ACC320	Accounting for Managers.....	3
CIS310	Business Processes Analysis.....	3
BUS230	Principles of Selling.....	3
BUS245	Personal Finance.....	3
BUS280	Business Applications and Leadership.....	3
BUS305	Marketing Management.....	3

BUS314	Principles of Finance.....	3
BUS320	Operations Management	3
BUS325	Management Applications & Theory.....	3
BUS370	Project Management Essentials	3
BUS405	The Service Industry: The Changing World of Business.....	3
BUS410	Seminar: Critical Issues in Business	3
BUS440	Applied Project Management Concepts.....	3
*BUS470	Business Administration Internship.....	3
	Total Business Credits.....	54

Technology Courses

OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel)	3
	Total Technology Credits	9

General Education Courses

ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN147	College Mathematics.....	3
GEN157	Statistics.....	3
GEN181	Microeconomics or	
GEN183	Macroeconomics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN305	Mathematical Concepts and Statistical Applications.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN421	Technical Business Communications	3
	Total General Education Credits.....	39

Students will complete 6 Elective courses in this program, 1 of which must be a General Education course.

Electives

Business Electives (3).....	9
Gen. Ed. Electives (1).....	3
Electives (2).....	6
Total Elective Credits.....	18

Selection may be either from one of the recommended offerings or a combination of all courses listed below.

Course No. Offerings in Entertainment, Music & Sports Management	Semester Credits	
BUS253	Entertainment, Music & Sport Marketing.....	3
BUS255	Entertainment, Music & Sport Management.....	3
BUS275	Event Planning & Promotion.....	3

Offerings in Fashion/Retail Merchandising

BUS271	Visual Merchandising & Retailing	3
BUS273	Merchandise Planning, Control & Buying.....	3
BUS275	Event Planning & Promotion.....	3

Offerings in Hotel & Resort Management

BUS261	Front Office Operations & Reservation Systems.....	3
BUS263	Hotel/Resort Strategic Marketing.....	3
BUS275	Event Planning & Promotion.....	3

Offerings in Finance

BUS150	Business Law	3
BUS216	Money and Banking.....	3

Electives

ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management.....	3
BUS214	Principles of Finance.....	3
BUS277	Business Etiquette/Customer Service	3
BUS301	Internship: Business Administration	3
BUS338	Intermediate Finance.....	3
BUS346	Advanced Business Law	3
BUS420	Advanced Finance.....	3
DMD101	Visual Storytelling.....	3
DMD105	Digital Illustration.....	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects)	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign).....	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD300	Typography Essentials.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3

GEN129	Oral Communications.....	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions.....	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3
GEN301	Internship: General Education	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
GEN415	Honors Research Seminar.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+)	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies.....	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint	3
OFT127	Spreadsheet Applications (Excel)	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

120 CREDITS REQUIRED FOR GRADUATION

*Adult Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:

- BUS470A Preparation Workshop for BBA Internship
- BUS470B BBA Internship

Business Administration – Concentration in Digital Marketing & Design

This concentration is specifically designed for students with an Associate Degree in Digital Media.

Total transfer credits from Associate Degree in Digital Media 66

Course No. Business Courses	Semester Credits
ACC320 Accounting for Managers	3
BUS305 Marketing Management	3
BUS203 Principles of Management	3
BUS245 Personal Finance	3
BUS370 Project Management Essentials	3
BUS410 Seminar: Critical Issues in Business	3
BUS440 Applied Project Management Concepts	3
*BUS470 BBA Internship	3
Total Business Credits	24

General Education Courses

GEN157 Statistics	3
GEN330 Adult Development and Learning in the Workplace	3
GEN342 Writing for the Business Professions	3
GEN363 Conflict, Communication and Resolution	3
GEN421 Technical Business Communications	3
Total General Education Credits	15

Digital Media Courses

DMD300 Typography Essentials	3
DMD310 Interface Design & Usability	3
DMD320 Social Media for Marketing & Advertising	3
DMD330 Publishing for the Web	3
Total Digital Media Credits	12

Electives

Electives (1)	3
Total Elective Credits	3

Total Credits **120**

Course No. Electives (1)	Semester Credits
ACC107 Financial Accounting I	3
BUS103 Introduction to Business Ventures	3
BUS112 Principles of Marketing	3
BUS320 Operations Management	3
BUS338 Intermediate Finance	3
BUS346 Advanced Business Law	3
BUS405 The Service Industry: The Changing World of Business	3
BUS410 Seminar: Critical Issues in Business	3
BUS420 Advanced Finance	3

