

college catalog 2016/2017

# THE COLLEGE OF WESTCHESTER®



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*Catalog Effective September 1, 2016. The catalog is subject to revision at anytime.*

[\\*2016-17 Catalog Addenda \(click here\)](#)

## Directory of Student Services

Department	Room	Phone	E-Mail
Academic Center	Fourth Floor, Room 406	(914) 831-0433	academiccenter@cw.edu
Admissions	Second Floor	(914) 831-0200	admissions@cw.edu
Office of Bachelor Studies & Returning Students	Fifth Floor, Room 505A	(914) 831-0222	bbacenter@cw.edu
Career Services	Third Floor, Room 335	(914) 831-0400	careerservicesoffice@cw.edu
Counseling Center	Fourth Floor, Room 422	(914) 831-0334	counseling@cw.edu
Information Technology	Third Floor	(914) 831-0448	helpdesk@cw.edu
The Learning Center	First Floor, Room 105A	(914) 831-0370	learningcenter@cw.edu
Library	First Floor, (Lower Level)	(914) 831-0280	library@cw.edu
New Student Financial Assistance	Third Floor, Room 327	(914) 831-0494	nsfa@cw.edu
Student Financial Services	Fourth Floor, Room 406	(914) 831-0473	studentfinancialservices@cw.edu
Student Accounts	Fourth Floor, Room 407	(914) 831-0389	studentaccounts@cw.edu
Testing Center	Second Floor, Room 207	(914) 831-0438	testingcenter@cw.edu
Veterans	Third Floor, Room 321	(914) 831-0403	cwveterans@cw.edu
Writing Lab	First Floor, Room 105	(914) 831-0370	writingcenter@cw.edu

*Note: Please refer to Page 179 for complete listing of Administration and Staff.*

# The College of Westchester at a Glance

## Historical Perspective

*The College of Westchester was founded in 1915 in New Rochelle, New York. The College expanded and relocated to White Plains in 1959 and incorporated in 1973 when it became accredited and firmly established as a college, then known as The Westchester Business Institute. It is a contemporary, post-secondary educational institution with a futuristic outlook. The history of The College demonstrates careful attention to the demands of the business world. The College caters to the career aspirations of its graduates by offering meaningful career relevant courses of study and by assisting the graduates in job placement.*

*As evidence of The College's tenet of quality education, a significant milestone was attained in 1975 when, after careful evaluation, the school was authorized by the New York State Board of Regents to confer the Associate in Occupational Studies (AOS) degree to graduates of the Administrative Secretarial and Business Administration-Accounting programs. The first associate degrees were awarded in June 1976. Additional programs received degree status in subsequent years: Business Administration Marketing/Management (1978), Computer Systems Management Applications (1982), and Computerized Office Administration (1988). In 1996 the Administrative Secretarial program was renamed Administrative Assistant and the Computerized Office Administration program was renamed Computer Applications Management. The Information Processing Specialist was changed to Computer Applications Specialist.*

*In 1997 The College achieved a second milestone when it was authorized by the New York State Board of Regents to offer the Associate in Applied Science (AAS) degree in two newly created program areas: Multimedia Development and Management and Computer Network Administration. At that time, The College was also granted permission to offer two new certificate programs: Multimedia Technology and Computer Networking Specialist.*

*In 2000 authorization was given to grant the Associate in Applied Science (AAS) degree in Business Administration Management/Marketing and to offer a new certificate in E-Commerce.*

*In 2003 The College was authorized to offer a new Associate in Occupational Studies (AOS) degree in Medical Office Systems Management as well as a certificate program in Medical Billing Specialist.*

*In 2003 The College was granted regional accreditation by the Middle States Commission on Higher Education. That same year, The College was granted authorization to change its name from The Westchester Business Institute to The College of Westchester.*

*In 2004 authorization was given to grant the Associate in Applied Science (AAS) degree in Accounting and the Computer Systems Management program was renamed Business Systems Management.*

*In 2006 authorization was given to grant the Associate in Applied Science (AAS) degree in Medical Assistant Management.*

*In 2007 authorization was given to offer a new certificate program in Pharmacy Technologist.*

*In 2008 authorization was granted to offer the Bachelor of Business Administration Degree (BBA) in Business Administration.*

*In 2008 approval was given to rename the Computer Applications Management program to Business Office Systems Administration (BOSA) and the Word Processing Specialist Certificate was renamed Business Office Specialist (BOS).*

*In 2009 authorization was given to rename the Multimedia Development Management program to Digital Media and the Multimedia Technology Certificate was renamed Digital Media Specialist.*

*In 2010 authorization was granted to offer the Bachelor of Business Administration Degree (BBA) in Accounting.*

*In 2011 the following programs were removed from the New York State Education Department's Inventory of Registered Programs: Degree Program: Business Systems Management, Certificate Programs: Computer Applications Specialist, Database Management, E-Commerce Specialist, Pharmacy Technologist, and Word Processing Specialist.*

*In 2011 authorization was granted to offer the Bachelor of Business Administration Degree (BBA) in Business Administration and Associate in Applied Science (AAS) in Business Administration Management/Marketing in a fully online format.*

*In 2012 the following programs were removed from the New York State Education Department's Inventory of Registered Programs: Degree Program: Business Office Systems Administration, Computer Applications Management, Certificate Program: Business Office Specialist.*

*In 2012 authorization was granted to offer the Bachelor of Business Administration Degree (BBA) in Business Administration-Management in a fully online format.*

*In 2013 authorization was granted to offer the Associate in Applied Science (AAS) Degree in Business Management/Marketing in a fully online format.*

*In 2014 authorization was granted to offer the Bachelor of Business Administration Degree (BBA) in Health Care Administration.*

*In 2014 authorization was granted to offer the Bachelor of Business Administration Degree (BBA) in Health Administration in a fully online format.*

*In 2014 authorization was granted to offer a Concentration in Digital Marketing & Design as part of the BBA in Business Administration.*

*In 2016, authorization was granted to offer the Bachelor of Science (BS) Degree in Interactive Digital Media and Marketing.*

### **Institutional Accreditation**

The College of Westchester is accredited by:

- The Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104; (267) 284-5000. The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation.

### **New York State Authorization**

- The College of Westchester is authorized to award the Bachelor of Business Administration Degree (BBA), Bachelor of Science Degree (BS), Associate in Applied Science Degree (AAS), and the Associate in Occupational Studies Degree (AOS) by the New York State Education Department Office of Higher Education and the Professions, Cultural Education Center, Room 5B8, Albany, NY 12230; (518) 474-5851. Any questions concerning accreditation, approval or licensing may be directed to the Provost and Vice President of Academic Affairs.

### **Additional Approvals**

The College of Westchester is:

- 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.
- 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).

### **College and Professional Affiliations**

- American Association of Collegiate Registrars and Admissions Officers (ACCRAO)
- American Council of Education (ACE)
- Association of Proprietary Colleges (APC)
- Business Council of Westchester
- National Association of College & University Business Officers (NACUBO)
- National Association of Colleges and Employers (NACE)
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association of Veterans' Program Administrators (NAVPA)
- New York State Financial Aid Administrators Association (NYSFAA)
- New York State Higher Education Services Corporation (NYSHESC)
- New York State Organization of Bursars and Business Administrators (NYSOBBA)
- Online Learning Consortium (OLC)
- QM Quality Matters
- United States Distance Learning Association (USDLA)
- Westchester County Association (WCA)

### **Vision**

We aspire to be The College of choice for students because we are The College of choice for employers.

### **Mission**

The College of Westchester graduates individuals who have completed transformative and purposeful educational experiences that provide the foundation for successful, professional careers which are relevant today. As an academically student-centered, culturally diverse college, CW is committed to providing the highest quality education for career and entrepreneurial-minded students through the delivery of a carefully constructed and distinctive curriculum shaped by regional employers. The college environment supports and encourages academic excellence, career advancement, professional integrity and good citizenship.

## College Goals

### **Academic Excellence**

CW ensures that students learn through a career-relevant curriculum, effectively delivered by fully qualified and student-centered faculty engaged through continuous assessment and improvement.

### **Student Excellence**

CW students are accepted based on their potential and commitment to succeed. Students with support and assistance from faculty and staff remain vested in their education and in CW from enrollment through graduation, and throughout their career progression.

### **Operational Excellence**

Operational excellence includes all areas of service. CW's vital business operations are clearly defined by standards of excellence, systematically measured, clearly communicated, and delivered by all employees who are committed and embrace continuous improvement.

### **Business Excellence**

CW's competitive and financial strength is accomplished through planning and resource allocation that anticipates and supports internal stakeholder needs and meets compliance and accreditation requirements.

### **The CW Way**

We embrace and fulfil our vision and mission through these core values. They provide us a road map so that our success is a by-product of the enumerated behaviors. We constantly strive to be the best we can possibly be through a focus on excellent customer service achieved through respect, teamwork, problem solving and delivery. Only as a united group, that believes we would not exist if it were not for our students, will we succeed.

- We value one another.
- We are one.
- We inspire success.
- We make it happen.

### **Faculty**

A College of Westchester education starts with its faculty. CW's instructors are highly qualified, dedicated and respected educators who are committed to excellence in teaching and in service to students. Most faculty have advanced degrees and all have relevant work experience. A comprehensive faculty development program ensures that all instructors remain current in their field of expertise and utilize state-of-the-art technology and teaching methodologies.

### **Students**

Students come to The College of Westchester from throughout Westchester, Rockland, Putnam and Fairfield Counties and the New York metropolitan area.

The breadth of racial, ethnic and socioeconomic backgrounds represented in the student body make The College of Westchester a genuinely diverse institution. The College of Westchester is committed to priorities that place its students first and foremost in importance. As a student-centered institution, The College of Westchester has a history of providing students with the support and encouragement needed to succeed in college and in their chosen careers.

### **Facilities**

The College of Westchester, a five-story, 50,000 square foot building, is conveniently located in the southwest perimeter of White Plains.

The College's academic facilities include twenty-three classrooms, a Library, the Learning Center which is an open computer lab that also serves as a tutoring and study center, a student center and faculty offices. To meet the growing trends in healthcare, the college facility includes two medical labs equipped to provide Allied Health students with academic and clinical skills required of their medical courses. The facility also includes an Admissions Office which assists all students who are interested in seeking admission; an Academic Center where the academic administrators, including academic advisors, are housed; Student Financial Services Center which addresses the financial assistance needs of the students; and Career Services, which specializes in finding part-time work for currently enrolled students and full-time career-related positions for graduates.

The College's leading-edge technology enhances the instructional environment and helps to ensure a powerful, productive learning experience. Our 13 dedicated computer classrooms feature Intel based i5 vPro personal computers, outfitted with an extensive selection of current software applications, and projectors to enhance the teaching and learning process. The Library and Learning Center also offer Dell desktop and laptop computers, along with several Apple iPads and Kindle HD tablets specifically for student use over our robust Wi-Fi network. In addition, CW offers an Apple lab with recently upgraded iMac computers equipped with Quad Core processors for Digital Media students, complemented with Wacom Cintiq 13" HD tablets. Our Microsoft Windows 64-bit multimedia lab utilizes Dell Precision computers equipped with Intel Xeon Core processors. We also have several dedicated technology labs for our Computer Networking Administration program, and these labs were renovated in 2015.

CW's recently upgraded network leverages the strengths of virtualization through the use of VMware software providing a high performing, scalable, fault-tolerant environment to support the data processing and communications needs of the institution. CW's physical file servers are equipped with Intel Quad-core Xeon Processors. The College maintains a high speed 150 MB

Internet connection along with a recently upgraded Cisco wireless access (802.11a/c) solution throughout the facility so students can connect to the Internet with their wireless devices.

### **Ownership**

The College of Westchester is owned by The College of Westchester, Inc., organized under the laws of the State of New York.

### **Board of Trustees**

The Board of Trustees is the legally constituted authority for the operation of The College of Westchester. The Board is responsible for all aspects of The College, including mission and goals, selection of the chief executive officer, policy, and finance. The Board delegates authority to the President/CEO and receives recommendations from the President in conducting much of its business.

### **The President's Cabinet**

College administration is led by the President. The President, as Chief Executive Officer, delegates authority to other administrators, including Vice Presidents and select Directors, which constitute the President's Cabinet, which is the chief governance structure of the administration.

### **Shared Governance**

The College of Westchester adheres to a participatory system of shared governance in which administrators, staff, students and faculty all have substantive roles. Reporting to the President and the President's Cabinet, the Institutional Effectiveness and Planning Committee is comprised of members from each of the governance standing committees which include the Committee on Curriculum and Academic Policy, Academic Progress and Student Life Committee, Faculty Development Committee, The CW-Way Committee, and the Strategic Enrollment Management Committee, as well as at-large Faculty and Staff members and selected Ex Officio members, to ensure a broad perspective representing all constituents. Each Committee is guided by a formal description and charge and comprised of a membership appropriate to that charge. Representatives of the Student Government Association are asked to participate in Committee meetings as applicable topics warrant.

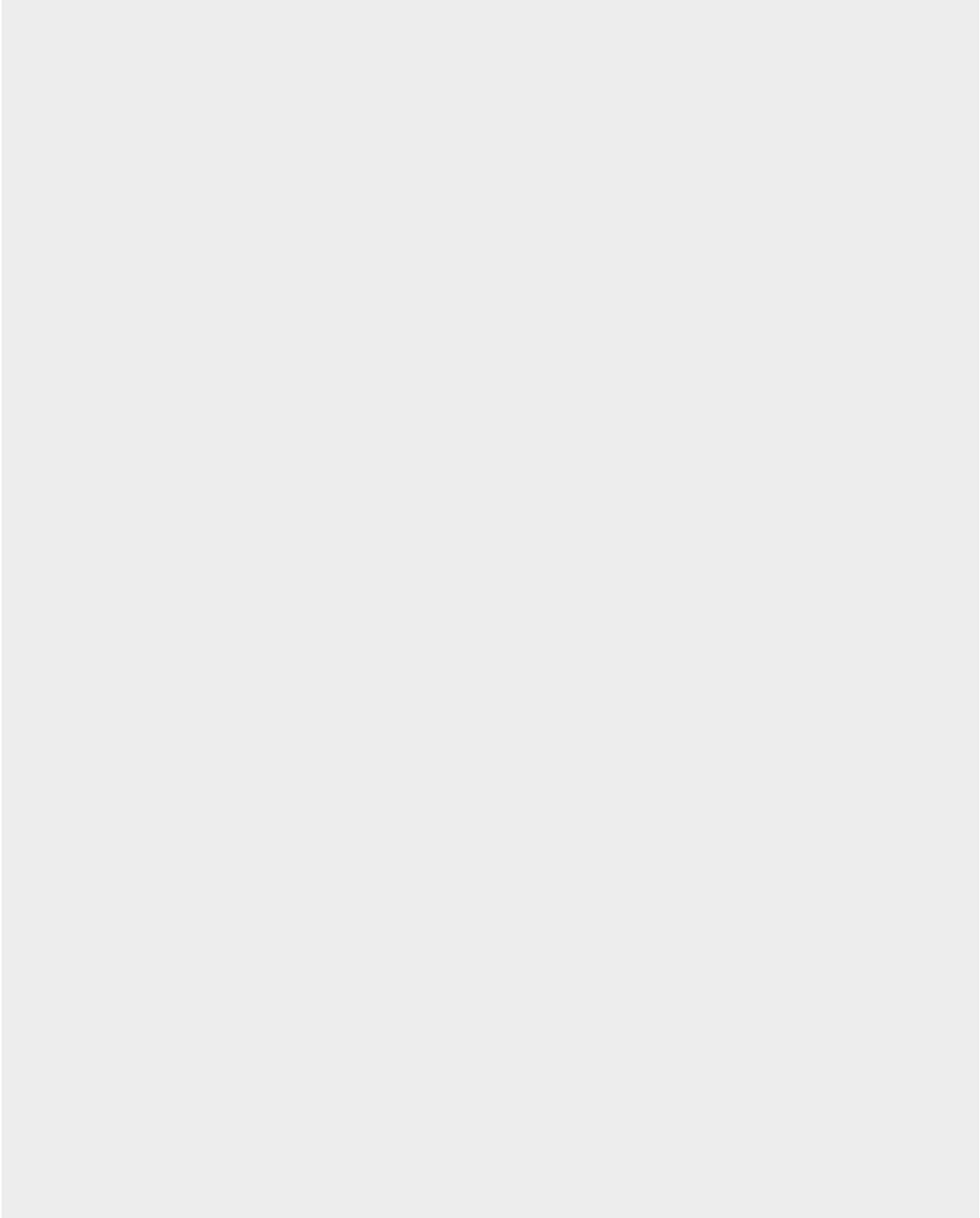
**College Advisory Council**

The College Advisory Council is comprised of external business, technology, allied health, and education professionals who provide advice and guidance to CW in maintaining its position as the premier career-focused college in the greater metropolitan area. Input from the Council members helps drive change in curricula and programs of study delivered by The College. Council members belong to program-specific groups relevant to their industry experience and meet with the chairpersons of those departments, together with representatives from

Admissions and Career Services, to ensure that programs are designed to prepare students to meet the needs of regional employers. The Council provides guidance on selecting student learning outcomes and performance competencies and regularly reviews and comments on student learning outcomes assessment results.

The Council also assists the Office of Career Services by providing advice on employment and internship opportunities. At a yearly appreciation dinner, all Council members get together and a recap of changes made as a result of CAC input is delivered.

# Admissions



# Admissions

The College of Westchester seeks to enroll students in certificate, associate and bachelor's degree programs\* who have potential to succeed academically and in their chosen profession. A personal interview is conducted by an admissions counselor with each prospective student. Appointments can be arranged by contacting the Admissions Office at (914) 831-0200 or by visiting [www.cw.edu](http://www.cw.edu).

All candidates seeking admission to The College must submit an application for admission with a \$40 non-refundable fee. Responsibility for having all credentials forwarded to The College of Westchester rests solely on the applicant. The basic requirements for acceptance evaluation are listed below:

### For High School Applicants:

- A personal admission interview
- Completed application for admission
- A current high school transcript
- Proof of high school graduation or the equivalent

### For Adult Applicants:

- A personal admission interview
- Completed application for admission
- Proof of high school graduation or the equivalent

### For Online Division Applicants:

- A personal admission interview
- Completed application for admission
- Proof of high school graduation or the equivalent

### For Transfer Applicants:

- A personal admission interview
- Completed application for admission
- Proof of high school graduation or the equivalent
- Prior college transcripts

*(Please refer to the Transfer Students section on page 71 for further information.)*

### Bachelor's Degree Transfer Students

For accepted transfer applicants who possess less than an earned associate degree or its equivalent, transfer credits will be evaluated on a course by course basis. Transfer applicants with an earned associate degree or its equivalent who possess a minimum 2.5 cumulative

GPA, including graduates of The College of Westchester, generally will be accepted into the Bachelor's degree programs with a junior level status. Please refer to program competencies that must be satisfied through prior course credits earned, official prior learning assessment or through credits earned while pursuing required bachelor's coursework.

*(See Academic Standards for complete information on transfer policies and procedures.)*

### Bachelor's Degree Completion Students

The BBA in Healthcare Administration and the BBA in Health Administration (Online) programs are bachelor's degree completion programs designed for students with an earned associate degree or its equivalent who possess a minimum 2.5 cumulative GPA. Please refer to program competencies that must be satisfied through prior course credits earned, official prior learning assessment or through credits earned while pursuing required bachelor's coursework.

*(See Academic Standards for complete information on transfer policies and procedures.)*

### Special Notes and Restrictions:

*\* Not all academic programs are available or offered each term, semester or division throughout the academic year. Contact the admissions office at 914-831-0200 for current offerings.*

### Immunization and Meningococcal Requirements

New York State Public Health Law requires all college students born on or after January 1, 1957 wishing to register for and attend classes to provide proof of immunity to measles, mumps and rubella in order to attend college. Not complying with these state mandated requirements on a timely basis will result in exclusion from classes.

The following are acceptable:

1. Physician proof of vaccine administered on or after the first birthday. For measles, this must include two doses of live measles vaccine. Mumps and Rubella require one dose or;
2. Documented laboratory blood tests which prove existing immunity to any or all three diseases or;
3. Written documentation of medical or religious factors which prohibit you from being immunized.

In addition, effective August 15, 2003, New York State Public Health Law requires The College to distribute information about meningococcal meningitis and vaccination to all registered students. Students are required to sign a Response Form indicating they had the meningococcal meningitis immunization within the past ten years (provide date), or will be immunized within 30 days, or have been provided with information about the risks and decided not to be vaccinated.

### Entrance Dates

Students may apply and be accepted for admission in any of eight start dates throughout the year. Please refer to page 172 for the Day Division Academic Calendar, page 173 for the Adult Division Academic Calendar, and page 175 for the Online Division Academic Calendar.

### Registration/Orientation

Official registration for each term or semester occurs approximately one month prior to the start of classes. Students may choose to register earlier. In the Day Division, new student Orientation occurs the day prior to the start of classes in the student's first semester. Adult Division and Online Division Orientations are normally held one week prior to the beginning of the term.

### Assessment Testing and College Bridge Programs

Applicants for matriculation to The College of Westchester must take a course placement assessment test in areas of writing and mathematics prior to registration. Students who do not achieve a satisfactory score may be required to take Basics of Communications and/or Basics of Mathematics as part of their program. These courses carry institutional credit units that are not counted toward graduation credit requirements.