CIS310	Business Processes Analysis.....	3
DMD340	Broadcast & Corporate Design.....	3
DMD350	Interactive Design for Visual Communications	3
DMD380	3D Modeling & Animation III.....	3
DMD410	Mobile Application Development.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
GEN415	Honors Research Seminar.....	3
OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel)	3

120 CREDITS REQUIRED FOR GRADUATION

*Adult Division students taking their BBA internship will take this over two terms. This course is broken into two courses as listed below:

BUS470A Preparation Workshop for BBA Internship

BUS470B BBA Internship

[BBA Business Administration Federal Program Disclosure Information – Day Division](#)

[BBA Business Administration Federal Program Disclosure Information – Adult Division](#)

Business Administration

Bachelor of Business Administration Program Competencies

(For Two Year Transfer Students)

Students accepted as two year transfers into the Business Administration, BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)**
- Financial Accounting I
- Introduction to Business Ventures
- An introductory computer course
- Spreadsheet Applications (Excel)
- Oral Communications
- Principles of Marketing (BBA students pursuing the DM concentration will take Principles of Marketing as a requirement)
- Personal Finance (BBA students pursuing the DM concentration will take Personal Finance as a requirement)
- Statistics

If a student has not met one or more of these competencies at the time of enrollment, he/she will be required to achieve these competencies within the first academic year of his/her program or longer with the approval of the appropriate Dean.

*For students who have earned an Associate Degree from The College of Westchester, he/she must have earned an average grade of "C" or better in English Composition I and II. If a student is unable to meet this minimum average grade of "C", then his/her grade in Professional Communications and Career Development can be considered to meet the English Proficiency. In this case, a grade of "C+" or better is required to be considered proficient.

Finally, if a student has not met either of these standards, he/she can choose to submit a supervised writing sample to the BBA Review Panel for consideration. This Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

Business Administration – Management (Online)

Bachelor of Business Administration Degree Program (BBA) - HEGIS Code 0506

The BBA in Business Administration – Management is a fully online program that offers students a strong and broad business program by integrating courses in management, marketing, finance, technology, and project management. Students will learn applied business skills such as problem solving, decision making, team building and strategic planning. In addition, this BBA program includes a unique Project Management focus that provides specialized skills often desired by employers. Business Administration – Management students will also focus and develop their newly acquired skills and knowledge through a senior-level capstone course. All baccalaureate students will experience a global, job specific curriculum that will prepare them for a wide variety of business career tracks – in addition to graduate school.

Program Learning Outcomes

Graduates of the Bachelor's Business Administration - Management program should be able to:

- Synthesize critical thinking and analysis skills to solve business problems in a real-world context.
- Explain the impact of business decisions utilizing project management, research, planning and analytical skills.
- Design a well-orchestrated, cohesive business presentation using oral and written communication skills.
- Apply fundamental management, leadership and decision-making skills.
- Prepare a comprehensive business plan.
- Discuss the basic functions of business: economics, finance, management and marketing.

Course No. Business Courses	Semester Credits
BUS103 Introduction to Business Ventures.....	3
BUS112 Principles of Marketing.....	3
BUS203 Principles of Management.....	3
ACC107 Financial Accounting I.....	3
ACC320 Accounting for Managers.....	3
CIS310 Business Processes Analysis.....	3
BUS245 Personal Finance.....	3
BUS230 Principles of Selling.....	3
BUS280 Business Applications and Leadership.....	3
BUS305 Marketing Management.....	3
BUS314 Principles of Finance.....	3
BUS320 Operations Management.....	3
BUS325 Management Applications & Theory.....	3
BUS370 Project Management Essentials.....	3
BUS405 The Service Industry: The Changing World of Business.....	3
BUS410 Seminar: Critical Issues in Business.....	3
BUS440 Applied Project Management Concepts.....	3
BUS480 Business Administration Capstone Course.....	3
Total Business Credits.....	54

Technology Courses

OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint	3
OFT127	Spreadsheet Applications (Excel)	3
	Total Technology Credits	9

General Education Courses

ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN147	College Mathematics.....	3
GEN157	Statistics.....	3
GEN181	Microeconomics or	
GEN183	Macroeconomics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN305	Mathematics Concepts and Statistical Applications.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN421	Technical Business Communications	3
	Total General Education Credits.....	39

Students will complete 6 Elective courses in this program, 1 of which must be a General Education course.