Accepted applicants who test into Basics of Mathematics and/or Basics of Communication on The College's assessment test are required to participate in the Boot Camp Bridge or Summer Bridge Programs. These programs contain non-credit course content designed to improve the basic mathematics and English skills required for college. The potential benefit is that upon completion of this program, the student will be given the opportunity to test out of the Basics of Mathematics and/or Basics of Communication classes and be placed in college level mathematics / English classes once they begin school. There is no guarantee that applicants who attend or complete a Bridge Program will test out of Basics courses.

The Bridge programs are free to all incoming students. The Boot Camp Bridge is typically offered one to two weeks prior to the beginning of each Day semester and every other month for Adult/Evening students. The Summer Bridge typically runs 4 consecutive weeks during the month of July and/or August.

For additional information, please call the admissions department at 914-831-0200.

### Jump Start/Summer Explorations Academy Programs

For a nominal fee, The College of Westchester offers high school juniors and seniors the opportunity to earn college credits through the Jump Start/Summer Explorations Academy Programs. To learn more about these opportunities call the Admissions Office.

### Credits for Certifications

Any student at The College of Westchester may earn up to 12 academic credits (4 courses at 3 credits each) by satisfactorily completing technology certification examinations resulting in A+, CCNA, MCSA, Adobe, or Microsoft Office Specialist certifications. Certifications may not be older than three years from the student's start date. The chairperson must be notified to verify that the certification is the most current.

### External Professional Certification

The College of Westchester's academic programs help prepare graduates for careers in fields that do not require licensure or certification in New York State at this time. However, students and graduates, on their own, may choose to pursue external professional certifications offered by industry associations, vendors and other organizations. Test preparation and required testing fees are the responsibility of the student. Completion of CW credits, courses or degrees is no assurance that students/ graduates will pass any external certification exam.

### CLEP Examinations

The College of Westchester accepts CLEP (College Level Examination Program) scores at or above the 50th percentile in the Subject Examinations. Credits will be granted according to the American Council on Education recommendations. More detailed information about the CLEP examinations and the locations of test centers can be obtained by visiting [www.collegeboard.org/clep](http://www.collegeboard.org/clep).

### **UExcel Examinations**

UExcel is a credit by examination program offered in a computer-based format at thousands of test centers globally. The UExcel program is an alliance between Excelsior College and Pearson. The College of Westchester accepts UExcel scores according to ACE recommendations. The corresponding credit recommendations apply when the examinee receives an examination score of C or better. For further information: [www.UExcelTest.com](http://www.UExcelTest.com).

### **High School BOCES Articulations**

Students may be eligible to earn up to 12 credits at CW in various programs such as Business, Digital Media, Information Technology, Medical, Networking and Accounting. CW has articulation agreements with the Board of Cooperative Educational Services from Dutchess, Orange/Ulster, Putnam/Northern Westchester, Rockland and Southern Westchester counties as well as high schools such as Gorton, Greenwich, Lehman, Riverside, Saunders, Mount Vernon and Christopher Columbus.

### **National College Credit Recommendation Service (National CCRS) (Formerly PONSI)**

The American Council on Education (ACE) and the National College Credit Recommendation Service (National CCRS) have pre-evaluated a variety of structured programs, experiences or licenses. Academic credit for the learning from one of these pre-evaluated experiences may be granted if the requisite documentation is provided. The dates, location and length of time of the training must match the dates, location, and length of time stipulated in the training's evaluation. For further information, contact: [http://nationalccrs.org/colleges\\_universities/](http://nationalccrs.org/colleges_universities/).

### **Excelsior College Examinations (ECE)**

*(Formerly ACT-PEP)*

Students may earn college level credit in select subject areas accepted according to ACE guidelines. Excelsior College Examinations are available in business, education, health, liberal arts and sciences, and nursing. For further information: <http://www.excelsior.edu/ecapps/exams/creditByExam.jsf?gw=1>

### **Advanced Placement Program (APP)**

The College Entrance Examination Board offers another series of college level examinations through the Advanced Placement Program (APP). The College of Westchester will grant credit for many APP examinations for which a grade of 3 or better has been obtained. Detailed information on these examinations can be obtained by consulting with a high school guidance counselor or by writing to Advanced Placement Program (APP), P.O. Box 592, Princeton, New Jersey 08541.

### **Test-Outs for Exemptions from Courses**

Students may be exempt from a course based on demonstrated competence. Students may take proficiency exams in the subject areas of English Composition I and II, Basics of Mathematics, College Mathematics, College Algebra, Emerging Information Technology, Financial Accounting I and II, Microsoft Office 2013 Applications (Word, PowerPoint, and Excel), Medical Terminology, and Medical Ethics. Students may be exempt from Transformative Learning if they have successfully completed a freshman seminar course from another college (credit bearing or not) or have earned a college degree or have obtained 15 or more college credits with a minimum overall GPA of 3.0. Appropriate electives in these areas would replace these courses to fulfill graduation credit requirements. Test-outs must be arranged through the Testing Center by appointment.

### **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, Florida, Georgia, Idaho, Louisiana, Maine, , Nebraska, New Hampshire, New Jersey, North Carolina, Ohio, South Carolina, Tennessee, Vermont, State of Washington].

### **Military Experience**

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.*

### **Credit Awarded through Portfolio Evaluation**

The College of Westchester is a member of the Council for Adult and Experiential Learning (CAEL). The College of Westchester will award academic credit for learning that occurs as a result of career or personal experiences. A fully documented experiential learning portfolio must be completed for faculty evaluation by the end of the first semester in the Day Division or by the end of the third term in the Adult or Online Division. A total of fifteen (15) academic credits will be awarded toward the Associate degree or Certificate program and a maximum of fifteen (15) academic credits will be awarded toward the Bachelor of Business Administration (BBA) degree for a maximum of thirty (30) credits. There is a fee of \$100 for reading the learning portfolio and a fee of \$100 for each three-credit course that is awarded experiential credit. Through advisement, students are informed that CW cannot guarantee that awarded credits would be accepted in transfer to another institution.

### **International Baccalaureate Program (IB)**

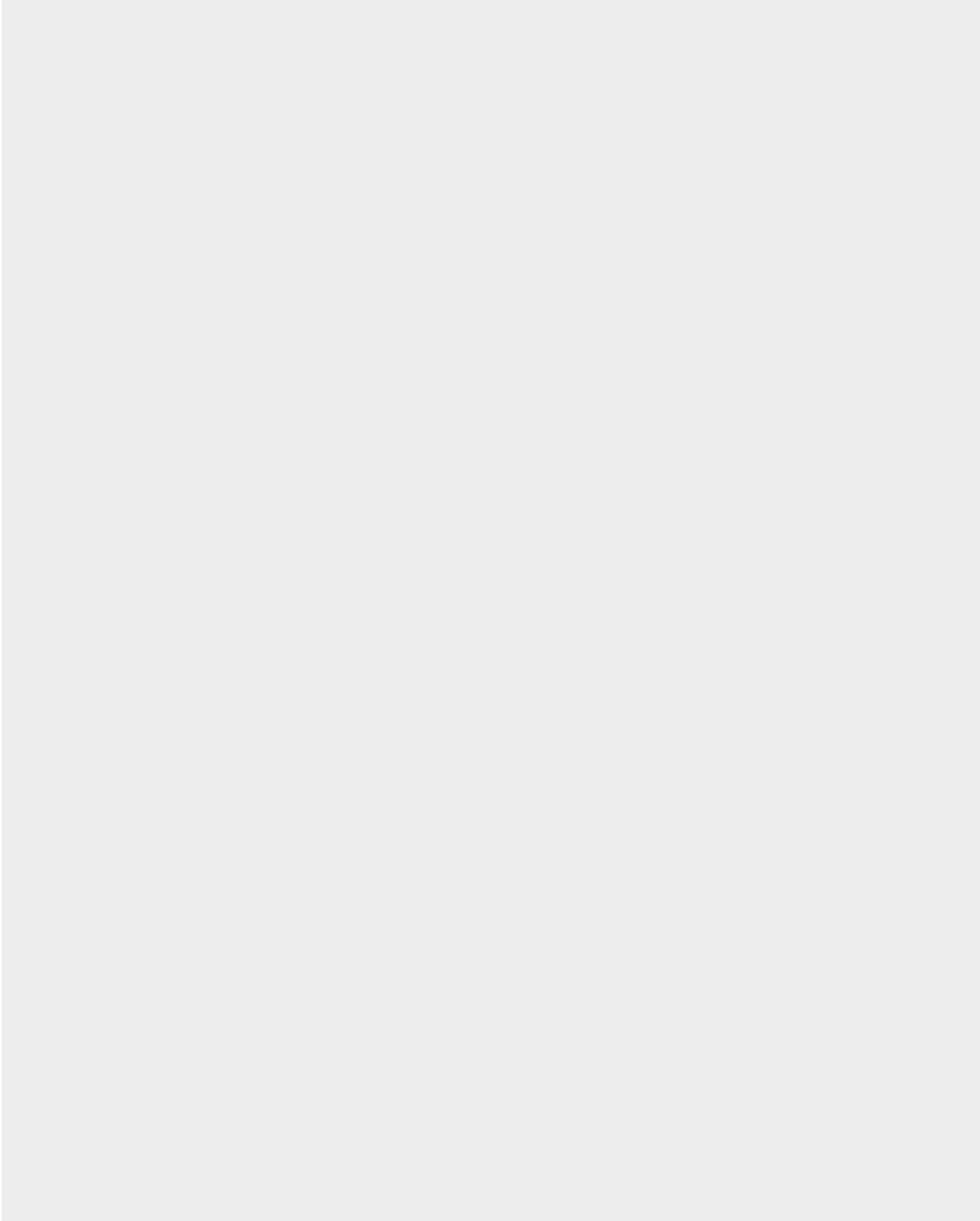
The International Baccalaureate Program offers a series of college level exams through the IB program. The IB tests are usually taken in conjunction with high school Advanced Placement courses. The College of Westchester will grant credit for many IB examinations for which a grade of 4 or better has been obtained. Through advisement, students are informed that CW cannot guarantee that credits earned through this program would be accepted in transfer to another institution.

### **Individual Credit Course (ICC)**

There are ICC courses that non-matriculated students can participate in which provide additional training for individuals who have interest in upgrading their skills or learning new skills. Call the Admissions Office and also see the Academic Standards section of the catalog for additional information. In addition, The College of Westchester also offers the Jump Start Program that allows high school students to earn college credits as non-matriculated students.



# Student Financial Services



## Tuition and Fees

A \$40 non-refundable application fee must accompany the application for admission; it is not deductible from tuition and fees nor can it be paid by federal or state funding.

Tuition and all applicable fees are payable 30 days prior to the first day of class.

Day Division students are provided textbooks directly from the College to assist students in the timely receipt of the correct course materials. The textbook fees are charged directly to the student's account and paid with funding the student receives from various sources. This is a mandatory fee for students attending in the Day Division.

### Day Division:

Tuition per credit:

*(includes institutional credit units)* .....\$745.00

Computer and General Services Fee..... \$100.00 per course

Textbooks vary by major please see below estimates:

Accounting (BBA) textbooks .....\$605/semester

Accounting (AAS) textbooks .....\$510/semester

Intensive Accounting/Computer Applications

(Certificate) textbooks.....\$475/semester

Business Administration (BBA) textbooks ....\$405/semester

Business Administration–Management/Marketing

(AAS) textbooks .....\$325/semester

Health Care Administration (BBA) Completion Program

textbooks .....\$245/semester

Medical Assistant Management (AAS)

textbooks .....\$415/semester

Health Information Management (AOS)

textbooks .....\$610/semester

Medical Assistant Specialist (Certificate)

textbooks .....\$405/semester

Medical Office Specialist (Certificate)

textbooks .....\$650/semester

Interactive Digital Media and Marketing (BS)

textbooks .....\$400/semester

Digital Media (AAS) textbooks.....\$325/semester

Digital Media (Certificate) textbooks.....\$215/semester

Computer Network Administration (AAS)

textbooks .....\$425/semester

Computer Networking Specialist (Certificate)

textbooks .....\$460/semester

Graduation Fee .....\$100.00

*Other Fee charges, if applicable, may include the following:*

Medical Class Fee (MSC courses: 126; 131;

207; 209; 212; 220; 302)..... \$100.00 per course

Medical Class Fee (MSC course: 301; 301A; 301B) .....\$25.00

1 set of Scrubs (non-refundable).....\$23.00

1 Lab Coat (non-refundable).....\$26.00

1 Blood Pressure Kit (non-refundable).....\$53.00

1 CPR Mask (non-refundable).....\$13.00

PC Kit (non-refundable).....\$650.00

Transcript Fee (non-refundable).....\$10.00

Nonsufficient Funds Fee (non-refundable) .....\$30.00

Late payment fee.....\$29.00

### Adult Division/Online Division:

Tuition per credit:

*(includes institutional credit units)* .....\$745.00

Computer and General Services Fee:..... \$100.00 per course

Books/Electronic Media.....purchased separately

Graduation Fee .....\$100.00

*Other Fee charges, if applicable, may include the following:*

Medical Class Fee (MSC courses: 126; 131;

207; 209; 212; 220; 302)..... 100.00 per course

Medical Class Fee (MSC course: 301; 301A 301B) .....\$25.00

1 set of Scrubs (non-refundable).....\$23.00

1 Lab Coat (non-refundable).....\$26.00

1 Blood Pressure Kit (non-refundable).....\$53.00

1 CPR Mask (non-refundable).....\$13.00

PC Kit (non-refundable).....\$650.00

Transcript Fee (non-refundable).....\$10.00

Nonsufficient Funds Fee (non-refundable) .....\$30.00

Late payment fee.....\$29.00

A \$200 tuition deposit must be paid within two weeks of receipt of the Letter of Acceptance. This deposit is applied in full toward tuition and is refunded only when The College receives written notification of cancellation from the student at least 60 days prior to the start of the semester or term for which the student has been accepted. Textbooks/Electronic media are paid at the start of each semester for the Day Division. The materials become the property of the student and no refund is made for these items. Adult and Online students purchase textbooks/electronic media separately. The computer and general services fee covers student services, student activities, class scheduling, orientation

programs, computer usage, registration, tutoring, accident insurance and locker usage. A graduation fee of \$100 is charged to all students in their final semester and/or term. Students who are not in good standing regarding tuition, fees and book/electronic media payments may be suspended or dismissed from The College. Reinstatement to The College may occur only after financial obligations are met. Students are subject to subsequent increases in tuition, books/electronic media and fees. The College reserves the right to withhold transcripts if a student has defaulted on a loan or is not in good financial standing with The College. The College of Westchester reserves the right to make any changes in the schedule of class hours or in the course of study that it deems appropriate. The College reserves the right, at its discretion, to change the schedule of tuition and other fees or charges.

For more information, contact Student Financial Services at (914) 831-0473 for an appointment.

**Payment Methods**

*Credit Card:* Payment may be made by using MasterCard, Visa, Discover or American Express.

*Check, Money Order or Certified Check:* Students may also pay by check, money order or certified check. Please note that any refunds due to a student will not be issued until the student’s check has cleared the bank. Students should allow 30 days after bank clearance for receipt of refund check, if applicable.

Checks returned to The College unpaid by the account of the payee will result in an automatic \$30 handling fee. The student is expected to present payment in full for the amount of the check plus the \$30 fee. Payment must be made at the Student Accounting Office by cash, credit card or money order.

Late fees may apply if any part of any payment is more than 10 days late. Payment will be subject to a \$29 late fee.

**Withdrawal Policies**

In the event a student finds it necessary to withdraw during his/her attendance at The College, a tuition refund will be calculated based upon the semester or term institutional charges. Institutional charges consist of tuition and fees.

**Refund Policy for Day Division**

*(week is defined as Monday through Sunday):*

<b>Withdrawal Period</b>	<b>Percent Refunded</b>
Student withdraws during add/drop period.....	97%
Student withdraws 2nd week of the semester after the add/drop period.....	75%
Student withdraws 3rd week of the semester .....	50%
Student withdraws 4th week of the semester .....	25%
Student withdraws after the 4th week of the semester.....	0%

**Refund Policy for Adult Division and Online Division**

*(week is defined as Monday through Sunday):*

<b>Withdrawal Period</b>	<b>Percent Refunded</b>
Student withdraws first week of the term .....	97%
Student withdraws second week of the term.....	75%
Student withdraws third week of the term.....	50%
Student withdraws fourth week of the term .....	25%
Student withdraws after fourth week of the term.....	0%

The College strongly recommends an in-person appointment in the event of withdrawing from The College. This will allow for a thorough review of the withdrawal process including potential financial liability and/or potential loss of financial assistance with respect to satisfactory academic progress. Students are urged to contact the Student Financial Services Office to determine the financial aid consequences of withdrawing from The College.

**Federal Title IV Refund Policy for Financial Assistance Programs:**

The U.S. Department of Education regulates the administration of all federal grants and loans. For those students who receive Federal Title IV aid and withdraw during a semester or term, The College is required to apply Return to Title IV calculation (R2T4). When a student withdraws from school during a term or semester before completing it, the Higher Education Act requires the institution to determine whether Federal Title IV funds must be returned by or on behalf of the student. The amount of Federal Title IV funds that were earned by the student is directly proportional to the length of time he or she remained enrolled within the payment period, as indicated by the student’s withdrawal date.

Federal regulations specify that for institutions that take attendance, the withdrawal date is determined from the institution's attendance records, whether the student withdrew officially or unofficially; this includes administrative withdrawals for non-attendance. Academic attendance and attendance at an academically-related activity includes, but is not limited to:

- Physically attending a class where there is an opportunity for direct interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an exam, an interactive tutorial, or computer-assisted instruction;
- Participating in campus or online activities indicated in the course syllabus or assigned by the instructor, such as small group assignments, online discussion forums, or other collaborative activities.

A pro rata schedule is used to determine the amount of federal student aid funds the student will have earned at the time of withdrawal. The amount of Federal Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. The Return to Title IV calculation is based on the number of days in the semester or term divided into the number of days attended which equals percentage completed. If the calculated percentage completed exceeds 60%, then the student has earned all Federal Title IV aid for the enrollment period. The Federal Refund Policy (R2T4) is very encompassing. For additional information on Federal Title IV Refunds (R2T4) federal policies and procedures you may reference Federal Student Aid Handbook, Volume 5 <http://ifap.ed.gov/ifap/byAwardYear.jsp?type=fsahandbook&awardyear=2016-2017>, or you may access a copy in the Student Financial Services Office at The College of Westchester.

In the event a student finds it necessary to withdraw or is dismissed from The College, the order in which funds are returned will be as follows:

1. Unsubsidized William D. Ford Federal Direct Loan
2. Subsidized William D. Ford Federal Direct Loan
3. PLUS William D. Ford Federal Direct Loan
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Other Federal Title IV Programs
7. Other Federal, State, Private or Institutional financial assistance
8. Student

Please note that Federal Work Study (FWS) must be earned and is not included in the R2T4 calculation. Funds earned prior to withdrawal may be kept by the student or retained with student authorization, by the school for a balance owed. Students may not continue working in the FWS program after their withdrawal date.

Should a student with a subsidized or unsubsidized Federal Direct Loan separate from The College and an overpayment exists, The College will repay those funds to the U.S. Department of Education on behalf of the student's account. Also, if a student withdraws before the end of the term or semester, he/she will forfeit any CW grant or scholarship. Administrative credit or institutional grants/scholarships posted to a student's account cannot be converted to cash. Refunds or repayments cannot be made against these credits. Any institutional funds awarded cannot exceed the cost of tuition, fees and books/electronic media, and if such credit balance exists as the result of institutional funds, the excess will be refunded to The College. For further explanation of this policy, please contact the Director of Student Financial Services.

## 2016-2017 Average Student Cost of Attendance Budget

The Cost of Attendance is an estimate of expenses to attend school for one academic year.

### Day Division Student Expense Budget A (27 credits/2 semesters)

One Academic Year for a dependent student, without dependents living with parents, other budgets may apply:

Tuition.....	\$20,115
Textbooks.....	<i>vary by major please see below*</i>
General Student Services Fees.....	\$900
Housing/Meals.....	\$1,824
Transportation.....	\$1,128
Miscellaneous and Personal.....	\$3,637
TOTAL ESTIMATED COST ( <i>will vary based on book costs see below</i> ).....	\$28,604*

*Accounting (BBA) textbooks.....	\$1210
*Accounting (AAS) textbooks.....	\$1020
*Intensive Accounting/Computer Applications (Certificate) textbooks.....	\$950
*Business Administration (BBA) textbooks.....	\$810
*Business Administration–Management/Marketing (AAS) textbooks.....	\$650
*Health Care Administration (BBA) Completion Program textbooks.....	\$490
*Medical Assistant Management (AAS) textbooks...	\$830
*Health Information Management (AOS) textbooks.....	\$1220
*Medical Assistant Specialist (Certificate) textbooks.....	\$810
*Medical Office Specialist (Certificate) textbooks..	\$1300
*Interactive Digital Media and Marketing (BS) textbooks.....	\$800
*Digital Media (AAS) textbooks.....	\$650
*Digital Media (Certificate) textbooks.....	\$430
*Computer Network Administration (AAS) textbooks.....	\$850
*Computer Networking Specialist (Certificate) textbooks.....	\$920

### Day Division Student Expense Budget B (27 credits/2 semesters)

One Academic Year, for all other students, other budgets may apply:

Tuition.....	\$20,115
Textbooks.....	<i>vary by major please see below*</i>
General Student Services Fees.....	\$900
Housing/Meals.....	\$9,520
Transportation.....	\$1,128
Miscellaneous and Personal.....	\$3,637
TOTAL ESTIMATED COST ( <i>will vary based on book costs see below</i> ).....	\$36,300*

*Accounting (BBA) textbooks.....	\$1210
*Accounting (AAS) textbooks.....	\$1020
*Intensive Accounting/Computer Applications (Certificate) textbooks.....	\$950
*Business Administration (BBA) textbooks.....	\$810
*Business Administration–Management/Marketing (AAS) textbooks.....	\$650
*Health Care Administration (BBA) Completion Program textbooks.....	\$490
*Medical Assistant Management (AAS) textbooks...	\$830
*Health Information Management (AOS) textbooks.....	\$1220
*Medical Assistant Specialist (Certificate) textbooks.....	\$810
*Medical Office Specialist (Certificate) textbooks..	\$1300
*Interactive Digital Media and Marketing (BS) textbooks.....	\$800
*Digital Media (AAS) textbooks.....	\$650
*Digital Media (Certificate) textbooks.....	\$430
*Computer Network Administration (AAS) textbooks.....	\$850
*Computer Networking Specialist (Certificate) textbooks.....	\$920

**Adult Division Student Expense Budget A  
(24 credits/4 terms)**

*One Academic Year for a dependent student, without dependents living with parents, other budgets may apply:*

Tuition.....	\$17,880
Textbooks.....	\$1,000
General Student Services Fees.....	\$800
Housing/Meals.....	\$1,824
Transportation.....	\$1,128
Miscellaneous and Personal.....	\$3,637
TOTAL ESTIMATED COST.....	\$26,269

**Adult Division Student Expense Budget B  
(24 credits/4 terms)**

*One Academic Year, for all other students, other budgets may apply:*

Tuition.....	\$17,880
Textbooks.....	\$1,000
General Student Services Fees.....	\$800
Housing/Meals.....	\$9,520
Transportation.....	\$1,128
Miscellaneous and Personal.....	\$3,637
TOTAL ESTIMATED COST.....	\$33,965

**Online Division Student Expense Budget A  
(24 credits/4 terms)**

*One Academic Year for a dependent student, without dependents living with parents:*

Tuition.....	\$17,880
Textbooks.....	\$1,000
General Student Services Fees.....	\$800
Housing/Meals.....	\$1,824
Miscellaneous and Personal.....	\$3,637
TOTAL ESTIMATED COST.....	\$25,141

**Online Division Student Expense Budget B  
(24 credits/4 terms)**

*One Academic Year, for all other students:*

Tuition.....	\$17,880
Textbooks.....	\$1,000
General Student Services Fees.....	\$800
Housing/Meals.....	\$9,520
Miscellaneous and Personal.....	\$3,637
TOTAL ESTIMATED COST.....	\$32,837

*CW reserves the right, at its discretion, to change the schedule of tuition and other fees or charges.*

**Note:** Loan Fees and Other Expenses are built into the Cost of Attendance on an individual basis.

**The following additional fees may apply for all Cost of Attendance:**

PC Kit Fee for students taking PC Technology (A+) course NET111 .....	\$650
Medical Class Fee for MSC126; 131; 207; 209; 212; 220; 302 .....	\$100
Medical Class Fee for MSC 301; 301A; 301B.....	\$25
Blood Pressure Kit Fee for MSC207.....	\$53
Lab Coat Fee for MSC 207.....	\$26
CPR Mask Fee for MSC 301; 301A.....	\$13
Medical Scrubs Fee for MSC 110.....	\$23

**Part-Time Budgets**

Budgets for students enrolled less than full-time are reduced proportionally based upon enrollment status.

## Financing Your Education

### Available Financial Assistance Programs

All students who are seeking the outstanding career education offered at The College of Westchester are encouraged to apply for financial assistance. Students may meet with a Financial Assistance Counselor who will conduct a confidential analysis detailing the funds available to finance their education. In addition to federal and state funded programs, The College offers a variety of institutional scholarships, grants and payment plans each year.

Award Program	Source of Funding	Range of Awards
Federal Pell Grant	Federal Government	\$598 - \$5815 per award year
Federal Supplemental Educational Opportunity Grant (FSEOG)	Federal Government	varies
Federal Work Study (FWS)	Federal Government	varies
Tuition Assistance Program (TAP)	New York State	\$500 - \$5165 per award year
Aid for Part Time Study (APTS)	New York State	varies/dependent upon State funding
Federal Direct Subsidized Student Loan	Federal Government	\$3,500 1st academic year \$4,500 2nd academic year \$5,500 3rd & 4th academic year
Federal Direct Unsubsidized Student Loan	Federal Government	\$2,000 - \$6,000 1st & 2nd academic year \$2,000 - \$7,000 3rd & 4th academic year
Federal Direct PLUS Loan for Dependent Undergraduate Students	Federal Government	Cost of attendance less other financial aid
Achievement Award	The College of Westchester	up to \$8,000 (based on 24/27 credits)
Institutional Grant	The College of Westchester	up to \$5,000 (based on 24/27 credits)
Joseph and Julia Sutkowski Memorial Scholarship	The College of Westchester	up to \$5,000 (based on 24/27 credits)
Matching Scholarship	The College of Westchester	up to \$2,000 in second academic year
President's Scholarship	The College of Westchester	up to \$24,000 per Associate Degree program
Bachelor's Achievement Scholarship	The College of Westchester	up to \$15,000 for junior and senior years
CW School of Business Scholarship	The College of Westchester	up to \$44,000 per Bachelor's Degree program
Other College of Westchester Grants/Scholarships	The College of Westchester	varies depending on eligibility
Alternative Funding	Various Lenders	up to the cost of attendance

*Students are strongly encouraged to apply for all federal and state financial assistance for all academic years in attendance. The above funding is not available for all students. It is contingent upon the students' financial need, academic standing and as well as other requirements. Please see aid descriptions for further information. In this section, you will find full descriptions on the above programs.*

## Federal Title IV Financial Aid Programs

### **Federal Pell Grant Program**

The Federal Pell Grant Program is a need based grant to undergraduate students. Financial need is determined by the U.S. Department of Education, using a federal formula, to evaluate the financial information reported on the Free Application for Federal Student Aid (FAFSA) and to determine the Expected Family Contribution (EFC). Students may apply for a Federal Pell Grant by filing a Free Application for Federal Student Aid (FAFSA). The application may be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). An Institutional Student Information Record (ISIR) will be electronically transmitted to the Financial Assistance Office. Federal Pell Grant funds cannot be disbursed unless a valid ISIR is in the possession of The College. The amount of the applicant's award is calculated by the Financial Assistance Office, and upon enrollment, funds are credited to the student's account following the appropriate processing. Students who have received a Bachelor's Degree are not eligible for a Federal Pell Grant. In addition, the student must be matriculated in an approved program as an undergraduate and must show financial need to continue to be a recipient. The student must maintain satisfactory academic progress for continued awards. The Higher Education Opportunity Act disqualifies from receiving Federal Pell grants students who are subject to an involuntary civil commitment following incarceration for a sexual offense (as determined under the FBI's Uniform Crime Reporting Program).

### **Federal Pell Grant Lifetime Eligibility Used (Pell LEU)**

The amount of Federal Pell Grant funds you may be eligible to receive over your lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Students are limited to 600% Lifetime Eligibility of Federal Pell Grant. This affects all students regardless of when or where they received their first Federal Pell Grant. Students who are currently receiving a Federal Pell Grant and would have reached or exceeded their Lifetime Eligibility Used (LEU) (600%) will no longer be eligible to receive a Federal Pell Grant. To track your LEU, visit [www.NSLDS.ed.gov](http://www.NSLDS.ed.gov). This website will be updated regularly as your Federal Pell Grant awards are reported. For further information, please contact The College of Westchester's Student Financial Services Office.

### **Federal Supplemental Educational Opportunity Grant Program (FSEOG)**

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a campus-based program funded by the federal government to award college students who have high financial need. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA). FSEOG awards are awarded to Federal Pell recipients. Award amounts may vary based on student enrollment status and availability of funds. In addition, the student must be matriculated in an approved program as an undergraduate and must show financial need to continue to be a recipient. The student must maintain satisfactory academic progress for continued awards.

### **Federal Work Study Program (FWS)**

The Federal Work-Study Program (FWS) is a campus-based program funded by the federal government to assist college students who have financial need. FWS provides part-time jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. Students are paid by the hour. Wages for the program must equal at least the current federal minimum wage but may be higher, depending on the type of work performed and the skills required. Wages are paid directly to the student for the hours actually worked, in the form of a paycheck on at least a monthly basis. Federal work study jobs can be both on campus and off campus. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA). FWS funds cannot be earned unless the Financial Assistance Office is in receipt of a valid student Institutional Student Information Report (ISIR).

The FWS program is a federal grant program whereby the applicant must be matriculated in an approved program as an undergraduate student and must show financial need. The student must maintain satisfactory academic progress for continued eligibility.

### **Payment of Federal Work Study (FWS) Funds**

Once the student earns the funds by working, he/she will be paid at least once a month as long as the timesheets are submitted by the established deadlines.

### **Federal William D. Ford Direct Loan Program (DL)**

Student loans, unlike grants, are borrowed money that must be repaid, with interest. Loans are legal obligations. You must be enrolled at least half-time to be eligible for a Federal Direct Student Loan. There are two types of Federal Direct Student Loans: Subsidized and Unsubsidized. Eligibility for Subsidized loans is need based. The federal government pays (subsidizes) the interest during in-school, grace and deferment periods. For Unsubsidized loans, the interest accrues during in-school, grace and deferment periods but may be paid by the student while in school or capitalized. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA). To be eligible for a Federal Direct Loan, the student must: (1) be a United States citizen or legal permanent resident; (2) be enrolled in or admitted as a matriculated student in an approved program at The College; (3) show financial need; (4) not be in default on a prior student loan or owe a refund on any Federal Title IV Grant, and; (5) complete all verification requirements. In addition, students must complete a Master Promissory Note (MPN) and an Entrance Interview, which a student may complete online at <http://studentloans.gov>, to ensure that all borrower rights and responsibilities are understood. Loans cannot be credited to a student's account until Entrance Counseling is complete. Student Loan funds are disbursed in two payments, one-half for each semester in the academic year (day students) or four payments, one-fourth for each term in the academic year (Adult and Online students).

### **First Time Student Loan Borrowers**

Federal Loan Disbursements of student loan funds will not be disbursed earlier than 30 days from the beginning of the semester or term. All subsequent disbursements after the initial 1st disbursement will follow the regular disbursement schedule.

### **Federal Direct Subsidized Loan**

The federal government pays the interest on behalf of the student borrower while the student is matriculated and enrolled at least half-time in college, during the six month grace period, and during times of authorized deferment and forbearance. Repayment of the loan begins six months after the student graduates or the student's enrollment status changes to less than half-time.

### **150% Direct Subsidized Loan Limit**

On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141) was enacted. MAP-21 added a new provision, to only first-time borrowers on or after July 1, 2013, to the Direct Loan statutory requirements (HEA section 455(q)) that limits a first-time borrower's eligibility for Direct Subsidized Loans to a period not to exceed 150 percent of the length of the borrower's educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150 percent limit to lose the interest subsidy on their Direct Subsidized Loans. For further information, please contact The College of Westchester's Student Financial Services Office.

### **Federal Direct Unsubsidized Loan**

Unlike the subsidized loan program, interest on unsubsidized loans begins and is paid by the borrower, not the federal government, when the loan is disbursed. Students have the option of paying these interest charges while attending school. If they choose not to pay the interest, it will accrue and be capitalized. Repayment of the loan begins six months after the student graduates or the student's enrollment status changes to less than half-time.

**Annual Federal Direct Loan Limits**

The amount of money you may borrow through the Federal Direct Loan program depends on your class standing. Associate degree seeking students may only borrow up to the sophomore loan level even though a student needs 66 credits to graduate. In addition, loan limits are also determined by your dependency status. A dependent student whose parent is denied a PLUS loan may be eligible for Federal Direct Student Loans at the independent level.

Class Standing	Dependent			Independent		
	Additional Unsubsidized	Maximum Subsidized	Combined	Additional Unsubsidized	Maximum Subsidized	Combined
Freshman 0–24 credits	\$3,500	\$2,000	\$5,500	\$3,500	\$6,000	\$9,500
Sophomore 25–60 credits	\$4,500	\$2,000	\$6,500	\$4,500	\$6,000	\$10,500
Junior 61–90 credits	\$5,500	\$2,000	\$7,500	\$5,500	\$7,000	\$12,500
Senior 91+ credits	\$5,500	\$2,000	\$7,500	\$5,500	\$7,000	\$12,500

**Lifetime Aggregate Federal Direct Loan Limits**

**Dependent Student**

Maximum Subsidized Loan Limit .....\$23,000  
 Maximum Unsubsidized Loan Limit .....\$8,000

**Lifetime Aggregate Federal Direct Loan Limits**

**Independent Student**

Maximum Subsidized Loan Limit .....\$23,000  
 Maximum Unsubsidized Loan Limit .....\$34,500

**Interest Rates for Student Loans and Parent PLUS loans (Fixed Rate Loans) per the United States Department of Education (USDOE)**

**Undergraduate Students/Direct Subsidized and Unsubsidized Loans**

Date of First Disbursement	Fixed Interest Rate
07/01/2016 - 06/30/2017 .....	3.76%
07/01/2015 – 06/30/2016 .....	4.29%
07/01/2014 – 06/30/2015 .....	4.66%
07/01/2013 – 06/30/2014 .....	3.86%

**Undergraduate Students Direct Unsubsidized Loans**

Date of First Disbursement	Fixed Interest Rate
07/01/2006 – 06/30/2013 .....	6.80%

**Undergraduate Students Direct Subsidized Loans**

Date of First Disbursement	Fixed Interest Rate
07/01/2011 – 06/30/2013 .....	3.40%
07/01/2010 – 06/30/2011 .....	4.50%
07/01/2009 – 06/30/2010 .....	5.60%
07/01/2008 – 06/30/2009 .....	6.00%
07/01/2006 – 06/30/2008 .....	6.80%

**Direct Parent PLUS Loans**

Date of First Disbursement	Fixed Interest Rate
07/01/2016 – 06/30/2017 .....	6.31%
07/01/2015 – 06/30/2016 .....	6.84%
07/01/2014 – 06/30/2015 .....	7.21%
07/01/2013 – 06/30/2014 .....	6.41%
07/01/2006 – 06/30/2013 .....	7.90%

**Federal Direct Subsidized and Unsubsidized Loan Origination Fees**

Consistent with federal regulations, Federal Direct Student Loans have an origination fee of 1.069%, which is deducted from the amount borrowed. This is effective for loans disbursed on or after 10/01/2016.

For loans disbursed on or after 10/01/2015 but before 10/01/2016, the fees are ..... 1.068%.  
 For loans disbursed on or before 09/30/2015, the fees are ..... 1.073%.

**Federal Direct Parent Loan Program (PLUS)**

The Federal Direct Plus Loan provides a borrowing option for parents of dependent undergraduate students. Based on the borrower’s credit worthiness, a parent may borrow up to the student’s cost of attendance minus all other aid from this federally guaranteed loan program. If approved, parents are required to complete a Master Promissory Note (MPN). If a PLUS Loan denial is received, a student is eligible for an additional \$4,000 in unsubsidized loan funds. PLUS loan repayment begins within 60 days of disbursement of funds. Parents can choose to defer payments on a PLUS loan until after 6 months after the date the student ceases to be enrolled at least half time. The interest that accrues on the loan while it’s in

deferment can either be paid by the parent borrower monthly or quarterly, or can be capitalized quarterly. To request a deferment, call the Federal Direct Loan Servicing Center at 1.800.848.0979. Deferments will not be approved until after the first loan disbursement has been made.

### Federal Direct PLUS Loan Origination Fees

Consistent with federal regulations, Federal Direct PLUS Loans have an origination fee of 4.276%, which is deducted from the amount borrowed. This is effective for loans disbursed on or after 10/01/2016.

For loans disbursed on or after 10/01/2015 but before 10/01/2016, the fees are ..... 4.272%.

For loans disbursed on or before 09/30/2015, the fees are ..... 4.292%.

*Please note: CW would like to inform potential students, or parent(s) of a student regarding Federal Title IV, Higher Education Act (HEA) loans that the loan will be submitted to the National Student Loan Data System (NSLDS), and will be accessible by guaranty agencies, lenders, and institutions determined to be authorized users of the data system. NSLDS only tracks federal student loans; you will need to track any private education loans you may have using your own records.*

## Federal Direct Student Loan Borrowers Rights and Responsibilities

### Entrance Loan Counseling

First time student loan borrowers are required by federal regulations to complete an Entrance Interview before proceeds of the Federal Direct Loan(s) can be credited to their student account. Students may complete the Entrance Interview online at <http://studentloans.gov/myDirectLoan/index.action>. Here you will learn about the terms of the loan and your rights and responsibilities as a student loan borrower.

### Exit Loan Counseling

Before you graduate, withdraw or drop below half-time status, regardless if you plan to transfer to another school, regulations require that you complete an Exit Interview for your Federal Direct Subsidized and Unsubsidized Loans. You may complete the Exit Interview online at [www.nsls.ed.gov](http://www.nsls.ed.gov). Here you will be able to view your student loan history and learn about repayment and deferral options.

## Federal Direct Student Loan Repayment

After a student graduates, leaves school, or drops below half-time enrollment, a student has six months before repayment of student loans must begin. This is called a grace period. The amount of the monthly payment is calculated based upon the total amount that has been borrowed as well as the repayment plan selected. Your repayment period varies from 10 to 25 years, depending on which repayment plan you choose. If you don't choose a repayment plan when you first begin repayment, you'll be placed under the Standard Repayment Plan. You can change plans to suit your financial circumstances. For Federal Direct Loans, you will make repayment to the Federal Direct Loan Servicing Center. Federal Direct Loan Borrowers can view and pay their student loan bills online using your PIN at [www.studentloans.gov](http://www.studentloans.gov). For more information, visit [www.studentaid.ed.gov/repaying](http://www.studentaid.ed.gov/repaying).

## Postponing Loan Payment

### Deferments and Forbearance

Under certain circumstances, students can receive a deferment or forbearance on their loans. During a deferment, no payments are required. If a student has a subsidized loan, the federal government will pay the interest that accrues during the deferment. If a loan is unsubsidized, a student will be responsible for the interest on the loan during the deferment. During forbearance, payments are postponed or reduced. A student cannot receive a deferment or forbearance if a loan is in default. A student may be considered for a deferment in the following circumstances:

- At least half-time study at a postsecondary school
- Study in an approved graduate fellowship supported program or in an approved rehabilitation training program for the disabled
- Unable to find full-time employment
- Economic hardship
- Service in the U.S. Armed Forces
- Service as a Peace Corps or Vista volunteer
- Temporary disability
- Parental leave for mothers with school age children returning to work
- Bankruptcy

A student must contact the Federal Direct Lending loan servicer to obtain a deferment or forbearance on his/her student loan. In addition, deferments are not automatic, and students will have to provide documentation to support such a request. Deferments and forbearances have minimum and maximum time limits.

### Consolidation

Consolidation is designed to help student borrowers consolidate all their federal student loan debt into one loan. A student will make only one payment per month, and this one time service is available from participating lenders. Please contact the lender for additional information.

### Default

Former students or students who have graduated and are in default on their student loans and are attempting to avoid repayment of any sponsored loan, may be subject to withholding of tax refunds, garnishing of pay, or seizure of personal property by the Internal Revenue Service and possible civil prosecution. In addition, college transcripts will be withheld and other college services denied. Through continued counseling an attempt is made to assist former students and graduates to avoid default; however, primary responsibility remains with the student-borrower.

### Requirements of Federal Title IV Financial Aid Recipients as defined by the United States Department of Education (USDOE)

Except for some loan programs, students must have financial need. In addition, other requirements apply:

- Have earned a high school diploma or the equivalent recognized and authorized by the state where it was awarded.
- Completed a high school education in a homeschool setting approved under state law.
- Enrolled or accepted for enrollment as a regular student working toward a degree or certificate in an eligible program.
- Meeting satisfactory academic progress (SAP) standards set by the college the student is or will be attending.
- Must be a United States citizen or eligible noncitizen.
- Must have a valid social security number (SSN) unless the student is from the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau.
- The student must sign a statement that certifies use of federal student aid for educational purposes only. The student must also certify that he/she is not in default on a federal student loan and does not owe a refund on a federal student grant (which could happen if a student withdraws from college, for example).

- If the student is a male aged 18 through 25, the student must comply with Selective Service registration. If the student has not registered he can, at the same time he completes the FAFSA, by giving the Selective Service System permission to register him by means of the FAFSA. The student can also register online at [www.sss.gov](http://www.sss.gov) or call 1.847.688.6888. TTY users can call 1.847.688.2567.
- If a student has been convicted for the possession or sale of illegal drugs for an offense that occurred while receiving federal student aid, the student will be ineligible for a period of time based on the type and number of convictions. For further assistance with this topic, please call 1-800-4-FED-AID (1-800-433-3243).
- Verification with certain federal agencies; Social Security Administration for verification of SSN and U.S. citizenship status and Department of Homeland Security to verify Alien Registration Numbers. If the information does not match, the discrepancy must be resolved before a student can receive federal student aid.
- Verification against the National Student Loan Data System (NSLDS) to verify that a student has not defaulted on a federal student loan, hasn't received an overpayment on a federal grant or a Federal Perkins Loan and hasn't borrowed more than the total federal loan limit allowed.
- Information against Veteran's Affairs is also checked if the student answered that he/she is a veteran.
- Selective Service is also checked to verify that if the student is a male between the ages of 18 through 25, and that the student has registered with Selective Service in order to be eligible for federal student aid.