Electives

Business Electives (3).....	9
Gen. Ed. Electives (1).....	3
Electives (2).....	6
Total Elective Credits.....	18

Selection may be either from one of the recommended offerings or a combination of all courses listed below.

Course No. Offerings in Entertainment,Semester Credits

Music & Sports Management

BUS253	Entertainment, Music & Sport Marketing.....	3
BUS255	Entertainment, Music & Sport Management.....	3
BUS275	Event Planning & Promotion.....	3

Offerings in Fashion/Retail Merchandising

BUS271	Visual Merchandising & Retailing	3
BUS273	Merchandise Planning, Control & Buying.....	3
BUS275	Event Planning & Promotion.....	3

Offerings in Hotel & Resort Management

BUS261	Front Office Operations & Reservation Systems.....	3
BUS263	Hotel/Resort Strategic Marketing	3
BUS275	Event Planning & Promotion.....	3

Offerings in Finance

BUS150	Business Law	3
BUS216	Money and Banking.....	3

Electives

ACC107	Financial Accounting I	3
ACC108	Financial Accounting II	3
ACC206	Federal Income Taxation	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management.....	3
BUS277	Business Etiquette/Customer Service	3
BUS338	Intermediate Finance.....	3
BUS346	Advanced Business Law	3
BUS420	Advanced Finance.....	3
DMD101	Visual Storytelling.....	3
DMD105	Digital Illustration	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects)	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign)	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design	3
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD300	Typography Essentials.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN151	College Algebra.....	3
GEN157	Statistics.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN191	Art History	3

GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism.....	3
GEN290	Honors Empirical Research Methods and Project Design.....	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
GEN415	Honors Research Seminar.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel)	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

120 CREDITS REQUIRED FOR GRADUATION

[BBA Business Administration – Management Federal Program Disclosure Information– Online](#)

Business Administration (Online)

Bachelor of Business Administration – Management Program Competencies

(For Two Year Transfer Students)

Students accepted as two year transfers into the Business Administration, BBA program must have achieved the required competencies prior to graduation:

- English Composition I and II *(or equivalent courses)**
- Financial Accounting I
- Introduction to Business Ventures
- An introductory computer course
- Spreadsheet Applications (Excel)
- Oral Communications
- Principles of Marketing

- Statistics

If a student has not met one or more of these competencies at the time of enrollment, he/she will be required to achieve these competencies within the first academic year of his/her program or longer with the approval of the appropriate Dean.

*For students who have earned an Associate Degree from The College of Westchester, he/she must have earned an average grade of "C" or better in English Composition I and II. If a student is unable to meet this minimum average grade of "C", then his/her grade in Professional Communications and Career Development can be considered to meet the English Proficiency. In this case, a grade of "C+" or better is required to be considered proficient.

Finally, if a student has not met either of these standards, he/she can choose to submit a supervised writing sample to the BBA Review Panel for consideration. This Committee will then evaluate the student's writing and determine if the student has achieved the required English proficiency.

Business Administration – Management/Marketing

Associate Degree in Applied Science (AAS) – (On-ground) HEGIS Code 5004

The Business Administration – Management/Marketing Associate Degree program helps to develop the skills needed for success in business. Real world knowledge and experience is shared in all courses. Students are challenged in basic disciplines such as Management, Marketing, Selling and Finance leading up to a course in Business Applications requiring development of a business plan. Elective tracks in Fashion/Retail Merchandising, Hotel/Resort Management, Entertainment/Music and Sports Management offer students an opportunity to explore various areas of interest. Credits can be transferred to the bachelor's program.

Program Learning Outcomes

Graduates of the Associate Business Administration Management/Marketing program should be able to:

- Identify the basic functions of business: economics, finance, management and marketing.
- Recognize the business decision-making process.
- Identify a comprehensive business plan.
- Model oral and written communication skills to engage an audience with a coherent business presentation.
- Demonstrate critical thinking and analysis skills to comprehend business problems in a real-world context.
- Relate business problems in a real-world context using writing skills.