### The College of Westchester Student Loan Code of Conduct

CW participates in the Federal Direct Lending Program; however it also offers Alternative Loans through banks and lending institutions for those students and parents who may have additional need for a loan outside of the Federal Direct Loan Program. The following Code of Conduct applies to all CW officers, employees, and agents who have responsibilities with respect to education loans. In keeping with the Higher Education Opportunity Act (HEOA) of 2008. CW abides by the following Student Loan Code of Conduct:

### 1. Revenue Sharing

The College of Westchester and its employees will not enter into any type of revenue-sharing arrangement with any lender, guarantor or servicer. The term “revenue-sharing arrangement” means an arrangement between an institution and a lender which – (i) a lender provides or issues a loan that is made, insured, or guaranteed to students under the Higher Education Act attending the institution or to the families of such students; and (ii) the institution recommends the lender or the loan products of the lender and in exchange, the lender pays a fee or provides other material benefits, including revenue or profit sharing, to the institution, an officer or employee of the institution. The College of Westchester does not provide students a preferred lender list from which to select a lender for a private student loan. All loans are processed without regard to lender or mode of transmission (i.e., electronic or paper). The College of Westchester will neither recommend a private loan lender nor accept material benefits including revenue or profit sharing to the institution, an officer, or an employee of the institution or an agent.

### 2. Gifts

Employees of the Office of Student Financial Services are prohibited from soliciting or accepting any gift from a lender, guarantor, or servicer of education loans.

- a. Gifts include any gratuity, favor, discount, entertainment, hospitality, loan or other item. This includes a gift of services, transportation, lodging, or meals, whether provided in kind, by purchase of a ticket, payment in advance, or reimbursement after the expense has incurred.
- b. A gift to a family member of an employee of The College of Westchester is considered to be a gift to the employee, if the gift is given with the knowledge and consent of the employee and there is reason to believe the gift was given because of the official position of that employee.

### 3. Contracting Arrangements

Employees of the Office of Student Financial Assistance shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including opportunity to purchase stock) as compensation for any consulting

arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

### 4. Preferred Lender Status

The College of Westchester participates in the William D. Ford Federal Direct Loan Program which provides student and parent loans through the U.S. Department of Education. Lenders in the private student loan industry will not be given a preferred status. The College of Westchester will not produce a preferred lender list that gives any lender an advantage in securing business from CW students.

### 5. Private Loan Certification

The College of Westchester will not assign a borrower’s private student loan to a particular lender; all decisions will be made by the borrower in his/her independent review of borrower benefits and lender services. The College of Westchester will not refuse to certify, or delay certification of, any loan based on the borrower’s selection of a particular lender or guaranty agency.

### 6. Opportunity Pool Loan

The College of Westchester will not request or accept from any lender any offer of funds to be used for private education loans (defined in section 140 of the Truth in Lending Act) including funds for an opportunity pool loan in exchange for The College of Westchester providing concessions or promises regarding providing the lender with a specified number of loans made, insured or guaranteed; a specified loan volume of such loans; or a preferred lender arrangement for such loans.

### 7. Staffing Assistance

The College of Westchester will not request or accept from any lender, guarantor, or servicer of student loans any assistance with call center staffing or financial aid office staffing.

### 8. Advisory Board Compensation

Employees of the Office of Student Financial Assistance who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, are prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

**Standards of Academic Progress for Federal Title IV Eligibility**

Federal law and regulation require institutions of higher education to establish, publish and enforce minimum academic standards for the continued receipt of Federal Title IV Financial Aid. Satisfactory Academic Progress is measured by a qualitative standard, whereby students must maintain a minimum Grade Point Average (GPA), and a pace standard, whereby students must earn a percentage of credits attempted (number of credits earned divided by number of credits attempted). Failure to maintain academic performance in compliance with these standards will result in academic action, including warning, probation and/or suspension/dismissal from the college. Failure to maintain academic performance in compliance with these standards will result in academic action, including warning, probation and/or suspension/dismissal from The College.

**Maximum Time Frame for Completion**

Federal regulations require a maximum time frame for completion of a degree or certificate program not to exceed 150% of the normal requirements of that program. All terms/semesters of the student’s enrollment count when assessing the maximum time frame even in terms/semesters in which the student did not receive federal financial aid funds.

For Title IV federal financial aid purposes only, students receiving federal aid must complete their degrees/certificates within 150% of the normal time for completion. For example, a student may not attempt more than 180 credits to earn the 120 credits needed for the bachelor’s degree, nor attempt no more than 99 credits to earn the 66 credits for the associate degree. All credits attempted are counted including change in majors, credits from other institutions and whether or not financial aid was received for credits taken. Students who have attempted credits exceeding the 150% maximum will be denied financial aid.

**Satisfactory Academic Progress (SAP) Standards for Financial Aid Recipients**

A student who fails to achieve the minimum cumulative grade point average as stated below, is suspended from the College, and no financial aid is awarded. *Please note, students who have less than a cumulative GPA of at least a 2.0 for two consecutive semesters (Day Division) will lose Title IV eligibility. This is a stricter rule that supersedes the below chart.*

Should a student fall below a cumulative grade point average of a 2.0 but is above the cumulative grade point average as noted on the below chart or not meet the pace requirement, the student will automatically go on Financial Aid Warning and remain eligible for Title IV Federal aid during the Financial Aid Warning period. No appeal or other action is required. Students must maintain the minimum standards by the end of the financial aid warning period (one semester or term) in order not to jeopardize future Federal Title IV funding.

Please see the chart below for Standards of Academic Progress to maintain Federal Title IV Eligibility.

Associate Degree (66 credits)			Bachelor Degree (120 credits)			Certificate Program (36 credits)			Certificate Program (48 credits)		
Credits Attempted	Minimum cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum cumulative GPA required	Minimum Pace (quantitative component)	Credits Attempted	Minimum cumulative GPA required	Minimum Pace (quantitative component)
0 – 6	0.00	0%	0 – 6	0.00	0%	0 – 6	0.00	0%	0 – 6	0.00	0%
7 – 15	0.80	50%	7 – 15	0.80	50%	7 – 15	1.25	55%	7 – 15	1.25	50%
16 – 30	1.25	55%	16 – 30	1.25	55%	16 – 30	1.50	60%	16 – 30	1.50	55%
31 – 45	1.50	67%	31 – 45	1.50	67%	31 – 45	2.00	67%	31 – 45	1.80	67%
46 – 60	1.80	67%	46 – 60	1.80	67%	46 – 54	2.00	67%	46 – 60	2.00	67%
61 – 75	2.00	67%	61 – 75	2.00	67%				61 – 72	2.00	67%
76 – 99	2.00	67%	76 – 120	2.00	67%						

**Note: Minimum Cumulative Grade Point Average (CGPA) for 4 Year Bachelor’s Degree Programs**

If enrolled in a program of more than two academic years (Bachelor’s Degree Programs), a student must have a CGPA of at least “C” or the equivalent at the end of the second academic year in any of the Bachelor’s Degree Programs. This means that a student must maintain a minimum 2.0 CGPA at the start of the junior year (61+ credits) without regard to enrollment status.

**Transfer Credits**

Transfer credits that are accepted toward any certificate or degree will be counted toward pace as both credits attempted and completed and will be counted in the Satisfactory Academic Progress evaluation.

**Impact of Grades on SAP Eligibility for Federal Title IV Aid**

A, A-,B+, B, , C+, C, , D, IC, P, PASS and S grades are considered as attempted and earned credit hours. Grades F, UF, FR, and FAIL, are considered as attempted, but not earned and will negatively count toward the student’s grade point average (GPA) and pace. A grade of WD does not impact the GPA; however, it does negatively impact pace. A grade of U does not impact the GPA; however, it does negatively impact pace. Incomplete courses (grade of I or INC) are considered as attempted until a final grade is posted. A grade of I and INC has no impact on GPA, however, does negatively impact pace. Students are required to request a re-evaluation of SAP after successful completion of an incomplete course. Developmental courses in Basics of Math and Basics of Communications are counted as part of the SAP requirement in terms of attempted and earned for Federal Title IV purposes.

**Grades and Impact on SAP Chart**

Grade	Impact on GPA	Impact on Pace (Completion Rate)
A	Positive	Positive
A-	Positive	Positive
B+	Positive	Positive
B	Positive	Positive
C+	Positive	Positive
C	Positive	Positive
D	Positive	Positive
F	Negative	Negative
FR	Negative	Negative
I	No impact on GPA	Negative
UF	Negative	Negative
IC	No impact on GPA	Positive
P	No impact on GPA	Positive
S	No impact on GPA	Positive
U	No impact on GPA	Negative
WD	No impact on GPA	Negative
AUD	No impact on GPA	N/A
DP	No impact on GPA	N/A
EX	No impact on GPA	N/A
FAIL	No Impact on GPA	Negative
INC	No Impact on GPA	Negative
PASS	No Impact on GPA	Positive
TO	No impact on GPA	N/A
*TR	No impact on GPA	See asterisk below

*All transfer credits will count as credits attempted and credits earned, but will not count in the GPA calculation.*

**Evaluation of Academic Progress for Federal Title IV Recipients**

Students will be evaluated at the end of each payment period; for Day Division, at the end of each 15 week semester, for Adult Division and Online Division, at the end of each 8 week term.

### Repeated Coursework and Financial Aid Eligibility

Students taking a required repeat of a course should work with the Student Financial Services Office to ensure those credits are counted appropriately for financial aid eligibility. Please note that a student may need to provide documentation from his/her Academic Advisor regarding the requirement to repeat. Satisfactory Academic Progress standards always apply regardless of repeated coursework and federal/state financial aid eligibility. The impact of repeated coursework and completion rates may negatively affect satisfactory academic progress and student financial aid eligibility. A repeated course along with the original attempt must be counted as attempted credits.

Below are examples of repeated coursework that may, or may not count for financial aid eligibility:

- **Permissible:** Repeated coursework may be included if the student received an unsatisfactory or failing grade. There is no limit on the number of attempts allowable if the student does not receive a passing grade, provided satisfactory academic progress is being made.
- **Permissible:** Repeated coursework may be included if a student needs to meet an academic standard for a particular previously passed course, such as a minimum grade. Example: Student received a D in a course which requires a minimum grade of C for his/her major.
- **Permissible:** Student is enrolled in 15 credit hours which include 3 credits repeating a previously passed course. Because the student is enrolled in a minimum of 12 credits which are not repeats, the student's financial aid eligibility is not impacted by the repeat.
- **NOT Permissible:** Student receives a D in a course which does not have a minimum grade requirement for the major and decides to repeat the course to improve his/her GPA. ***The student may repeat this passed course one time, but if the student wants to repeat it a second time, the second repeat would not count for financial aid eligibility.*** In this example, the student is enrolled in 12 credits, including the 3 credit second repeat, so only nine credits will count for financial aid eligibility.

### Satisfactory Academic Progress Federal Title IV Eligibility/Financial Aid Warning

A student, who fails to achieve the minimum cumulative grade point average as stated in the Academic Standards section of this catalog, is suspended from the College, and no financial aid is awarded. Should a student fall below a cumulative grade point average of a 2.0 but is above the cumulative grade point average as noted on the above chart or not meet the pace requirement, the student will automatically go on Financial Aid Warning and remain eligible for Title IV Federal aid during the Financial Aid Warning period. No appeal or other action is required. Students must maintain the minimum standards by the end of the financial aid warning period (one semester or term) in order not to jeopardize future Federal Title IV funding.

***Please note, students who have less than a cumulative GPA of at least a 2.0 for two consecutive semesters (Day Division) will lose Title IV eligibility. Students who have less than a cumulative GPA of at least a 2.0 for four consecutive terms (Adult/Online Division) will be evaluated and may risk losing Title IV eligibility.***

### Satisfactory Academic Progress Federal Title IV Eligibility/Financial Aid Probation

A student who subsequently does not achieve the minimum academic standards after the Financial Aid Warning period will be placed on Financial Aid Probation. Financial Aid Probation requires an approved written appeal from the student to the Director of Student Financial Services. An approved appeal must indicate the special circumstance, i.e., death of a relative, student injury or illness, other special circumstance that explains why the student failed to meet SAP, and what has changed that will allow the student to demonstrate SAP progress at the end of the next evaluation period. The student may continue to receive Federal Title IV assistance for one payment period. Only one SAP appeal per student is permitted.

### **Loss of Federal Title IV Eligibility**

Students who are dismissed or suspended from The College of Westchester for any reason are ineligible to receive financial aid. Students who do not meet the Satisfactory Academic Progress (SAP) Standards for Financial Aid eligibility as of the end of the SAP Warning period will be ineligible for financial aid until they are again in full compliance with the SAP policy for Federal Title IV Aid.

### **Regaining Federal Title IV Eligibility**

Eligibility for continued financial aid will only be re-established if the student subsequently meets the Financial Aid Satisfactory Academic Progress requirements by:

- Enrolling in required courses at CW at their own expense and successfully meeting the Financial Aid Satisfactory Academic Progress standards or:
- The student successfully appeals and the aid is reinstated. Please see the Appeal/Reinstatement of Federal Title IV Eligibility/Financial Aid below section.

Please be advised this will only make students eligible for future aid once reinstated. It is not retroactive.

### **Appeal/Reinstatement of Federal Title IV Eligibility/Financial Aid**

Students have the right to appeal a loss of financial aid eligibility when they have mitigating circumstances beyond their control that resulted in deficiencies that could not be made up while on SAP Probation. Such circumstances include the student's injury or illness, death of a relative, or other special circumstances. In cases where the student and/or student's family lives in an area that has been officially declared a National Disaster Area, an appeal may be filed. Proof of such special circumstances will be required. Appeals for reinstatement of financial aid are the responsibility of the student and must be in writing and submitted to the Director of Student Financial Services at The College of Westchester no later than the end of the add/drop period or the drop period for Online Division. The appeal must specifically reflect the unique circumstances that pertained to the student, state why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation. In addition, the appeal must also include supporting documentation. Appeals are granted only once. All appeals must be approved before financial aid can be reinstated. If an appeal is NOT approved, the student is ineligible to

receive financial aid, but may pursue participating in The College of Westchester's payment plan through the Student Accounts Office. Students should be prepared with other resources to pay all educational expenses. If during this time the student is on a payment arrangement and regains SAP, financial aid may be reinstated upon final review by the Director of Student Financial Services. It is the student's responsibility to request a review of SAP to regain financial aid eligibility.

### **Readmit/Restart Policy for Financial Aid**

A student who has been successfully readmitted to The College and is a Federal Student Financial Aid Title IV recipient must have a cumulative GPA of a 2.0 and be at the appropriate pace of completion toward the desired degree for financial aid consideration. If the student does not meet the minimum standards, the student will be placed on Financial Aid Warning. While on Financial Aid Warning, the student will continue to receive Federal Title IV assistance for one payment period; no appeal or other action is required. Students must achieve the minimum standards by the end of the Financial Aid Warning period (one semester or term) to maintain Federal Title IV funding.

A student who is not meeting minimum standards and has lost Federal Title IV Funding has the right to appeal. An approved appeal must indicate the special circumstance, i.e., death of a relative, student injury or illness, other special circumstance that has caused the student to fail to meet Satisfactory Academic Progress (SAP), and what has changed that will allow the student to demonstrate SAP progress at the end of the next evaluation period. Supporting documentation is required. The appeal should be sent to the Director of Student Financial Services. If the appeal is approved, the student will be notified in writing within 5 business days of receipt of the appeal, and the student will be placed on Financial Aid Probation. The student may continue to receive Federal Title IV assistance for one payment period. Consequently, if the appeal is denied, the student will be notified in writing within 5 business days of receipt of the appeal. Only one SAP appeal per student is permitted. For further information, please contact the Director of Student Financial Services.

Students applying for readmission/restarting to The College of Westchester are eligible for financial aid if: (1) they meet the SAP standards in effect at the time of readmission/restarting; or (2) their appeal is approved based on mitigating circumstances.

## New York State Tuition Assistance Program (TAP)

### Application Procedure

Student must be a U.S. citizen or eligible non-citizen; student must have established legal residence in New York State 12 months prior to the beginning of the semester or term; student must be enrolled and matriculated in a program for at least 12 credits and must satisfy Academic Pursuit and Progress (see chart below in Satisfactory Academic Progress and Pursuit Responsibilities of TAP Recipients).

New York State TAP eligibility is a need based grant and is determined by student/spouse or student/parent

information provided on the Free Application for Federal Student Aid (you must complete the FAFSA) and New York State tax information. Awards range from \$500 to \$5000 and are determined by New York State. The student will receive an award certificate from NYSHESC. CW must be listed on the certificate. Please use the following TAP codes for the appropriate division when applying for TAP:

- 7124 Day Division Associate Program
- 7121 Adult Division Associate Program
- 6124 Day Division Bachelor Program
- 6121 Adult Division Bachelor Program
- 6122 Bachelor Degree Online Program
- 7131 Associate Degree Online Program

### Satisfactory Academic Progress & Pursuit Responsibilities of TAP Recipients

For financial aid purposes, good academic standing consists of two elements: satisfactory academic progress and pursuit of program. Satisfactory academic progress is a measure of the student's **achievement**, of earning credits toward a degree or certificate with a specified grade point average. Pursuit of a program is a measure of the student's **effort** to complete a program. *TAP payments will be suspended for any student who fails to maintain good academic standing.*

### Associate Degree and Certificate Programs/Semester Calendar (2006 Standards) – applies to student's first receiving aid in 2007-08 through and including 2009-10:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth
A student must accrue at least this many credits	0	3	9	18	30	45
With at least this grade point average	0	0.5	.75	1.3	2.0	2.0

### Bachelor's Degree/Semester Calendar (2006 Standards) - applies to student's first receiving aid in 2007-08 through and including 2009-10:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.1	1.2	1.3	2.0	2.0	2.0	2.0	2.0	2.0

### Associate Degree and Certificate Programs/Semester Calendar (New Standards) – applies to student's first receiving aid in 2010-11 and thereafter:

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth
A student must accrue at least this many credits	0	6	15	27	39	51
With at least this grade point average	0	1.3	1.5	1.8	2.0	2.0

**Bachelor's Degree/Semester Calendar (New Standards) –  
applies to student's first receiving aid in 2010-11 and thereafter:**

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

Effective for 2015-16, students who are disabled as defined by the Americans with Disability Act of 1990, first receiving aid in 2010-11 and thereafter, must meet the new standards of Satisfactory Academic Progress (SAP).

**Program: Baccalaureate Program  
Calendar: Semester 2015-16 and thereafter (ADA Part-time students)**

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth	Tenth
A student must have accrued at least this many credits	0	3	9	21	33	45	60	75	90	105
With at least this grade point average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

**Program: Associate Program  
Calendar: Semester 2015-16 and thereafter (ADA Part-time students)**

Before being certified for this payment	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth
A student must have accrued at least this many credits	0	3	9	18	30	42	51	60
With at least this grade point average	0	1.3	1.5	1.8	2.0	2.0	2.0	2.0

ADA payment will be made for semester schools for student taking 3-11 credits as shown below:

Points Accrual for Part-time ADA Payments – Semester Schools		
Credits	Percent of Full Award	Points Accrued
3	25.00%	1.5
4	33.34%	2
5	41.67%	2.5
6	50.00%	3
7	58.34%	3.5
8	66.67%	4
9	75.00%	4.5
10	83.34%	5
11	91.67%	5.5

**Program Pursuit**

To remain eligible for State student financial assistance, a student must remain in good academic standing. Two elements make up good academic standing: making satisfactory academic progress toward a degree and pursuing the program of study.

Program pursuit is defined in regulations as completing – getting a grade in -- a percentage of the minimum full-time course load in each term an award is received. The percentage, as specified in regulations, begins at 50 percent of the minimum full-time course load in each term of the first year an award is received, to 75 percent in each term of the second year an award is received, to 100 percent in each term of the third year an award is received and thereafter.

Pursuit is an effort or completion requirement rather than an achievement requirement, so courses in which a student receives either passing or failing grades can be

used to satisfy the pursuit requirement. Thus, grades of A through F and any other grade that indicates the student completed the course and all necessary assignments (e.g., P, S, U, R) are acceptable to meet the pursuit requirement. W grades or any grade which indicates the student failed to complete the course or assignments cannot be used to satisfy the pursuit requirement. Incomplete (I) grades can be used to meet the pursuit requirement providing college policy requires the grade to be resolved to a passing or failing grade no later than the end of the subsequent term.

Grades earned in remedial courses as well as credit-bearing courses can be included in meeting the pursuit requirement.

### **Accelerated TAP**

Education Law permits an additional “accelerated” TAP payment in an award year, over and above regular annual award, in certain circumstances. To be eligible for an accelerated TAP payment, students must be enrolled full-time and must also earn 24 semester hour credits in the prior two semesters at the same institution and applicable to the student’s program of study. Transfer credits cannot be used to meet this requirement. The student must meet the prior study requirement each time an accelerated award is sought.

### **TAP Payment Points**

The New York State Higher Education Services Corporation (NYSHESC) maintains records of student TAP awards by assigning points for each payment. A full semester TAP award equals six (6) payment points. As provided in Education Law, an undergraduate student has a total of four years, or a total of 48 points of award eligibility. For TAP purposes only, Fall I/Fall II is equivalent to one semester and Spring I/Spring II is equivalent to one semester. This equivalency of two terms to one semester does not change the structure of The College’s academic calendar in any way and is recognized for the administration of TAP.