Course No. Business Courses	Semester Credits
BUS103 Introduction to Business Ventures.....	3
BUS112 Principles of Marketing.....	3
BUS203 Principles of Management.....	3
BUS230 Principles of Selling.....	3
BUS245 Personal Finance.....	3
BUS280 Business Applications and Leadership.....	3
OFT115 Emerging Information Technology.....	3
OFT122 Office Applications: Microsoft Word & PowerPoint.....	3
OFT127 Spreadsheet Applications (Excel).....	3
ACC107 Financial Accounting I.....	3
Total Business Credits.....	30

Business Electives	Semester Credits
Business Electives (3).....	9
Total Business Elective Credits (3).....	9

Elective	
Elective (1).....	3
Total Elective Credits.....	3

Course No. General Education Courses	Semester Credits
GEN125 English Composition I.....	3
GEN127 English Composition II.....	3
GEN129 Oral Communications.....	3
GEN147 College Mathematics.....	3
GEN157 Statistics.....	3
GEN181 Microeconomics or	
GEN183 Macroeconomics.....	3
GEN224 Professional Communications and Career Development.....	3
ACE110 Transformative Learning.....	3
Total General Education Credits.....	24

Electives: (4 required) Three of the four must be Business (BUS) courses. Selection may be either from one of the recommended offerings or a combination of all courses listed below. Other electives may be selected when appropriate and approved by the Department Chairperson.

Course No. Offerings in Entertainment, Music, & Sports Management	Semester Credits
BUS253 Entertainment, Music & Sports Marketing	3
BUS255 Entertainment, Music & Sports Management	3
BUS275 Event Planning & Promotion	3

Offerings in Fashion/Retail Merchandising	
BUS271 Visual Merchandising & Retailing	3
BUS273 Merchandise Planning, Control & Buying	3
BUS275 Event Planning & Promotion	3

Offerings in Hotel, Resort Management	
BUS261 Front Office Operations & Reservations Systems	3
BUS263 Hotel/Resort Strategic Marketing	3
BUS275 Event Planning & Promotion	3

Offerings in Finance	
BUS150 Business Law	3
BUS216 Money and Banking.....	3

Electives	
ACC108 Financial Accounting II	3
ACC206 Federal Income Taxation	3
ACC229 Fraud and Forensics.....	3
ACC230 Not for Profit Accounting	3

Course No. Electives	Semester Credits
ACC320 Accounting For Managers.....	3
BUS123 Human Resources Management.....	3
BUS277 Business Etiquette/Customer Service	3
BUS301 Internship in Business Administration.....	3
BUS305 Marketing Management	3
BUS320 Operations Management	3
BUS325 Management Applications Theory.....	3
BUS338 Intermediate Finance.....	3
BUS346 Advanced Business Law	3

BUS405	The Service Industry: The Changing World of Business.....	3
BUS410	Seminar: Critical issues in Business	3
BUS420	Advanced Finance.....	3
CIS310	Business Processes Analysis.....	3
DMD101	Visual Storytelling.....	3
DMD105	Digital Illustration	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphics (After Effects)	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign).....	3
DMD160	Web Page Development I (Dreamweaver).....	3
DMD165	2D Web Animation (Flash).....	3
DMD175	Foundations of Interactive Design3	
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development (Flash Scripting).....	3
DMD227	HTML 5 & JavaScript	3
DMD230	Web Page Development II.....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects.....	3
DMD265	Project Management & Portfolio Development.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
DMD300	Typography Essentials.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising	3
GEN131	Critical Thinking	3
GEN145	Scientific and Technological Literacy.....	3
GEN151	College Algebra.....	3
GEN161	Psychology.....	3
GEN167	Contemporary Social Issues.....	3
GEN171	American Political Institutions.....	3
GEN179	Global Political Systems	3
GEN181	Microeconomics.....	3
GEN191	Art History	3
GEN193	Studio Art/Drawing.....	3
GEN195	Spatial Design & Color Theory	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism.....	3
GEN290	Honors Empirical Research Methods and Project Design.....	3
GEN301	Internship: General Education	3
GEN305	Mathematical Concepts & Statistical Applications.....	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3

NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics.....	3
NET143	Windows Client Administration.....	3
NET151	Windows Server Administration.....	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services.....	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies.....	3
NET281	Windows Exchange Server.....	3
NET283	Network Security.....	3
NET285	Wireless Technologies.....	3
NET305	Internship: Network Administration.....	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

66 CREDITS REQUIRED FOR GRADUATION

[AAS Business Administration Federal Program Disclosure Information– Management/Marketing – Day Division](#)
[AAS Business Administration Federal Program Disclosure Information– Management/Marketing – Adult Division](#)

Business Management/Marketing (Online)

Associate in Applied Science Degree (AAS) - HEGIS Code 5004

The fully online AAS in Business Management/Marketing program is designed to provide students with the skills needed for success in business. Real world knowledge and experience is shared in all courses. Students are challenged in basic disciplines such as Management, Marketing, Selling and Finance leading up to a course in Business Applications requiring development of a business plan. Course offerings in Fashion/Retail Merchandising, Hotel/Resort Management, Entertainment/Music and Sports Management offer students an opportunity to explore various areas of interest. Credits earned can be transferred into the bachelor’s program.

Program Learning Outcomes

Graduates of the Associate Business Management/Marketing program should be able to:

- Identify the basic functions of business: economics, finance, management and marketing.
- Recognize the business decision-making process.
- Identify a comprehensive business plan.
- Model oral and written communication skills to engage an audience with a coherent business presentation.
- Demonstrate critical thinking and analysis skills to comprehend business problems in a real-world context.
- Relate business problems in a real-world context using writing skills.

Course No.	Business Courses	Semester Credits
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management.....	3
BUS230	Principles of Selling.....	3

BUS245	Personal Finance.....	3
BUS280	Business Applications and Leadership.....	3
OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel)	3
ACC107	Financial Accounting I.....	3
	Total Business Credits.....	30

Business Electives	Semester Credits
Business Electives (3).....	9
Total Business Elective Credits.....	9

Elective	
Elective (1).....	3
Total Elective Credits.....	3

Course No. General Education Courses	Semester Credits
GEN125 English Composition I.....	3
GEN127 English Composition II.....	3
GEN129 Oral Communications.....	3
GEN147 College Mathematics.....	3
GEN157 Statistics.....	3
GEN181 Microeconomics or GEN183 Macroeconomics.....	3
GEN224 Professional Communications and Career Development.....	3
ACE110 Transformative Learning.....	3
Total General Education Credits.....	24

Electives: (4 required) Three of the four must be Business (BUS) courses. Selection may be either from one of the recommended offerings or a combination of all courses listed below. Other electives may be selected when appropriate and approved by the Department Chairperson.

Course No. Offerings in Entertainment, Music, & Sports Management	Semester Credits
BUS253 Entertainment, Music & Sports Marketing	3
BUS255 Entertainment, Music & Sports Management	3
BUS275 Event Planning & Promotion	3
Offerings in Fashion/Retail Merchandising	
BUS271 Visual Merchandising & Retailing	3
BUS273 Merchandise Planning, Control & Buying	3
BUS275 Event Planning & Promotion	3
Offerings in Hotel, Resort Management	
BUS261 Front Office Operations & Reservations Systems	3
BUS263 Hotel/Resort Strategic Marketing	3
BUS275 Event Planning & Promotion	3
Offerings in Finance	
BUS150 Business Law	3
BUS216 Money and Banking.....	3