### **Foreign Credentials for establishing New York State TAP Eligibility**

According to amended section 661(4) of Education Law, an applicant for a State award must have a certificate of graduation from a high school in the United States or the equivalent recognized and authorized by the state where

it was awarded. High school credentials from foreign countries are not acceptable. Students who completed their secondary education in another country must successfully pass a federally approved ability-to-benefit test to be eligible.

### **TAP Waiver**

In the context of State student financial assistance programs, there are two types of waivers:

1. **Good Academic Standing Waiver** – The Regulations of the Commissioner of Education permit a waiver of good academic standing requirements in certain circumstances. This waiver provision is for students who failed to make satisfactory academic progress or pursue the program of study, or both in the same term. Section 145-2.2 stipulates that the good academic standing requirements may be waived once for an undergraduate student if an institution certifies, and maintains documentation, that such waiver is in the best interest of the student. A waiver is not automatic and must be approved by The College of Westchester’s criteria. Documentation from the student for the waiver will be required and must at a minimum support the mitigating circumstances that prohibited the student from making satisfactory academic progress and pursuit requirements.

2. **C Average Waiver** – Section 661 (4)(b) of the Education Law requires that students achieve a cumulative C average or the equivalent after receiving four semester TAP award payments. The Law also provides that the President of NY State Higher Education Services Corporation may waive the requirement that a student have a cumulative C average or its equivalent for undue hardship based on: (i) the death of a relative of the student; (ii) the personal injury or illness of a student; (iii) other extenuating circumstances. Unlike the Good Academic Standing Waiver, it is possible, should circumstances warrant it, for a student to receive more than one C Average Waiver. Documentation from the student for the waiver will be required and must at a minimum support the mitigating circumstances that prohibited the student from making satisfactory academic progress and pursuit requirements.

All TAP Waiver requests must be initiated by the student to the Director of Student Financial Services, where the approval or denial will be determined.

### **Aid for Part-time Study (APTS)**

This program is for part-time undergraduate study at participating degree-granting institutions in New York State. For the purpose of this program, part-time study is defined as at least 6 but less than 12 semester hours. The financial aid office at The College selects recipients from among eligible students and determines the actual amount of the award based upon a student's TAP eligibility and the amount of money available. The award cannot be more than the cost of tuition. Students must successfully complete the semester in order to continue to be eligible for the award. For more information please contact the student financial services office.

## The College of Westchester Scholarships and Grants

### **Matching Scholarships**

Students who have received an approved outside scholarship are eligible to have their awards matched by The College of Westchester. Each matching scholarship may not exceed \$2,000 per year. If the approved outside scholarship is awarded each year, the matching scholarship will be credited to the student's account in the same year. If the approved outside scholarship is awarded in the first year only, the matching scholarship will be matched in the student's second year. The outside scholarship payment should be made directly to The College to ensure the matching award.

### **Joseph and Julia Sutkowski Memorial Scholarships (Freshman and Sophomore only)**

Students who have graduated from high school with an 80% or better cumulative average or who have completed a minimum of at least 24 credits at a prior college with a 3.0 or better GPA evidenced by an official transcript may be awarded up to \$5,000 per year.

### **Institutional Grants**

The College makes available a number of institutional grants for new and continuing students. Grants are awarded based on financial need. Special consideration is given to students in critical need of assistance to continue studies. Up to \$5,000 may be awarded. Students must re-apply each year.

### **CW Program Grants**

The College offers grants to students enrolled in certain programs who are nearing the completion of their studies. These CW Program Grants are designed to reward students' persistence in their courses of study and help them reduce their student loan debt. Additional information on this grant is available from the office of Student Financial Assistance.

### **President's Scholarships**

#### *(Freshman and Sophomore in our Day Division only)*

The President's Scholarships range 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.

### **Achievement Award**

#### *(Freshman and Sophomore only)*

This grant is awarded at the discretion of the Achievement Award Committee which carefully considers a student's academic promise and their financial need. Award amounts range up to \$8,000 per year.

### **Bachelor's Achievement Scholarship**

#### *(Junior and Senior only)*

Bachelor's Achievement Scholarships range up to \$15,000. Scholarship awards may be based on prior academic performance, future potential and financial need. ter and/or term in order to receive subsequent awards.

### **CW School of Business Scholarship**

#### *(Freshman through Senior year for Day Division only)*

The School of Business 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.

### Transfer Scholarship

The College offers scholarships to students who transfer into CW with credits earned from prior colleges. Tuition scholarships range from 20 to 40 percent based on prior credits earned and cumulative grade point average. Scholarship percentage is applied to the remaining tuition balance after all eligible federal, state and third party grants and scholarships have been applied.

### The College of Westchester Scholarship and Grant Requirements and Guidelines

- Students' awards are limited to actual tuition charges at The College of Westchester after all other financial assistance has been awarded.
- Most programs require that students apply for federal, state and other financial aid and awards are calculated after outside grants / scholarships have need applied.
- Students must maintain a specific minimum grade point average in order to receive the grant / scholarship in each subsequent semester. See details below.
- Certain awards may require that you reapply each year or semester.
- Most scholarships require that students maintain full time attendance.
- CW scholarships and grants are awarded on a per credit basis and applied to the student account at the conclusion of the semester / term.
- CW grants and scholarships are used toward tuition only and do not cover fees or textbooks/ electronic media.
- 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.

### GPA Requirements

CW scholarship and 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 the required cumulative GPA 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

The College of Westchester Charitable Foundation (CWCF) is a 501(c)(3) non-profit charitable organization which awards scholarships to students who demonstrate academic promise. The Foundation annually invites CW students to submit application for consideration.

### 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.

### 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.

#### **Part-time and Cooperative Opportunities**

The College's Career Services administers part-time and cooperative employment opportunities which help students earn money to meet college expenses. Students with advanced skills/knowledge are offered an opportunity to work afternoons at a variety of firms ranging from entrepreneurs to Fortune 500 companies. Advanced students' class schedules are arranged to afford an opportunity to earn money and gain job-related experience relative to career preparation. Additionally, the student has an opportunity to develop important contacts for possible future employment. To determine how you may qualify, contact the Admissions Office if prospective student or Career Services Office if a continuing student.

#### **Company Tuition Reimbursement**

Many students who attend college receive tuition reimbursement from their employers. Company plans vary, granting up to 100% tuition reimbursement. Contact your supervisor or the personnel department at your place of employment to determine if your company has such a plan. The Student Accounts Office will help you complete any required forms.

## Veterans Benefits

*GI Bill® was trademarked to protect military families. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA).*

#### **Active Military**

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 Post-9/11 GI Bill®**

The Post-9/11 GI Bill provides financial support for education and housing to individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

- Tuition & fees directly to the school not to exceed \$20,235.02 per academic year. A monthly housing allowance is provided based on rate of pursuit and the Basic Allowance for Housing for an E-5 with dependents at the location of the school. If you are enrolled in exclusively online training you will receive \$ 754.50, half of the national average for an E-5 with dependents.
- An annual books and supplies stipend of \$1,000 paid proportionately based on enrollment.
- A one-time rural benefit payment for eligible individuals.
- If you are on active duty you will not receive the housing allowance or books and supplies stipend. This benefit provides up to 36 months of education benefits, generally benefits are payable for 15 years following your release from active duty.
- Some service members may be eligible to transfer their benefit to their dependents.

Applications and more information can be obtained on the Veteran Affairs Website at [www.va.gov](http://www.va.gov).

**The Montgomery GI BILL – Active Duty – Chapter 30 (MGIB)**

The MGIB program provides up to 36 months of education benefits. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. Generally, benefits are payable for 10 years following your release from active duty.

You may be an eligible veteran if you have an Honorable Discharge, AND you have a High School Diploma or the equivalent recognized and authorized by the state where it was awarded in some cases 12 hours of college credit, AND you meet the requirements of one of the categories below:

**Category I**

- Entered active duty for the first time after June 30, 1985
- Had military pay reduced by \$100 a month for first 12 months
- Continuously served for 3 years, OR 2 years if that is what you first enlisted for, OR 2 years if you entered the Selected Reserve within a year of leaving active duty and served 4 years (“2 by 4” Program)

**Category II**

- Entered active duty before January 1, 1977
- Served at least 1 day between 10/19/84 and 6/30/85, and stayed on active duty through 6/30/88, (or 6/30/87 if you entered the Selected Reserve within 1 year of leaving active duty and served 4 years)
- On 12/31/89, you had entitlement left from Vietnam-Era GI Bill

**Category III**

- Not eligible for MGIB under Category I or II
- On active duty on 9/30/90 AND separated involuntarily after 2/2/91
- OR involuntarily separated on or after 11/30/93
- OR voluntarily separated under either the Voluntary Separation Incentive (VSI) or Special Separation Benefit (SSB) program
- Before separation, you had military pay reduced by \$1200

**Category IV**

- On active duty on 10/9/96 AND you had money remaining in a VEAP account on that date AND you elected MGIB by 10/9/97
- OR entered full-time National Guard duty under title 32, USC, between 7/1/85, and 11/28/89 AND you elected MGIB during the period 10/9/96, through 7/8/97
- Had military pay reduced by \$100 a month for 12 months or made a \$1200 lump-sum contribution

The monthly benefit paid to you is based on the type of training you take, length of your service, your category, and if Department of Defense (DOD) put extra money in your MGIB Fund (called “kickers”). You usually have 10 years to use your MGIB benefits, but the time limit can be less, in some cases, and longer under certain circumstances.

The current maximum monthly benefit is.....\$	1,717.00
Three Quarters.....	1,287.75
Half-Time.....	858.50

**The Montgomery GI BILL – Selected Reserve – Chapter 1606 (MGIB-SR)**

The MGIB-SR program may be available to you if you are a member of the Selected Reserve. The Selected Reserve includes the Army Reserve, Navy Reserve, Air Force Reserve, Marine Corps Reserve and Coast Guard Reserve, and the Army National Guard and the Air National Guard. This benefit may be used for degree and certificate programs, flight training, apprenticeship/on-the-job training and correspondence courses. Remedial, deficiency, and refresher courses may be approved under certain circumstances. It is the first program that does not require a person to serve on active duty in the regular Armed Forces to qualify.

You may be considered an eligible reservist or National Guard member if:

- After June 30, 1985, you signed a six year obligation to serve in the Selected Reserve, AND
- You completed your Initial Active Duty Training (IADT), AND
- You received your High School Diploma or the equivalent recognized and authorized by the state where it was awarded before you completed your IADT, AND
- You are in good standing in a drilling Selected Reserve Unit.

If you stay in the Selected Reserves, benefits generally end 10 years from the date you become eligible for the program if you became eligible before October 1, 1992. Benefits generally end 14 years from the date you became eligible on or after October 1, 1992. Your period of eligibility may be extended, if you were unable to train because of a service-related disability. Typically, your eligibility ends when you leave the Selected Reserves. The monthly benefit paid to you is based on the type of training. If you are attending school, your payment is based on your training time (i.e. full-time, half-time, etc). The current full-time rate for college training is \$367 per month.

You may apply for the GI BILL by filling out VA Form 22-1990 or by visiting the website at [www.va.gov](http://www.va.gov). For More information on how to apply for the above listed Education Benefits you may also visit the Veterans Certifying Official at the College located in the Student Financial Services Office.

#### **New York State Veterans Tuition Awards**

(VTA) are awards for full-time study and part-time study for eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York State.

#### **Eligible Veterans**

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:

- Vietnam Veterans who served in Indochina between February 28, 1961 and May 7, 1975.
- Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.
- Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.
- Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

These students must also:

- Establish eligibility by applying to New York State Higher Education Services Corporation (NYSHESC) at [www.hesc.com](http://www.hesc.com).
- Be New York State residents.
- Be US Citizens or eligible non-citizens.

- Be matriculated full or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.
- Have applied for the Tuition Assistance Program for full-time undergraduate or graduate study.

#### **Award Amounts**

- For full-time study, a recipient shall receive an award of up to the full cost of undergraduate tuition for New York state residents at the State University of New York, or actual tuition charged, whichever is less. Full-time study is defined as twelve or more credits per semester (or the equivalent) at a degree-granting institution, or twenty-four or more hours per week in a vocational training program.
- For part-time study, awards will be prorated by credit hour. Part-time study is defined as at least three but fewer than twelve credits per semester (or the equivalent) at a degree-granting institution, or six to twenty-three hours per week in a vocational training program.

#### **2015-2016 Awards**

For the 2015-2016 academic year, awards are set at 98% of tuition or \$6,195 whichever is less. If a Tuition Assistance Program (TAP) award is also received, the combined academic year award cannot exceed tuition. Thus, the TAP award may be reduced accordingly.

#### **Duration**

##### **Full-time Study**

- **Undergraduate Degree** – Granting Programs – Awards are available for up to eight semesters (four years) of undergraduate study. Awards can be made available for up to ten semesters of undergraduate study for enrollment in an approved five-year program or for enrollment in an approved program of remedial study.
- **Graduate Degree** – Granting Programs – Awards are available for up to six semesters (three years) of graduate study.
- **Vocational Training Programs** – Awards are available for up to a maximum of four semesters (two years) of study in an approved vocational training program.

### Part-time Study

- **Undergraduate Degree** – Granting Programs – Awards are available for up to the equivalent of eight semesters (four years) of full-time undergraduate study in a four-year program. Awards can be made available for up to the equivalent of ten semesters (five years) of full-time study for enrollment in an approved five-year undergraduate program which normally requires five academic years of full-time study.
- **Graduate Degree** – Granting Programs – Awards are available for up to the equivalent of six semesters (three years) of full-time graduate study.
- **Vocational Training Programs** – Awards are available for up to a maximum of eight semesters (four years) of part-time study in an approved vocational training program.

Approved programs are defined as undergraduate degree, graduate degree, diploma, and certificate programs at degree-granting institutions, or noncredit vocational training programs of at least 320 clock hours specifically approved by the New York State Division of Veterans' Affairs Bureau of Veterans Education.

Questions regarding eligible service or how to document service should be directed to the Certifying Veterans Official at the College or the HESC Scholarship Unit at 1-888-697-4372.

Undergraduate and Graduate Full-time & Part-time Study apply for payment by doing the following:

- Apply online by completing the Free Application for Federal Student Aid (FAFSA) – the form used by colleges, universities and vocational schools for awarding federal student aid and most state and college aid – and then linking to the TAP on the Web application, or
- For veterans who do not anticipate filing a FAFSA, complete a Scholarship Grant Application. For a copy of the application visit your Veterans Certifying Official located in the Student Financial Services Office.

All applications must be completed by May 1 of the academic year for which an award is sought.

### Survivors' and Dependents' Educational Assistance Program – Chapter 35

Survivors' and Dependents' Educational Assistance is an educational benefit for eligible spouses and children of certain veterans. Eligible persons can receive up to 45 months of full-time or equivalent benefits. To be eligible for Survivors' and Dependents' Education Assistance you must be the son, daughter or spouse of:

- A veteran who died, or is permanently and totally disabled, as the result of a service-connected disability. The disability must have arisen out of active service in the Armed Forces.
- A veteran who died from any cause while such service-connected disability was in existence.
- A service member missing in action or captured in the line of duty by a hostile force.
- A service member forcibly detained or interned in the line of duty by a foreign government or power.
- A service member hospitalized or receiving outpatient care for a VA determined service-connected permanent and total disability may be eligible for DEA benefits (effective Dec. 23, 2006).

Spouses and surviving spouses have 10 years from the date that the VA establishes eligibility to use the benefit. Surviving spouses of veterans who died while on active duty have 20 years from the date of the veteran's death to use the benefit. Benefits can't be paid before December 10, 2004 for anyone whose 10 year period ended prior to that date. Children may use the benefit while they are between the ages of 18 and 26.

The amount that VA pays is based on the type of training program and training time (i.e. full-time, half-time, etc). Benefits are paid monthly and in arrears. The VA pays \$1003 a month for full-time training or a full month at a college or university. If attendance is less than a month or less than full-time, payments are reduced proportionately.

**Vocational Rehabilitation and Employment Program  
– Chapter 31 (VR&E)**

The Vocational Rehabilitation and Employment (VR&E) Program is authorized by Congress under Title 38, Code of Federal Regulations, Chapter 31. It is sometimes referred to as the Chapter 31 program.

To receive an evaluation for VR&E services, a veteran must:

- Have received, or will receive, a discharge that is other than dishonorable.
- Have a service-connected disability rating of at least 10%.
- Submit a completed application for VR&E services.

The basic period of eligibility in which VR&E services may be used is 12 years from the latter of the following:

- Date of separation from active military service, or
- Date the veteran was first notified by VA of a service-connected disability rating.

A veteran who is eligible for an evaluation under Chapter 31 must complete an application and meet with a Vocational Rehabilitation Counselor (VRC). If the VRC determines that an employment handicap exists as a result of a service-connected disability, the veteran is found entitled to services. The VRC and the veteran will then continue counseling to select a track of services and jointly develop a plan to address the rehabilitation and employment needs of the veteran.

**The Yellow Ribbon Program**

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 \$6,700 a school year in supplemental funding to those veterans or designated eligible transferee that qualify for the full Post-9/11 benefit. Visit [www.gibill.va.gov](http://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](http://www.va.gov).

# **Student Activities and Support Services**

The College of Westchester offers an array of support services designed to help students achieve their fullest potential for growth.

**Orientation for New Students**

At Orientation, new students meet members of The College of Westchester's staff, faculty, and administration, and Student Success Coaches, in addition to meeting fellow students. Students have the opportunity to discuss their programs of study, college policies, and college services available to help them succeed.

**Student Success Coaching**

Student Success Coaches are dedicated to helping students get the most out of their college experience. Each new student is assigned a Student Success Coach, a trained professional, who oversees the student's success and progress at The College. The one-on-one coaching sessions are designed to address each student's particular needs. Students and coaches work together to develop proactive strategies to address academic concerns and life challenges.

**Completion Coaching**

Completion Coaches are assigned to all students that are entering the last semester of their academic program. Completion Coaches review and discuss what the necessary requirements are in order for the student to experience a smooth transition from their associate degree program to their bachelor degree or bachelor degree program to graduate studies or career.

**Academic Advising**

The Academic Center is the centralized advising office serving Day, Adult, and Online Division students. The academic advising program is designed to ensure accurate information regarding degree requirements and graduation, to promote positive and productive faculty and student relationships, and to aid in student retention. Advisors discuss the students' academic progress as well as any other concerns or questions about achieving goals and success at The College of Westchester. Academic advisors can also assist students in appropriate referrals to other departments, including The Counseling Center, the Office of Student Financial Services, Career Services, The Learning Center and The Testing Center. While

each student is assigned an academic advisor upon enrollment, students are free to consult with any available advisor as the professional advising staff is proficient in advising across all majors.

**Peer Mentoring Program**

Students who have achieved sophomore class standing and meet academic requirements may apply to the Peer Mentoring Program. Peer Mentors play a crucial role in easing the transition for incoming students (first-year and transfer students) at The College of Westchester. Peer Mentors are given extensive training enabling them to effectively and professionally assist the CW student population. The Peer Mentoring program is overseen by CW's professional Academic Advising staff.

**The Counseling Center**

The Counseling Center is where students can go to discuss any personal or emotional issues. Services are free and include individual counseling, group counseling, and crisis intervention. The Counseling Center serves as a resource to assist students in developing to their potential. The Center is operated by mental health and social work staff who are available to talk with students confidentially and make appropriate referrals when necessary.

**The Library and Learning Center**

The Library and Learning Center offer a wide variety of information resources for library users who need to access its services in person or electronically. It is located on the first floor with professionals who offer research help in the Library and in the classroom by request. The materials in the Library include books, academic periodicals, trade magazines, newspapers and DVDs. Library users are also welcome to use any computer workstation or its in-house laptops, Kindles and iPads. Our book collection includes more than 5,000 titles and the majority may be borrowed overnight up to two weeks at a time, with a College of Westchester ID card.

The Library and Learning Center have two distinct purposes – one is to ensure students have the resources they need to enhance and support their coursework and research, the other is to ensure that students understand their assignments through proper guidance and or practice of appropriate techniques or exercises required to meet coursework objectives. To meet these

ends, the Library and Learning Center is open six days a week and staffed with tutors, to include peer tutors, graduate/alumni tutors and a librarian with American Library Association accredited master's degree in Library and Information Science. Interlibrary loan (ILL) books are books borrowed from other college and university libraries. Please contact a librarian to make these arrangements. The lending library will set the due date for the materials, and there is no cost to the student, staff or faculty borrower.

Electronic and online resources enhance the services of the Library and Learning Center as the students are offered increased options as to how they receive help – in person or online. Brainfuse, a Learning Center online service, allows students to receive feedback or live help. Additionally, the LLC subscribes to databases for research purposes provided by the most respected academic library vendors to include EBSCO, Proquest, Gale, Mergent and Lexis-Nexis. Electronic books (e-books) are available through EBSCO e-books and Books 24x7. The databases can be accessed on and off-campus with a CW username and password. Other electronic and online services include the Text-a-Librarian suite of services to include around the clock email, text and chat options provided and monitored by librarians at The College of Westchester and collaborative area libraries.

CW maintains memberships with the American Library Association (ALA)/Association of College and Research Libraries (ACRL), Copyright Clearance Center, the Metropolitan New York Library Council (METRO), The National Network of Libraries of Medicine, Mid-Atlantic Region (NN/LM-MAR), and the Westchester Academic Libraries Director's Organization (WALDO).