Course No. Electives	Semester Credits
ACC108 Financial Accounting II.....	3
ACC206 Federal Income Taxation	3
ACC229 Fraud and Forensics.....	3
ACC230 Not for Profit Accounting	3
ACC320 Accounting For Managers.....	3
BUS123 Human Resources Management.....	3
BUS277 Business Etiquette/Customer Service	3
BUS305 Marketing Management	3
BUS320 Operations Management	3
BUS325 Management Applications Theory.....	3
BUS338 Intermediate Finance.....	3
BUS346 Advanced Business Law	3
BUS420 Advanced Finance.....	3
CIS310 Business Processes Analysis.....	3
DMD101 Visual Storytelling.....	3
DMD105 Digital Illustration	3
DMD107 Digital Imaging.....	3
DMD113 Digital Video & Sound.....	3
DMD121 3D Modeling & Animation I.....	3
DMD123 Digital FX & Motion Graphics (After Effects)	3
DMD131 Introduction to Game Design	3
DMD141 Game Design & Development I.....	3
DMD150 Publishing Design & Layout (InDesign)	3
DMD160 Web Page Development I (Dreamweaver).....	3
DMD165 2D Web Animation (Flash).....	3
DMD175 Foundations of Interactive Design.....	3
DMD205 3D Modeling & Animation II	3
DMD225 Interactive Design & Development (Flash Scripting).....	3
DMD227 HTML 5 & JavaScript	3
DMD230 Web Page Development II.....	3
DMD241 Game Design & Development II.....	3
DMD250 Graphic Design Projects	3
DMD265 Project Management & Portfolio Development.....	3
DMD301 Internship in Advanced Digital Media Studies.....	3
DMD300 Typography Essentials.....	3
DMD310 Interface Design & Usability.....	3
DMD320 Social Media for Marketing & Advertising	3
GEN131 Critical Thinking	3
GEN145 Scientific and Technological Literacy.....	3
GEN151 College Algebra.....	3
GEN161 Psychology.....	3
GEN167 Contemporary Social Issues.....	3
GEN171 American Political Institutions.....	3
GEN179 Global Political Systems	3
GEN181 Microeconomics.....	3
GEN191 Art History	3
GEN193 Studio Art/Drawing.....	3
GEN195 Spatial Design & Color Theory	3
GEN241 Interpersonal and Group Dynamics.....	3
GEN250 Ethics and Professionalism.....	3
GEN290 Honor's Empirical Research Methods and Project Design.....	3

GEN305	Mathematical Concepts & Statistical Applications.....	3
GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN364	Intermediate Macroeconomic Theory	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
NET108	Computer Forensics.....	3
NET111	PC Technology (A+)	3
NET117	Operating System Technologies (A+)	3
NET125	Cisco Networking Basics	3
NET143	Windows Client Administration	3
NET151	Windows Server Administration	3
NET161	Cisco Routing Basics.....	3
NET203	Active Directory Services	3
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies	3
NET281	Windows Exchange Server.....	3
NET283	Network Security	3
NET285	Wireless Technologies	3
NET305	Internship: Network Administration.....	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

66 CREDITS REQUIRED FOR GRADUATION

[AAS Business Management/Marketing Federal Program Disclosure Information – Online](#)

Course Descriptions

Page 123

BUS235

Personal Finance

3 Credit Hours

This course provides a survey of the areas of personal financial matters. The course content guides each person towards receiving results in the following areas: financial planning; buying on credit; borrowing money; using bank services; selecting from various types of insurance coverages; home ownerships vs renting; obtaining investment information; investing in stocks and bonds; budgeting; retirement planning and estate planning.

Prerequisite: None

BUS480 Business Administration Capstone Course

3 Credit Hours

THIS COURSE IS FOR ONLINE DIVISION STUDENTS ONLY

The capstone course for the BBA in Business Administration degree will require students to apply skills and knowledge learned in the program to a typical project they may encounter in actual employment. Using the criteria outlined below, students will identify a specific topic and prepare a one page

description for review and discussion with their faculty advisor. Then they will provide a written proposal to outlining recommendations with supporting research, data and documentation. Students will be expected to defend proposals and make final amendments based on feedback and challenges by either an instructor or a review committee. The purpose of this class is to reflect upon learning experiences, demonstrate ability to organize thoughts, ideas and materials for written proposals, receive and offer support to fellow students, accept and handle criticism and gain greater self-awareness of one's preparation and readiness for work using a project management skill set. This course fulfills capstone requirement for Online students only unless permission is granted by Department Chairperson.

Prerequisites: BUS370 Project Management Essentials & BUS440 Applied Project Management

College Catalog Addendum

2014-2015

Effective August 26, 2014

Student Financial Services:

This page replaces page 31 of the 2014-2015 college catalog.

Bachelor's Achievement Scholarship

(Junior and Senior only)

The College of Westchester will award scholarships ranging up to \$15,000. Scholarship awards may be based on prior academic performance, future potential and financial need. Scholarships will be awarded on a per credit basis and will be credited toward tuition only at the completion of the semester and/or term. Students must maintain a 2.0 or better cumulative grade point average at the end of each academic semester and/or term in order to receive subsequent awards.

CW School of Business Scholarship

(Freshman through Senior year for Day Division only)

The College of Westchester will award scholarships ranging up to \$44,000 for a Bachelor's Degree program. Scholarships are awarded to high school seniors who are accepted to begin studies at The College of Westchester in the fall immediately following high school graduation. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. CW School of Business Scholarships are distributed equally per credit each academic semester of enrollment and used toward tuition only, not for fees or textbooks/electronic media. Students must maintain a 2.0 or better cumulative grade point average at the end of each academic semester in order to receive subsequent awards.