### **The Office of Bachelor Studies and Returning Students**

The Office of Bachelor Studies and Returning Students is dedicated to providing information to all CW students who have a desire to pursue any one of our bachelor degree programs. The Completion Coaches review and discuss what the necessary requirements are in order for the student to experience a smooth transition from their associate degree program into their bachelor degree program. In addition, Completion Coaches work with students who wish to return to CW to complete their degree in conjunction with Academics and Student Financial Services.

### **Campus Cruiser Portal**

The Campus Cruiser portal is a centralized, hosted application platform providing integrated access to a wide variety of essential information and applications. The Portal (which has been branded as the "My CW" Portal) provides "personal tools" for students including a customizable portal page, e-mail, bookmarks (web links), the ability to store and access files from any internet-enabled computer, and more. Each student's default Dashboard page provides access to web pages for every office in CW, where they can locate office hours, contact information, key personnel, event information, shared files, and other information. Students can also view pages for Student Clubs and request to join clubs through the Portal. The Portal's Campus (Home) Page is updated almost daily with Campus News. The Portal also includes the Cruiser Alert application, which provides Emergency Notification and Messaging via text messaging, e-mail, and voice. A suite of custom tools is delivered via the Portal which provides tools for student account management, academic information, grades, class schedules, and more.

### **Students with Disabilities**

Upon students' self-identification and request for accommodations, The College provides students with disabilities with the support services and other reasonable accommodations and adheres to the provisions of the Americans with Disabilities Act (ADA). The student has an obligation to self-identify that he/she has a disability and needs accommodation, and all accommodations are made on a case-by-case basis. The student must submit medical documentation which has been completed by a physician, psychologist, or learning disabilities specialist to establish the existence of the disability and the need for specific accommodations. The student is required to meet with the Dean of Academic Services to review the accommodation plan. To ensure that all online content created by The College of Westchester is broadly accessible to its students with varied learning characteristics, instructional design and online production staff will create course content that conforms to Web Content Accessibility Guidelines Level A, as published by The World Wide Web Consortium's Web Accessibility Initiative (W3C-WAI). Likewise, all content will conform to Section 508 standards on intranet and internet information and applications, as

published by the U.S. General Services Administration (GSA). The College of Westchester will continue to monitor emerging standards for accessibility to ensure its materials conform to emerging expectations and provide the best possible level of access for students and faculty.

### **The Testing Center**

The Testing Center, located on the second floor, offers a wide variety of services for The College community. Admissions and academic assessments assure proper course placement for applicants and students. Students can also schedule test-outs and makeup exams with the approval of advising and/or instructional staff. In support of our office technology curricula, CW's Testing Center is a member of the world-wide Certiport network. Microsoft certifications (based on globally recognized standards) demonstrate computing skills and help advance career goals in a competitive job market. In support of the Allied Health curricula, the Testing Center is a certified PearsonVue testing site offering the Registered Medical Assistant certification exam from the American Medical Technologists. The Testing Center is also an approved testing site for the National Healthcareer Association offering certification exams in clinical and administrative medical assisting and in medical billing and coding. Professional, certified test administrators and technical support staff are available to assist in all aspects of certification testing.

### **Bookstore**

Textbooks, workbooks, and various stationery items may be purchased from the Bookstore during scheduled hours of operation. A variety of CW branded items such as mugs, water bottles, t-shirts and sweatshirts are also available. The Online Bookstore is available for students to order textbooks and workbooks for Online Division programs through the student portal.

### **Student Activities**

Recognizing the need for the social, cultural, and academic development of the individual, The College of Westchester offers a wide range of activities to meet the needs and interests of the entire student body. Every year students enjoy such activities as holiday parties, the student vs. faculty/staff softball game, Student Reward Assemblies, Thanksgiving Luncheon, extracurricular trips, and special events during Black

History Month (February), Women's History Month (March), and Hispanic History Month (September). Furthermore, throughout the calendar year, students can involve themselves in community service projects such as non-profit organizations' walk-a-thons, blood drives, and food/clothing campaigns for the poor and homeless. Additionally, students directly participate in selecting, planning and implementing social and cultural events. All students are encouraged to participate in the activities of their choice, and membership in all clubs and organizations is open to all students regardless of race, religion, sex, national origin, disability or sexual orientation.

### **Student Government Association**

The Student Government Association (SGA) exists to support and stimulate the academic, cultural, social, and physical welfare of all students at The College of Westchester and serves to make decisions on behalf of the entire student body. Comprised of a committee of equal participants, any student with the necessary commitment, interest, and time may be a member of the SGA. The SGA represents the best interest of students by sharing student concerns with The College administration, serving as a source for student representation on College-wide committees, recommending student activities, managing student events, and supporting official College programs, initiatives, and functions. The SGA is highly regarded by both faculty and students. It gives students the opportunity to exercise leadership, express opinions, and work together toward achieving common goals. In addition, the SGA coordinated the college-wide publication of the SGA newspapers, Student Voices. Published each semester, Student Voices is comprised of articles, photographs, and art work submitted solely by Day and Adult Division students about all aspects of students' lives. All students are encouraged to participate.

### **National Association of Black Accountants (NABA)**

Student members of NABA are part of a network that provides opportunities for growth and success in the global business marketplace. NABA's members share and promote a professional ethos – "Lifting as we Climb!" Student members must maintain a minimum cumulative grade point average of 3.50.

### **Student Clubs**

The College of Westchester offers a wide variety of extracurricular clubs and student organizations which provide students the opportunity to become more actively engaged in campus life as well as develop leadership and collaborative skills. Individual clubs are detailed in the Student Handbook and the Student Activities page on Campus Cruiser. Activities for individual clubs can fluctuate each semester depending upon the participation of student leadership and membership.

### **Alumni Association**

Maintaining close ties with our alumni is an important goal of our college. We encourage graduates to remain active by gathering with fellow graduates for recreational outings, serving on an alumni steering committee, speaking to The College of Westchester classes, becoming involved in our internships program, and attending alumni meetings. Lifetime placement is also available to alumni, and many of our alumni take advantage of this service.

### **Voter Registration**

The College of Westchester distributes and makes widely available a mail voter registration form to each student enrolled at The College by electronically transmitting to each student a message containing an acceptable voter registration form or an internet address where that form can be downloaded.

### **Constitution Day**

The day was first designated by Congress in 1952, and in 2004 the Congress required all educational institutions that receive Federal funding to hold an educational program pertaining to the Constitution. The College of Westchester marks Constitution Day with various programs and events focused on educating students on this important document which built the foundation of our nation.

## Academic Excellence Initiatives: Recognizing Academic Excellence

### **Honors Program – (Associate Degree)**

The Honors Program for Associate Degree students at The College of Westchester offers an enriched course of study for exceptional students. Eligibility is based upon performance in high school or college and a personal essay. To qualify a student must have a high school and/or college grade point average of 3.0 or better. Students may apply at any point during their associate program and must complete it by the end of the program. Once students are accepted into the Honors Program, they will complete three research papers of choice while pursuing their degree. Students must maintain a grade point average of 3.0 in order to maintain membership in the Honors Program. Honors Program graduates wear a stole over their gowns at Commencement.

### **The Honors Research Seminar – (Bachelor's Degree)**

The Honors Research Seminar for BBA, GEN 415, is designed to introduce high-achieving BBA students to research. This credit-bearing course provides select students with an opportunity to conduct original research under the supervision of a faculty researcher. BBA students will learn about the academic research process through presentations and research assignments. At the conclusion of the seminar, student researchers will showcase their research projects at college-sponsored colloquia. Eligibility includes junior status, a minimum 3.5 grade point average and demonstrated research ability. Successful completion of this course will culminate in Honors distinction at graduation.

### **Phi Theta Kappa**

Phi Theta Kappa is not only recognized as the official honor society for two-year colleges by the American Association of Community Colleges but is the largest honor society in American higher education. Beta Pi Gamma, The College of Westchester's chapter of Phi Theta Kappa, inducts members semi-annually and eligibility is based on completion of 24 credits at CW and maintaining outstanding academic achievement of a 3.5 grade point average. Membership in Phi Theta Kappa is a valuable addition to the college experience and offers students more than \$36 million in transfer scholarships.

**Sigma Beta Delta**

The purpose of Sigma Beta Delta is to encourage and recognize scholarship and achievement among students of business, management and administration, and to encourage and promote personal and professional improvement. Membership in Sigma Beta Delta is the highest international recognition a business student can receive at a college or university with a Sigma Beta Delta chapter. To be eligible for membership, a business student must have completed 72 credits and rank in the upper 20 percent of the junior or senior class and be invited to membership by the faculty officers. Members are eligible to compete for the Society’s various annual fellowship awards.

Security Report

**Security Report for 2015**

**(Based on 2014 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 2014, there was one incident of stalking and one incident of disciplinary action resulting from a drug abuse violation occurring on campus. On the property surrounding the campus, the City of White Plains Police Department reported that there was one drug abuse violation and six incidents of domestic disturbances, which include domestic violence and dating violence. Statistics for 2015 will be available in October 2016 and located on the College’s website at [http://library.cw.edu/student\\_resource.html](http://library.cw.edu/student_resource.html) and also Campus Cruiser at <http://cruiser.cw.edu> on the Academic Center page.

**Campus Crime Statistics 2012-2014**

**Table One:** *Criminal Offenses on Campus Property*

Offense	2012	2013	2014
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible Sex Offense	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
Hate Crimes*	0	0	0
Domestic Violence**	–	0	0
Dating Violence**	–	0	0
Stalking**	–	0	1

\*Includes hate crimes in the following categories of bias: race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin)

\*\*Crime statistics required for Annual Security Report 2015 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.

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

Arrests Related to:	2012	2013	2014
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0

**Table Three:** Statistics for number of persons referred for disciplinary action for Weapons, Drug Abuse and Liquor Law violations that occurred on Campus Property

Arrests Related to:	2012	2013	2014
Liquor law violations	0	0	0
Drug abuse violations	0	0	1
Weapons possession	0	0	0

**Table Four:** 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	2012	2013	2014
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
Hate Crimes*	0	0	0
Stalking**	–	1	0
Domestic Disturbances**	–	7	6

(includes Dating Violence & Domestic Violence)

\*\*Includes hate crimes in the following categories of bias: race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin)

\*\*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 Five:** Statistics for Drug, Alcohol, and Weapons Arrests on Property Surrounding the Campus

Arrests Related to:	2012	2013	2014
Liquor law violations	0	0	0
Drug abuse violations	3	1	1
Weapons possession	0	0	0

**Table Six:** Statistics for number of persons referred for disciplinary action for Weapons, Drug Abuse and Liquor Law violations that occurred on property surrounding the Campus

Offense	2012	2013	2014
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possession	0	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, AlAnon, 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.

**Monitoring of Off Campus Locations**

The College of Westchester does not recognize any off-campus student organizations and therefore does not monitor such off-campus activity.

**Procedure for Reporting Security Violations**

The safety and well-being of all members of our college community is of great concern. The College of Westchester is devoted to keeping the campus a safe place to attend classes. A daily crime log is maintained at the security front desk.

Potential criminal actions and suspicious activity or other emergencies should be reported in person to the Provost & Vice President of Academic Affairs or the Dean of Academic Services as soon as possible. If necessary, such activity can be reported by calling the Dean of Academic Services at 914-831-0433. When a report of an urgent situation is received, the Provost or the Dean of Academic Services will, if appropriate, contact Westchester County Fire, Emergency Medical, or Police personnel. If a reported situation is less severe, the Dean of Academic Services will dispatch a designated employee or employees to lend assistance, and conduct the necessary follow-up. This procedure has been established in accordance with the Student Right-to-Know and Campus Security Act of 1992.

**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.

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 Facilities Manager.

**For Further Information**

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education at its website (<http://surveys.ope.ed.gov/security>). The Dean of Academic Services may be contacted at 914-831-0413 for any requests.

**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.

**Students Convicted of Possession or Sale of Drugs**

A federal or state drug conviction can disqualify a student for Federal Student Aid (FSA) funds. Convictions count if they were for an offense that occurred during a period of enrollment for which a student was receiving Title IV aid. In addition, a conviction that was reversed, set aside, or removed from a student’s record does not count, nor does one received when he/she was a juvenile, unless tried as an adult.

The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether a student had previous offenses. A conviction for sale of drugs includes convictions for conspiring to sell drugs.

	<b>Possession of illegal drugs</b>	<b>Sale of illegal drugs</b>
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 years from date of conviction	Indefinite period
3+ offenses	Indefinite period	

If a student is convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different, the student will be ineligible for the longer period.

A student regains eligibility the day after the period of ineligibility ends or when he or she successfully completes a qualified drug rehabilitation program. Further drug convictions will make him or her ineligible again. Students denied eligibility for an indefinite period can regain it only after successfully completing a rehabilitation program (as described below), or if a conviction is reversed, set aside, or removed from the student’s record so that fewer than two convictions for sale or three convictions for possession remain on the record. In these cases, the nature and dates of the remaining convictions will determine when the student regains eligibility. It is the student’s responsibility to certify to us that he or she has successfully completed the rehabilitation program.

**Standards for a Qualified Drug Rehabilitation Program**

A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:

- Be qualified to receive funds directly or indirectly from a federal, state, or local government program.
- Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
- Be administered or recognized by a federal, state, or local government agency or court.
- Be administered or recognized by a federally or state-licensed hospital, health clinic, or medical doctor.

**Smoking**

Smoking is strictly prohibited inside all buildings and in all areas within 20 feet of our buildings and any doors, windows and/or ventilation/HVAC units. This includes, but is not limited to: office spaces, classrooms, restrooms, Student Center, all building entrances, near fresh air intake units vents and any mechanics and/or HVAC systems that pull fresh air from close proximities. In order to ensure a healthy work environment “No Smoking” signs are placed in areas where smoking is prohibited.

In addition, the use of electronic cigarettes or cigars, “e-cigarettes” or “e-cigars,” is prohibited in any place on campus where smoking of tobacco products is prohibited.

Designated outside smoking areas are located in the North Parking lot. For information, please see the security staff.

## Title IX Policy on Prohibition of Sexual Discrimination

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 sex/gender in its educational programs and activities. This policy applies to all complaints of sexual harassment carried out by employees, faculty, students, and third parties. This policy applies to all programming and activities. The College of Westchester will process all complaints regardless of where the conduct occurred to determine whether the conduct occurred in the context of its educational program or had continuing effects on campus or in an off-campus program or activity. Inquiries regarding the application of The College of Westchester's Title IX Policy should be referred to the Title IX Coordinator, Dr. Daphne Galkin, 325 Central Avenue, White Plains, NY, 914-831-0431, dgalkin@cw.edu. The Deputy Title IX Coordinator is Jessica Muller, Manager of Administrative Services/Human Resources, 325 Central Avenue, White Plains, NY 10606, 914-831-408, jmuller@cw.edu. The Title IX Coordinator is responsible for coordinating The College of Westchester's efforts to comply with Title IX, overseeing the College's responses to reports of Title IX violations, and identifying and addressing any pattern or systemic problems. The Deputy Title IX Coordinator will oversee investigations involving employees, and will provide updates to the Title IX Coordinator. Furthermore, anyone may contact the Office of Civil Rights – New York Office, U.S. Department of Education, 32 Old Slip, 26th Floor, New York, New York 10005-2500 for general information about Title IX or to file a complaint. Students and employees who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

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.

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.

### Key Definitions

We hear and use many words to describe sexual violence and other crimes. These definitions are provided so you can understand the College's definitions of these terms. *All actions defined below constitute violations of the College of Westchester's Title IX policy and Code of Conduct.*

**Sexual Discrimination** – All forms of sexual harassment, including all forms of sexual harassment, sexual assault, and other sexual violence by employees, students, or third parties against employees, students, or third parties. Students, employees, and third parties are prohibited from harassing others whether or not the harassment occurs on campus or whether it occurs during work hours. Sex discrimination can be carried out by other students, college employees, or third parties. All acts of sex discrimination, including sexual harassment and sexual violence, are prohibited by Title IX.

**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 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.

**Sexual Violence** – Physical sexual acts perpetrated against a person's will or perpetrated where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including rape, sexual misconduct, sexual assault, sexual battery, sexual abuse, forcible touching and sexual coercion.

**Sexual Assault** – A physical sexual act or acts committed against another person without consent. Sexual assault is an extreme form of sexual harassment. Sexual assault includes what is commonly known as “rape” (including what is commonly called “date rape” and “acquaintance rape”), fondling, statutory rape and incest. For statutory rape, the age of consent in New York State is 17 years old.

**Rape** – Rape is a crime which is a form of criminal sexual assault. Rape is actual or attempted penetration accomplished by threats, coercion, or physical force. It includes nonconsensual vaginal, anal, or oral penetration by penis, finger, or any object. Rape occurs when a person engages in sexual intercourse with a person who is incapable of consent where there is lack of consent. In the following circumstances, actual or attempted penetration is rape, because under NYS law, the following are incapable of consent: individuals who are under the influence of alcohol or other controlled substances; who are physically helpless (including sleeping); who are under the age of 17; who are mentally incapacitated; and/or who are mentally disabled. Further, lack of consent results from forcible compulsion; incapacity to consent; or where at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack consent in such act under all circumstances. Men and women, irrespective of sexual orientation, may be either perpetrators or victims.

**Domestic Violence** – An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

**Dating Violence** – Dating violence is violence that occurs between people who know each other: boyfriends and girlfriends or same sex partners whether or not they live together. The violence may be physical, but it can also include threats, enforced social isolation and/or humiliation, intimidation, harassment, emotional mistreatment, financial control, forced sex or making threats with regard to family, friends, and/or children. Some of the common terms used to describe dating violence are courtship violence, battering, intimate partner violence, and date rape.

**Stalking** – Stalking occurs when a person, for no legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably should know that such conduct is likely to cause a reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, the actor was previously clearly informed to cease that conduct. It is the willful, malicious and repeated harassing or threatening of another person which, as a pattern, tends to escalate in both intensity and frequency over time and can last for many years. Stalking includes a direct or implied threat, and victims often report fear for their safety. Stalking is about power and control. Stalkers control the time, type, amount, and place of contact. No matter what the motivation for stalking, the unwanted behaviors are the same and may include, but are not limited to: repeated following, repeated telephone calls and hang-ups; letters; unwanted gifts and packages; spreading harmful gossip about victims; breaking-and-entering that can include vandalism, theft, or even simply rearranging objects so that victims know the stalker was there. Stalkers may also enlist their friends or associates to help them stalk or have their associates speak with friends of the victim to obtain information.

**Hostile Work Environment Sexual Harassment –**

employees in a workplace are subject to a pattern of exposure to unwanted sexual behavior from persons other than an employee's direct supervisor where supervisors or managers take no steps to discourage or discontinue such behavior.

**Quid Pro Quo** – Quid pro quo is defined a direct supervisor seeks sexual favors in return for something within the supervisor's powers, such as threatening to fire someone, or offering them a raise.

**What is Consent?**

*Affirmative* Consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity.

Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Silence or lack or resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression. The following are guiding principles for consent:

- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be initially given but withdrawn at any time.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consequences or being asleep, being involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force or threat of harm.
- When consent is withdrawn or can no longer be given, sexual activity must stop.

**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 Dr. Daphne Galkin, Title IX Coordinator, 325 Central Avenue, White Plains, NY, 914-831-0413 or dgalkin@cw.edu. The Title IX Coordinator, Deputy Title IX Officer, appeal officer, and their designees undergo mandatory training on issues relating to domestic violence, dating violence, sexual assault, and stalking, conducting an investigation and the hearing process.

**Informal Resolution Option**

Once a complaint is made, the complainant has the option to proceed with informal resolution or to proceed with a formal investigation. The complainant may initially choose informal resolution and later decide to proceed formally. The informal procedures (mediation) are designed to resolve complaints quickly, efficiently, and to the mutual satisfaction of all parties involved. Where circumstances allow, and both parties agree to participate, in formal procedures will be initiated as soon as possible and within five school days, absent any unusual circumstances. A complainant may elect to terminate a formal complaint process and enter into mediation at any point, including after the commencement of the formal process.

Mediation is a voluntary process intended to allow the parties involved in an alleged complaint of discrimination or harassment to discuss their respective understandings of the incident with each other through the assistance of a trained mediator. Mediation is designed to encourage each person to be honest and direct with the other and to accept personal responsibility where appropriate. Mediation is only offered as an option if both the complainant and the respondent are members of The College of Westchester community and agree to participate. Informal mediation is not appropriate for certain cases, such as alleged sexual assaults, even on a voluntary basis.

### Formal Investigation Process

Notice of a formal complaint may be in person, or orally to an appropriate official. The University does require submission of grievance (in writing, by email attachment, etc.) to the Title IX Coordinator or designee. The formal grievance should be clear and concise and describe the alleged incident(s) in detail including location and time the incident occurred, details about the incident, and desired remedy sought. The grievance should be signed by the complainant or in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information of the initiator filing the complaint. Any and all supporting documentation and evidence should be referenced within the body of the formal grievance.

Upon receipt of a formal grievance, the Title IX Coordinator or designee will open a formal case File and determine any necessary interim actions, accommodations (housing, academic schedules, etc.) for the alleged victim, and any other necessary remedial short-term actions.

- Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, university representative, or third party)
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the respondent, and what policy violations should be alleged as part of the complaint
  - If there is insufficient evidence to support reasonable cause (preponderance of evidence), the grievance will be closed with no further action
- Meet with the complainant to finalize the complaint
- Prepare and deliver the notice of investigation and possibly notice of charges on the basis of the initial investigation
- Initiate a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice of charges prior to or at the time of the interview
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline
- Make a finding, based on a *preponderance of the evidence* (whether a policy violation is more likely than not)

The College of Westchester will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the university campus community.

### Disciplinary Hearing Procedures

Depending on the nature of the circumstance, there may be a Discipline Hearing. Throughout hearing proceedings, the complainant and the respondent retain the following rights:

- The right to a prompt, adequate, reliable, and impartial investigation of complaints, including the opportunity to present witnesses and other evidence;
- The right to timely access to any documents and information used at the hearing, including the College's Title IX investigative report;
- The right to be accompanied by an advisor of their choice;
- The right to be afforded equal restrictions that apply to their advisors to speak or otherwise participate during the hearing.

Neither the reporting complainant nor the respondent may question or cross-examine each other during the hearing. The complainant is not required to be present at the hearing as a prerequisite to proceed. The outcome of the hearing will be submitted, in writing, to both parties simultaneously, within 24 hours. The outcome notification will include findings, rationale for the findings, and any sanctions imposed. Both the complainant and the respondent 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. The College will inform both parties at regular intervals of the status of the investigation. Delays in the investigation will be communicated to both parties. Documentation of a Title IX investigation, including but not limited to, Title IX Coordinator and/or designee notes, summary and minutes from hearing proceedings, and all evidence will be maintained separately from a student's academic records, with the exception of transcript notation sanctions. Title IX investigation record-keeping is the responsibility of, and will be retained by, the Title IX Coordinator.

### Interim Remedial Measures

If necessary, The College may take interim remedial measures to protect the complainant during the investigation. These remedial measures include the following:

- No contact order;
- A change in academic situations as appropriate with the minimum burden on the complainant;
- Counseling;
- Health and mental health services;
- Escort services;
- Academic services
- Retake course or withdraw without penalty

These interim measures will be taken promptly at no cost to the complainant. These interim measures may be continued if the respondent is found to have violated the policy. Additional remedies and sanctions may be rendered after a violation is found.

### Remedies and Sanctions

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. Specific guidelines regarding implementation of a no contact order will be relayed directly to both 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).
- Transcript notation

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. In the event a sex offense, domestic violence, dating violence, sexual assault, or stalking incident has occurred, victims are strongly

encouraged to preserve evidence as may be necessary to the proof of a crime. The College of Westchester campus authorities will assist in notifying law enforcement if the victim chooses. Victims have the right to decline to notify law enforcement.

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 or employees may file a Title IX complaint and criminal complaint simultaneously. The College will assist complainants in filing a criminal report, including but not limited to obtaining a no contact order. If the complainant files a criminal complaint with a local law enforcement agency, the College will comply with law enforcement agency requests for cooperation, which may require the College to temporarily suspend the fact-finding aspect of a Title IX investigation while the law-enforcement agency gathers evidence. The College will suspend an active Title IX investigation for a maximum of 10 days.

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).

### Non-Confidential Resources

With the exception of the confidential resources identified in this policy, all other College staff and faculty who receive a report of sexual misconduct or harassment are required to elevate the report to the Title IX Coordinator or Deputy Title IX Coordinator for investigation and response.

Non-confidential resources on campus include:

- Faculty
- Success Coaches
- Deans
- Manager of Human Resources
- Security staff
- Career Counselors
- Student Financial Services Counselors
- Veterans Support staff member
- Administrative staff
- Executive Office staff
- Peer Mentors

### Privacy versus Confidentiality

Even The College of Westchester offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. *The information you provide to a non-confidential resource will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible under the law for tracking patterns and spotting systemic issues.* The College of Westchester will limit the disclosure as much as possible, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

### Requesting Confidentiality: How The College of Westchester Will Weigh the Request and Respond

If you disclose an incident to a College of Westchester employee who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality or do not consent to the institution's request to initiate an investigation, the Title IX Coordinator must weigh your request against our obligation to provide a safe, non-discriminatory environment for all members of our community, including you. We may seek consent from you prior to conducting an investigation. You may decline to consent to an investigation, and that determination will be honored unless The College of Westchester's failure to act does not adequately mitigate the risk of harm to you or other members of The College of Westchester community. Honoring your request may limit our ability to meaningfully investigate and pursue conduct action against an accused individual. If we determine that an investigation is required, we will notify you and take immediate action as necessary to protect and assist you.

When you disclose an incident to someone who is responsible for responding to or reporting sexual violence or sexual harassment, but wish to maintain confidentiality, The College of Westchester will consider many factors to determine whether to proceed despite that request. These factors include, but are not limited to:

- Whether the accused has a history of violent behavior or is a repeat offender;
- Whether the incident represents escalation, such as a situation that previously involved sustained stalking,
- The increased risk that the accused will commit additional acts of violence;

- Whether the accused used a weapon or force;
- Whether the reporting individual is a minor; and
- Whether we possess other means to obtain evidence such as security footage, and whether the report reveals a pattern of perpetration at a given location or by a particular group.

If The College of Westchester determines that it must move forward with an investigation, the reporting individual or victim/survivor will be notified and the College will take immediate action as necessary to protect and assist them.

### Options for Confidentially Disclosing Sexual Violence

Individuals who are *confidential* resources will not report policy violations to law enforcement or college officials without your permission, except for extreme circumstances, such as a health and/or safety emergency. At The College of Westchester this includes:

The Counseling Center

- Diana Cusumano, Director of the Counseling Center/ Assistant Dean of Academic Services, 914-831-0310, dcusumano@cw.edu
- Cynthia Puca, Counselor, 914-831-0273, cpuca@cw.edu

Off-campus options to disclose sexual violence confidentially include (note that these outside options do not provide any information to the campus):

Off-campus counselors and advocates. Crisis services offices will generally maintain confidentiality unless you request disclosure and sign a consent or waiver form. More information on an agency's policies on confidentiality may be obtained directly from the agency.

- My Sisters' Place White Plains Administrative Office  
One Water Street, White Plains, NY 10601  
Phone (914) 683-1333
- Hope's Door Main Office  
39 Washington Avenue, Pleasantville, NY 10570  
(914)747-0828
- Westchester Jewish Community Services  
845 N. Broadway, Suite 2, White Plains  
(914)761-0600
- Victims Assistance Services  
2269 Saw Mill River Road, Bldg. #3, Elmsford, NY  
(914)345-3113

Off-campus healthcare providers

- Westchester Medical Center  
100 Woods Rd, Valhalla, NY 10595  
Phone: (914) 493-7000

Note that medical office and insurance billing practices may reveal information to the insurance policyholder, including medication and/or examinations paid for or administered. The New York State Office of Victim Services may be able to assist in compensating victims/survivors for health care and counseling services, including emergency compensation. More information may be found here: [http://www.ovs.ny.gov/files/ovs\\_rights\\_of\\_cv\\_booklet.pdf](http://www.ovs.ny.gov/files/ovs_rights_of_cv_booklet.pdf), or by calling 1-800-247-8035. Options are explained here: <http://www.ovs.ny.gov/helpforcrimevictims.html>.

Off-campus legal assistance

- Hopes Door Family Justice Center, County Courthouse, 111 Martin Luther King Jr. Blvd., White Plains, NY 10601. 914-995-3100

Note that even individuals who can typically maintain confidentiality are subject to exceptions under the law, including when an individual is a threat to him or herself or others and the mandatory reporting of child abuse.

#### **Public Awareness/Advocacy Events:**

If you disclose a situation through a public awareness event such as “Take Back the Night,” candlelight vigils, protests, or other public event, The College of Westchester is not obligated to begin an investigation. The College of Westchester may use the information you provide to inform the need for additional education and prevention efforts.

#### **Anonymous Disclosure**

- My Sister’s Place—if you need to speak to a crisis counselor immediately, please call their 24-hour, toll-free hotline at 1-800-298-7233 (SAFE). The Hotline is for crisis intervention, resources and referrals and is not a reporting mechanism.
- New York State Hotline for Sexual Assault and Domestic Violence: 1-800-942-6906
- Hope’s Door Domestic Abuse 24 Hour Hotline: 1-888-438-8700

#### **Institutional Crime Reporting**

Reports of certain crimes occurring in certain geographic locations will be included in The College of Westchester’s Annual Security Report in an anonymized manner that neither identifies the specifics of the crime or the identity of the victim/survivor. The individual responsible for collecting and documenting crime statistics on campus are:

#### **Dr. Daphne Galkin**

*Dean of Academic Services*  
325 Central Avenue  
White Plains, NY 10606  
914-831-0413  
dgalkin@cw.edu

The College of Westchester is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the reporting individual). A victim/survivor will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parents’ prior year federal income tax return. Generally, The College of Westchester will not share information about a report of sexual violence with parents without the permission of the reporting individual.

#### **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, Dr. Daphne Galkin, Dean of Academic Services at 914-831-0433 or dgalkin@cw.edu or the Deputy Title IX Coordinator, Jessica Muller, Manager of Administrative Services/Human Resources at 914-831-0408 or jmuller@cw.edu.

### Appeal Procedure

Both the reporting individual and the accused have the option to appeal the final determination of a Title IX investigation by contacting Dr. Joann Mulqueen, Associate Provost, 325 Central Avenue, White Plains, NY 10606, 914-831-0418 or jmulqueen@cw.edu.

Requirements for appeal:

1. The request is made within 14 days of the original sanction, and
2. The appeal is on the basis of any of the three articulated grounds:
  - a) A procedural error occurred that significantly impacted the outcome of the Informal or Formal Resolution (e.g. substantiated bias, material deviation from established procedures, etc.)
  - b) To consider new evidence, unavailable during the original hearing, Informal or Formal Resolution or Investigation, that could substantially impact the finding or sanction
  - c) The sanctions fall outside the range typically imposed for this offense, or for the cumulative conduct record of the Accused

The Title IX Appeal Officer will render a decision applying the following principles:

1. Decisions by the Title IX Appeal Officer are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/remedial action only if there is a compelling justification to do so.
2. Appeals are not intended to be full re-hearings of the complaint. In most cases, appeals are confined to a review of the written documentation or record of the rationale for the original sanction, and pertinent documentation regarding the grounds for appeal. Appeals granted based on new evidence should normally be remanded to the Title IX Coordinator and/or original hearing committee.
3. Sanctions imposed are implemented immediately unless the Title IX Coordinator, designee or hearing committee stays their implementation pending the outcome of the appeal.
4. The Title IX Appeals Officer will normally render a written decision on the appeal to all parties within 7 business days from accepting the request for appeal.

5. All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision.
6. Once an appeal is decided, the outcome is final: further appeals are not permitted.

### Amnesty Policy

The health and safety of every student at The College of Westchester (CW) is of utmost importance. CW recognizes that individuals who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. CW strongly encourages individuals to report domestic violence, dating violence, stalking or sexual assault to institution officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to CW's officials or law enforcement will not be subject to CW's Code of Conduct section for violation of alcohol and/or drug use policies occurring at or near the time of the commission of domestic violence, dating violence, stalking or sexual assault.

### Bill of Rights

All students/employees have the right to:

- Make a report to local law enforcement and/or state police;
- Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available;

- Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
  - Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident;
  - Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
  - Access to at least one level of appeal of a determination;
  - Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process; and
  - Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.
- Response to Reports:
- Notify university police or campus security, local law enforcement and/or the State Police;
  - Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon first instance of disclosure by reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination, and detailing that the criminal justice process utilizes different standards of proof and evidence. The official shall also explain whether he or she is authorized to offer the reporting individual confidentiality or privacy and shall inform the reporting individual of other reporting options;
  - Confidentially disclose the incident to institution representatives, who may offer confidentiality and can assist in obtaining services;
  - Disclose confidentially the incident and obtain services from the state or local government;
  - File a report of sexual assault, domestic violence, dating violence and/or stalking and the right to consult the Title IX Coordinator and other appropriate institution representatives for information and assistance. Reports shall be investigated in accordance with the institution policy and a reporting individual's identity shall remain private at all time if said reporting individual wishes to maintain privacy;
  - Disclose the incident, if the accused is an employee of the institution, to the institution's human resources authority;
  - Receive assistance from appropriate institution initiating legal proceedings in family or civil court; and
  - Withdraw a complaint or involvement from the institution process at any time.

**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.

**Dress Code Policy for Allied Health Department and Medical Lab**

Allied Health Students are expected to represent themselves in a professional manner so as to promote the confidence and comfort of the patients with whom they will be coming in contact. The following dress code has been implemented to aid in reaching this goal:

1. Students will wear seal blue scrubs with the CW logo embroidered in the upper left corner above the pocket. Scrubs are to be worn when taking classes in 401 or 423 (Medical Labs). Scrubs must be kept clean at all times. Only a solid color (preferably white, black, or blue) undergarment can be worn under the scrub top.

## Student Activities and Support Services

2. A lab coat (also with the CW logo) will be worn in all clinical classes when performing Asepsis, Phlebotomy, and Clinical Procedures.
3. Footwear must be a white sneaker. Toes must be closed, and shoe material cannot be canvas, or cloth. Sneakers must be all white with no contrasting colors or stripes.
4. Hair must be clean and neatly groomed. Hair longer than shoulder length must be worn up or secured so as not to fall forward. Men may wear a neatly trimmed beard or mustache.
5. Jewelry should be limited, and earrings should be either studs or hoops that are no wider than  $\frac{3}{4}$ ".
6. Finger nails must be trimmed to an appropriate length and colored with a conservative color nail polish.
7. Headgear including scarves is only permissible for religious or medical reasons (supporting documentation is required).
8. All tattoos must be covered so as not to be visible.
9. Visible piercings are not acceptable at any time while in uniform. This applies for classes in and outside of the lab. Students must adhere to the dress code fully when in uniform.

Scrubs will be worn at all clinical extern sites as required by the dress code policy of The College and the requirements for practicum.

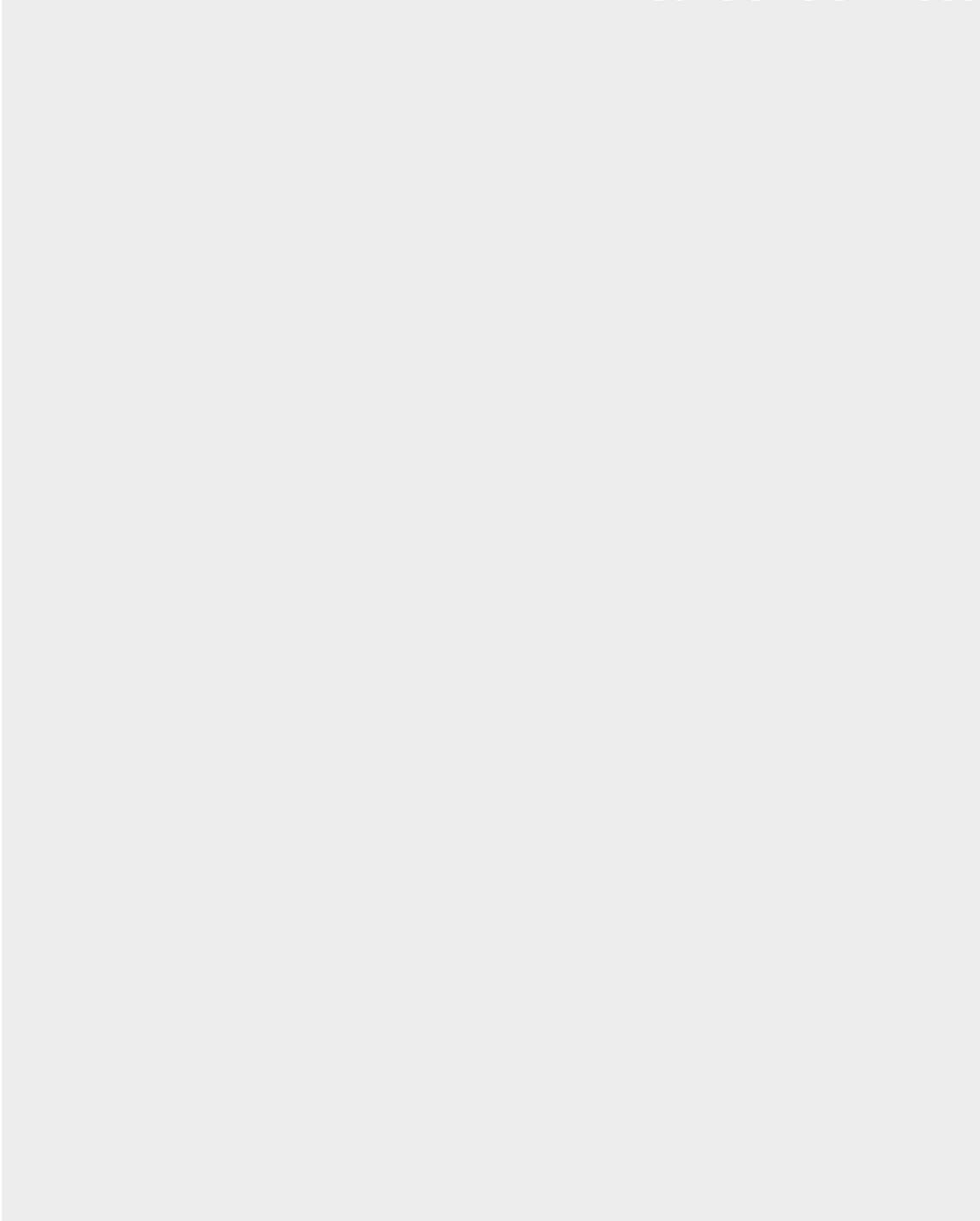
**ABSOLUTELY NO FOOD OR BEVERAGE MAY BE CONSUMED IN THE LAB AT ANY TIME.**

**A MEDICAL INSTRUCTOR MUST BE PRESENT WHEN STUDENTS ARE OPERATING ANY EQUIPMENT USED IN THE LAB.**

### **Nondiscrimination Policy**

The College of Westchester rejects and condemns all forms of harassment, wrongful discrimination and disrespect. It has developed procedures to respond to incidents of harassment whatever the basis or circumstance. The College shall comply with all state and federal laws prohibiting discrimination in employment and in its educational programs on the basis of a person's race, religion, color, national origin, age, sex, marital or parental status, veteran status, disability, or sexual orientation.

## Career Services



## Seeking Success in Today's Economy

The College of Westchester's Office of Career Services staff carefully guides students through the entire process of planning and preparing for their actual job search. Students are coached in the following areas: proper completion of employment applications, resumes, letters of application, securing job interviews, researching companies, conducting interviews, job interview follow-up, grooming, business attire, and business etiquette. Should a graduate seek full-time transfer to another college, they will be assisted in the process.

The Office of Career Services works closely with area colleges, businesses and industries in the New York, Connecticut and New Jersey metropolitan areas to ascertain employment requirements and the availability of specific positions, as well as transferability of college credits. While the Career Services staff assists both students and graduates, this does not preclude the students' own responsibilities.

All students and graduates seeking career services assistance must be in good financial standing with The College. All graduates are entitled to lifetime assistance. The College reserves the right to withdraw placement assistance, at any time, for cause.

The Career Services Department also hosts Career Fairs, Internship Fairs, Portfolio Review Day, Career Cafés, and Part-time Job Fairs.

### Graduate Success Statistics

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. 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 for those students who graduated 2014-2015 indicates 86.5% of Associate degree graduates and 91% of Bachelor degree graduates (willing and able to work) were employed in positions related to their study

by February 2016. The employment rate percentages are based on non-verified graduate self-reported information and calculated by taking the total number of graduates employed in a related field and then dividing by the total cohort of graduates who graduated between July 1, 2014 and June 30, 2015, less any graduates who indicated an intention to continue their education, less any graduates who expressly declined assistance from the Career Services Office or who could not be contacted by the Career Services Office.

### Types of Graduate and Professional Education in Which CW's Bachelor Degree Graduates Enroll

CW BBA graduates who graduated 2014-2015 (July 1, 2014 through June 30, 2015) have enrolled in the following types of graduate and professional education through February of 2016: Master's degree programs at the following institution types:

- Four year public institutions
- Four year private institutions

Areas of study include Marketing Communications Management, Accounting, Public Accounting and Non-Profit Management. This information was obtained from the National Student Clearinghouse, a national organization that provides post-secondary enrollment verification services.

### Cooperative Educational Opportunity and Part-Time Employment

The Office of Career Services facilitates cooperative (Co-op) educational opportunities and works with students in pursuing part-time employment while they study. Students with advanced skills and knowledge are afforded an opportunity to work part-time with area employers.

Although academic requirements must be a student's first priority, The College attempts to arrange class schedules to provide students an opportunity to earn money on a part-time basis in a professional environment enhancing their career preparation. For more details about how you may qualify, consult the Director of Career Services.

### Internships

Internships play a pivotal role in enhancing the college experience and launching a career. The Office of Career Services has a full range of internships pertaining to many majors. Internships are generally unpaid. The participating employers are located throughout the tri-state area. There are strict criteria for being accepted into the Internship Program at The College of Westchester. Students must have a GPA of at least 2.5 and must at least be in their third semester (Day Division student) or fifth term (Adult Division student) to be considered eligible. Students must be approved by their Department Chairperson and their Academic Advisor. Students should then meet with the Internship Coordinator and explore current opportunities. The employers ultimately decide upon which students they accept. Students who successfully complete the internships will receive credit towards their degree. The Bachelor Degree Internship, a required element of CW's Bachelor degree programs, has been designed specifically to allow students to use their high-level classroom skills in real-life work situations. For Day Division students the Bachelor Degree Internship, which is taken in the student's last semester, is a required 3-credit course that is a semester long learning experience combining in-class seminars with out-of-class projects. Adult Division students take the 3-credit Bachelor Degree Internship during the last two terms.