The College of Westchester Scholarships and Grants Guidelines

CW scholarship and CW grant recipients must maintain the required cumulative grade point average as stated in the awards above. Grades are reviewed at the end of each semester/term. Any CW scholarship/grant recipient who earns a semester/term grade point average of less than a 2.0 will automatically forfeit the scholarship/grant beginning with the subsequent semester/term.

Appeal of loss of CW Scholarship/Grant

Below are some examples of reasons for an appeal request which may include, but are not limited to for an appeal to be considered and reviewed:

- Documented medical condition/serious illness/injury of student

- Death or serious illness or injury to an immediate family member
- Birth of the student's child
- Divorce/separation
- Military Service
- Student or family lives in an area that has been officially declared a National Disaster Area
- Submission of a written appeal from the student must have all appropriate documentation to support the appeal. Appeals should be addressed to the Dean of Academic Services and Director of Student Financial Services. The student will be notified in writing of all appeal decisions. The decision of the appeal will be final.

The College of Westchester Charitable Foundation Scholarship

Awarded annually to students who demonstrate academic promise. Applicants must submit an essay.

Additional College of Westchester Scholarship/Grant Information

All College of Westchester scholarships and grants are applied toward tuition only and not toward books/electronic media and fees. In the event a student receives any increase in TAP, Federal PELL, FSEOG, FWS or outside scholarship, institutional grants may be reduced. If students leave before completion of the academic term, they may lose their CW scholarship/grant/award.

Other Scholarship Programs

Periodically the Student Financial Services Staff posts notices announcing corporate and community-based scholarship programs throughout the campus. Application information can be obtained at the Office of Student Financial Services. Students should contact the Director of Student Financial Services for further information.

College Catalog Addendum

2014-2015

Effective August 26, 2014

Student Financial Services:

This page replaces page 31 of the 2014-2015 college catalog.

Bachelor's Achievement Scholarship

(Junior and Senior only)

The College of Westchester will award scholarships ranging up to \$15,000. Scholarship awards may be based on prior academic performance, future potential and financial need. Scholarships will be awarded on a per credit basis and will be credited toward tuition only at the completion of the semester and/or term. Students must maintain a 2.0 or better cumulative grade point average at the end of each academic semester and/or term in order to receive subsequent awards.

CW School of Business Scholarship

(Freshman through Senior year for Day Division only)

The College of Westchester will award scholarships ranging up to \$44,000 for a Bachelor's Degree program. Scholarships are awarded to high school seniors who are accepted to begin studies at The College of Westchester in the fall immediately following high school graduation. Scholarships are awarded based on prior academic performance, future potential and financial need may be considered. Students may not use this scholarship with any other College of Westchester scholarship. CW School of Business Scholarships are distributed equally per credit each academic semester of enrollment and used toward tuition only, not for fees or textbooks/electronic media. Students must maintain a 2.0 or better cumulative grade point average at the end of each academic semester in order to receive subsequent awards.

The College of Westchester Scholarships and Grants Guidelines

CW scholarship and CW grant recipients must maintain the required cumulative grade point average as stated in the awards above. Grades are reviewed at the end of each semester/term. Any CW scholarship/grant recipient who earns a semester/term grade point average of less than a 2.0 will automatically forfeit the scholarship/grant beginning with the subsequent semester/term.

Appeal of loss of CW Scholarship/Grant

Below are some examples of reasons for an appeal request which may include, but are not limited to for an appeal to be considered and reviewed:

- Documented medical condition/serious illness/injury of student

- Death or serious illness or injury to an immediate family member
- Birth of the student's child
- Divorce/separation
- Military Service
- Student or family lives in an area that has been officially declared a National Disaster Area
- Submission of a written appeal from the student must have all appropriate documentation to support the appeal. Appeals should be addressed to the Dean of Academic Services and Director of Student Financial Services. The student will be notified in writing of all appeal decisions. The decision of the appeal will be final.

The College of Westchester Charitable Foundation Scholarship

Awarded annually to students who demonstrate academic promise. Applicants must submit an essay.

Additional College of Westchester Scholarship/Grant Information

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Other Scholarship Programs

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