This Internship can be paid or unpaid and can be completed either on-site or on-campus. Some Internships are structured for students to participate individually, and some will allow students to contribute as members of a team.

### Career Services Code of Ethics

The College of Westchester does not guarantee a job upon graduation. The College of Westchester adheres to a strict career service code of ethics as exemplified in the services provided through the Office of Career Services. The College of Westchester graduates have achieved job placement success through quality education and effective career services.

### Career Services Student Responsibility

In order to ensure the best possible career service available, students must meet with their program-specific career counselor and submit their resumes to the Career Services Department via the CW Portal. Final copies of students' resumes must be approved by the Career Services Department for submission to employers.

Students and graduates must be in good financial standing with The College of Westchester in order to receive career services.

## Graduate Activities

### The CW Alumni Association

The College of Westchester is dedicated to serving many generations of alumni. All graduates of The College are welcome to membership in the ever-growing CW Alumni Association. Alumni enjoy many benefits and services as well as information to keep them updated, connected, and informed. The purpose of the CW Alumni Association is to build and sustain a lifelong relationship between The College and its alumni, through:

- Engaging students as future alumni.
- Providing opportunities for lifelong learning.
- Recognizing alumni for accomplishments and service.
- Providing social and career networking.
- Facilitating the sharing of ideas between The College and its alumni.
- Providing an avenue for feedback to the administration.

# Academic Standards

College Regulations and Policies

*The catalog, which serves as the official college publication, is subject to revision at any time. The College reserves the right to make changes as deemed necessary: add, delete or revise any course, program of study, book charges, calendar, class schedule, tuition or requirements as described within. It is expected that students carefully read the catalog to understand rules, regulations, standards and policies.*

### **Academic Calendar**

The College of Westchester offers courses in three different calendar formats: Day Division, Adult Division, and Online Division. The Day academic calendar in the back of this catalog details the schedule which is based on three semesters beginning in January, May, and September. In the Day Division two semesters, and a minimum of twenty-four credits, are equal to one academic year. The Adult Division and Online Division academic calendars are based on scholastic terms: Fall I, Fall II, Spring I, Spring II, and Summer. Four terms, and a minimum of twenty-four academic credits, are equivalent to one academic year.

Classes in the Day Division are offered in semesters consisting of fifteen weeks each. Courses are on a semester credit hour basis. Students ordinarily complete their Associate Degree in five semesters and their Baccalaureate Degree in four additional semesters. Courses meet twice a week or one day each week. A minimum of twelve academic credits each semester is required for full-time status.

Classes in the Adult Division meet Monday, Tuesday, Wednesday, and Thursday evenings from 6:00 pm to 9:45 pm and Saturdays from 8:30 a.m. to 4:30 p.m., except for holiday weekends when classes are not scheduled. Period one classes meet from 8:30 a.m. to 12:15 p.m. Period two classes meet from 12:45 p.m. to 4:30 p.m. The Adult Division is also on a semester credit hour basis. A minimum of six credits each term is required for full-time status. Courses in the Adult Division are offered five terms each year for eight weeks each term: Fall I, Fall II, Spring I, Spring II, and Summer.

All CW online courses begin on Monday (unless otherwise stated) at 12:00 am and end Sunday evening at 11:59 pm according to the Online Division calendar. Courses in the Online Division are offered five terms each year for eight weeks each term: Fall I, Fall II, Spring I, Spring II, and Summer. The Online Division is on a semester credit hour basis and a minimum of six credits per term is required for full-time status. All noted times are Eastern Standard Time (EST).

### **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.

### **Course Formats**

Courses are offered in one of the following formats:

1. Traditional courses which consist of classroom instruction with technology elements including Moodle for web-enhanced learning;
2. Hybrid/Blended courses which combine elements of distance learning and traditional face to face instruction.
3. Online courses which do not meet in a classroom. All CW online courses are run asynchronously for the duration of the semester or term. Assignments are posted online, and students participate in discussion boards online.

The learning objectives are the same in hybrid, online, and traditional face-to-face courses.

### **Attendance**

CW is officially an "attendance taking institution" and therefore, students enrolled in on-ground courses must have physical attendance in the classroom in order to maintain enrollment.

### **Inclement Weather**

On occasion, the College of Westchester may need to close the building due to inclement weather. In these cases, classes are never canceled but rather held remotely via Moodle.

### **Online Course Attendance**

Attendance in online courses is determined by a predetermined list of academically related activities completed within Moodle, including but not limited to, submitting an academic assignment, taking an exam, interactive tutorial or computer-assisted instruction, and participating in online discussion forums. Attendance in online courses is recorded automatically through Moodle activity.

### Student Attendance Exceptions

Sometimes student absences are unavoidable and are a result of a severe hardship. A student may request that a faculty member waive select absences when calculating his/her grade in light of these hardships. Such a request should be made by the student, with documentation to support request, when appropriate. Examples of possible excused absences are:

- Hospitalization and/or miscellaneous medical circumstances
- Court appearances and/or miscellaneous legal obligations
- Death in the family/Bereavement
- Employment related obligations
- Natural or man-made disasters
- Jury Duty
- Military duty

It is at the discretion of the faculty to determine which, if any, absences will be considered as “excused” and how that will affect the student’s final grade.

## Academic Programs

### Certificate Programs

The College of Westchester offers Certificate programs in a variety of majors. The Certificate programs are designed to prepare students for a variety of employment opportunities, and the credits are transferable to the Associate Degree programs at The College. Certificate programs are either 36 credits or 48 credits. The certificate programs are registered by the New York State Department of Education.

### Associate Degree

The College of Westchester offers both the Associate in Applied Science (AAS) and the Associate in Occupational Studies (AOS), both of which prepare students to enter the work force upon graduation. There are generally fewer liberal arts requirements for the AOS Degree. A cumulative grade point average of 2.0 or better as well as completion of all required courses is compulsory for graduation. The requirements include courses in college skills, courses pertaining to the student’s major, and, for those students pursuing an AAS Degree, courses in general education. The current Associate Degree requires the completion of 66 academic credits. The Associate Degree programs are registered by the New York State Department of Education.

### Bachelor’s Degree

The College of Westchester offers Bachelor of Business Administration (BBA) and Bachelor of Science (BS) degrees. Students must complete a total of 120 credits to earn the Bachelor’s Degree. Students who have earned an Associate Degree at The College of Westchester are eligible to apply to a BBA or BS program if they have earned at least 60 academic credits and have achieved a minimum of a 2.5 cumulative grade point average. A cumulative grade point average of 2.0 or better as well as completion of all BBA and BS courses is required for graduation.

### Academic Program Improvement

The College of Westchester believes strongly in the formalized assessment of student learning, both in the classroom, across academic programs, and in academic support functions, as a means of fostering continuous quality improvement of our educational services. The assessment of student learning at The College of Westchester relies on a process that is:

- Evidence-based (using qualitative and quantitative measures)
- Mission-driven (based upon the CW’s Mission Statement and the Mission Statements of each academic program)
- Systematic (based upon a College-wide assessment template)
- Cyclical (based upon the triennial program review cycle) with annual reporting components
- Outcomes-oriented (student learning outcomes will be the focus of measurement and reporting)
- Faculty-developed and implemented
- Utilitarian (results will be utilized for continuous program improvement)

By documenting student learning, reflecting upon the effectiveness of our teaching methods and curriculum, making adjustments to those methods and curriculum when our research dictates, by providing feedback to students and through increased dialogue among faculty, the aims of continuous quality improvement may be realized.

The College of Westchester believes in an assessment environment that is non-threatening, supported by the administration, encourages faculty to objectively engage in outcomes assessment practices and openly share their findings. In order to insure that level of freedom and comfort, the College avoids using assessment findings as a means through which to evaluate a faculty member’s

performance. Assessment research also serves as an accountability link for internal and external stakeholders of the College as well as a means through which the college measures progress in meeting and achieving broad educational objectives and its overall mission.

**Degree Classifications**

- AAS Associate in Applied Science
- AOS Associate in Occupational Studies
- BBA Bachelor of Business Administration
- BS Bachelor of Science

**General Education**

The goal of general education is to provide broad, coherent knowledge for the development of students and to give them the critical skills needed to function effectively in the workplace and in society. Liberal arts courses in critical thinking, effective writing and communications, and analytical reasoning are some of the essential academic areas addressed in the general education curriculum.

**External Professional Certification**

Completion of CW credits, courses or degrees is no assurance that students/graduates will pass any external certification exam. However, students and graduates, on their own, may choose to pursue external professional certifications offered by industry associations, vendors and other organizations. Test preparation and required testing fees are the responsibility of the student.

Course	Grade	Credits	Quality Points Earned
Introduction to Business Ventures	A (4)	3	12
Computers and Technology	B (3)	3	9
Financial Accounting I	B (3)	3	9
Business Law	C (2)	3	6
Total		12	36
36 Quality Points = 3.0 Grade Point Average			
12 Credits			

**Grade Point Average – Computation Example**

The grade point average is computed by multiplying the credits for each course by the grade point value of the final grade. The total quality points for all of the courses divided by the number of credits attempted will equal the grade point average for the semester/term.

The total quality points earned for all semesters/terms divided by the total credit hours attempted for all sessions will equal the cumulative grade point average.

Credits transferred from other institutions are not included in the cumulative average.

**Grading System**

Academic achievement at The College of Westchester is based on the following system:

Grade	Value	Numerical Credit Hour	Grade Point Value
A	Excellent	95-100	4.0
A-		90-94	3.75
B+		86-89	3.5
B	Good	80-85	3.0
C+		76-79	2.5
C	Average	70-75	2.0
D	Minimum Passing Grade	60-69	1.0
F	Failure	Below 60	0
Fail	Fail for Pass/Fail Courses		
UF	Unauthorized Failure***		
FR	Failed Course/Retook		
P	Pass		
Pass	Pass for Pass/Fail Courses		
WD	Withdrawal, No Credit		
DP	Dropped Course, No Credit		
I	Incomplete		
INC	Incomplete for Pass/Fail Courses		
IC	Internal Transfer Credits		
TO	Test Out*		
TR	Transfer Credit Accepted		
AUD	Audit		
EX	Exempt*		
S	Satisfactory		
U	Unsatisfactory**		

\*Requires additional elective

\*\*Students who receive a grade of "U" must repeat the course. Grade reports are distributed upon the conclusion of each session.

\*\*\*UF (Unauthorized Failure) is assigned when, in the opinion of the instructor, completed assignments or course activities or both were insufficient to make normal evaluation of academic performance possible.

**Class Standing Determination**

In order to advance to the next grade level, students must earn a certain number of credits:

Class Standing	Credits
Freshman	0 through 24
Sophomore	25 through 60
Junior	61 through 90
Senior	91 or more

For example, at the end of your first two semesters (day division) or first four terms (adult division), you do not become a sophomore unless you have earned at least 24 credits (including transfer credits). Please refer to the Financial Assistance section for aid impact to grade level.

**Full-Time Status**

In the Day Division a minimum of twelve academic credits each semester is required for full-time status. In the Adult Division and Online Division a minimum of six credits each term is required for full-time status.

**Part-Time Students**

Day Division: (per semester)		Adult Division: (per term)	
3/4 time	9 credits	1/2 time	3 credits
1/2 time	6 credits		
<1/2 time	Less than 6 credits		

**Matriculation**

A person is considered matriculated when he/she has met all of the following:

1. Student registered in courses at CW for their selected program of study.
2. Has met the admissions criteria for acceptance (see Admissions section in catalog).
3. Has completed The College's assessment process.
4. Has been accepted as a degree or certificate candidate.

**Non-Matriculation**

Students may enroll as ICC (Individual Credit Course) non-matriculated students. Such students:

1. Are not eligible for federal or state financial aid.
2. Are not eligible to receive career placement assistance from the Office of Career Services. An exception will be made for any non-matriculated students who have registered for courses through the Workforce Investment Act (WIA). WIA enrolled students will have access to career placement assistance for six months immediately following the successful completion of their coursework.

Once this six month period has elapsed WIA students will no longer be eligible to receive any further career placement assistance.

3. Have access to The Learning Center during the time they are enrolled in coursework at The College of Westchester. However, non-matriculated students are limited to a maximum of ten (10) hours of course specific, direct tutoring from The Learning Center personnel for each course they are registered for. Unused tutoring hours from one course are not eligible to be rolled over into any other courses that a non-matriculated student may be registered for.
4. May accumulate no more than fifteen (15) credits without approval from the Dean of Academic Services. WIA programs with more than 15 credits are the exception.
5. May apply for matriculation by following standard protocol and meeting the cumulative GPA requirement of 2.0. Accordingly, if a non-matriculated student wants to enroll in a degree or certificate program, he/she must complete the admissions process in order to be accepted and proceed through all normal admissions steps.

**Move from Matriculation to Non-Matriculation**

Students who failed to make satisfactory progress toward a degree or certificate and had their matriculated status terminated may pursue courses as a non-matriculated student, with no financial aid benefit, and with approval from the Dean of Academic Services. If such students achieve a cumulative GPA of 2.0, matriculation may be reinstated if all other standards of progress are met.

**Academic Standing**

The College of Westchester expects matriculated students to maintain satisfactory academic standing to continue to be enrolled at The College. Students who do not maintain a minimum of a 2.0 cumulative grade point average will have academic sanctions imposed. No student will be graduated with a cumulative grade point average (CGPA) below 2.0. Satisfactory academic progress is measured by a qualitative standard; students must maintain a minimum cumulative grade point average (CGPA) at the end of each semester or term the student has completed as noted in the chart in order to continue matriculation. Satisfactory academic progress to maintain eligibility for federal and state financial aid includes both a qualitative and quantitative standard. Please refer to the Student Financial Services section of the catalog for further information.

**Standards of Academic Progress (SAP)**

Academic progress is evaluated qualitatively (CGPA) at the end of every fifteen week semester for Day students, and at the end of Fall II, Spring II and Summer terms for Adult Division and Online Division students. If a student does not meet the minimum cumulative grade point average as outlined in the chart below, he/she may be academically suspended. Additionally, if a student meets the minimum cumulative grade point average for Standards of Academic Progress, but is below a 2.0, he/she will be placed on Academic Probation. *If a student does not meet the minimum requirements of the chart below, he/she may be suspended from The College.* Students who withdraw from the College within the Withdrawal Period (as defined under Add/Drop and Course Withdrawals) of their first semester, with all WD grades, for qualitative purposes, will not be evaluated for SAP. For financial aid regulatory purposes, WD grades will be evaluated for both qualitative and pace (quantitative) components to maintain Federal Title IV and State aid eligibility.

Associate Degree (66 credits)		Bachelor Degree (120 credits)		Certificate Program (36 credits)		Certificate Program (48 credits)	
Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required	Credits Attempted	Minimum cumulative GPA required
0 – 6	0.00	0 – 6	0.00	0 – 6	0.00	0 – 6	0.00
7 – 15	0.80	7 – 15	0.80	7 – 15	1.25	7 – 15	1.25
16 – 30	1.25	16 – 30	1.25	16 – 30	1.50	16 – 30	1.50
31 – 45	1.50	31 – 45	1.50	31 – 45	2.00	31 – 45	1.80
46 – 60	1.80	46 – 60	1.80	46 +	2.00	46 +	2.00
61 +	2.00	61 +	2.00				

**Academic Probation**

A student whose cumulative grade point average falls below 2.0 is placed on Academic Probation as an academic warning that the student must raise his/her grades to a satisfactory level. Various academic sanctions may be applied including limiting the credits the student is registered for in the subsequent term, repeating courses that he/she failed, required meetings with academic advisors, and required tutoring.

If a student’s cumulative grade point average falls below the minimum GPA required to meet Standards of Academic Progress as detailed in the chart above, the student may be Academically Suspended without first being placed on Academic Probation. If the student is placed on a second Academic Probation, it is considered final probation. If the student fails to meet minimum 2.0 GPA for a third time, the student will be Academically Suspended. (see section on Student Financial Services for financial aid sanctions).

**Academic Suspension**

Academic Suspension is a separation from The College imposed when a student has failed to meet the minimum cumulative grade point average required for satisfactory academic standing. Suspended students may be considered for reinstatement after 12 consecutive months and will be placed on Academic Probation upon their return. The student must also consult with the Office of Student Financial Services to determine his/her eligibility for financial aid.

If a student wishes to be reinstated before a full year, he/she may appeal for an academic waiver to the Academic Progress and Student Life Committee providing documentation of extenuating circumstances, e.g. circumstances outside of the student’s control such as death in the family, serious illness or injury or other circumstances (see section on Appeal for Academic Waiver). If a student is granted an Academic Waiver, the student may return on Academic Probation but must consult with Student Financial Services regarding financial aid eligibility.

### **Academic Dismissal**

Academic Dismissal is a permanent separation from The College imposed when a student has been Academically Suspended once and has been reinstated, but fails to meet the required minimum cumulative grade point average again. There is no appeal available for a student who has been Academically Dismissed. A student may also be dismissed for conduct.

### **Administrative Withdrawal (Stopped Attending)**

If a student has not attended classes or completed an academically-related activity online for a 14 day period and the student has had no contact with The College regarding reasons for non-attendance, the student will be administratively withdrawn. The withdrawal date is determined from The College's attendance records, and the last date of attendance will determine the calculation for the return of Title IV funds, whether the student withdraws officially or unofficially.

### **Appeal for Academic Waiver**

Students who have been Academically Suspended from The College for failing to make satisfactory academic progress may appeal for an academic waiver. The student should write a letter of appeal to the Academic Progress and Student Life Committee. The following criteria must be met in order to qualify for an academic waiver of academic standards:

- The student must show, with adequate written documentation, that there were mitigating circumstances (i.e. health problems, death in the family, etc.) that contributed to his or her failing to make academic progress.
- The student must also show, with adequate documentation, that these circumstances will no longer interfere with his or her pursuit of academic progress. In the event that the extraordinary circumstances do not involve documentation from a doctor, hospital, police department, etc., notarized letters from objective third parties will be required. Employment, childcare or transportation issues are not considered to be appropriate basis for appeal.
- The student can be granted only one academic waiver during his/her attendance at The College of Westchester.
- Academic waivers can be granted only if the student has the ability to be in good academic standing after the subsequent semester/term.

- The granting of an academic waiver is not an automatic process. It will be up to the Academic Progress and Student Life Committee to properly review the documentation submitted in order to make a decision.
- Once a decision has been made, the student will be informed in writing. A copy of the decision will be put in the student's academic file and the student's financial aid file.
- Should you have any questions regarding this procedure, please contact the Dean of Academic Services, whose office is located in the Academic Center.

Students should refer to the section on Finances and Financial Assistance for Satisfactory Progress for Financial Aid Eligibility and the Financial Aid appeal process which is separate from the academic appeal process.

### **Student Transcripts/Degrees**

It is The College policy to provide a complimentary unofficial transcript at graduation. Requests for official transcripts will be processed upon payment of a \$10.00 fee for each. Three working days should be allowed for processing. To receive a transcript, a student must fulfill all financial obligations to The College. All such requests must be in writing with a student's written authorization or signed waiver. Students may also order a transcript on The College website at <http://www.cw.edu>. Click on the third tab at the top titled "Resources." Students may also fax a request to 914-428-0081 with current name, address, and phone number, and credit card information and the address to mail the transcript. If a student requests a duplicate copy of their degree, the cost is \$30.00. The College will only honor requests for records that originate from The College of Westchester.

### **Graduate Exit Interview**

All potential graduates are required to meet with Student Financial Services, Student Accounts, Career Services, Office of Bachelors Studies and Returning Students and lastly Academic Center to have their graduate exit form signed. The Exit Interview form provides all of the offices an opportunity to review the student's record and make sure he/she is cleared to graduate. Students who decide to pursue their bachelor's degree at CW are required to complete the Exit Interview Form as part of the BBA Admissions process.

### **President's List and Dean's List**

Students who have completed a minimum of twelve (12) academic credits for the period being evaluated at the time of evaluation will be eligible for the Dean's List or President's List. Students who have a grade point average of 4.0 (A) will be eligible for the President's List. Students who have a grade point average of 3.0 (B) or better, with no grade lower than 2.0 (C) will be eligible for the Dean's List.

Full-time Day Division students will be evaluated at the end of each semester. Full-time Adult Division and Online Division students will be evaluated twice a year, at the end of the Fall II term and at the end of the Spring II term. Part-time students (Day, Adult, and Online) will be evaluated once a year in August for the period from September to August. If a student does not meet the minimum number of twelve credits at the time of review, the credits do not carry over into the next review period. President's List and Dean's List certificates will be distributed to Day Division students at the Student Assembly, and certificates will be distributed to Adult Division students at a special student meeting and mailed to Online Division students.

### **School Spirit Award Day Division**

#### **Associate Degree Award**

The School Spirit Award is designed to recognize the contributions of Day Division students who demonstrate extraordinary enthusiasm and participation in student life at CW. Criteria for the award include outstanding contributions to a club or other student activity.

### **Outstanding Determination Award Day Division**

#### **Associate Degree Award**

Students who exemplify the drive, desire and determination to succeed deserve proper recognition. Selection of individuals for the Outstanding Determination List will be made by the faculty of The College of Westchester.

### **Perfect Attendance Award Day Division**

#### **Associate Degree Award**

Each semester Day Division students are recognized for having achieved perfect attendance in all their classes. Students receive a Perfect Attendance certificate for their accomplishments.

### **Student of the Semester**

Each semester one Associate and one BBA student from each division (Day, Adult and Online) is selected by the faculty to receive the Student of the Semester award. This award criteria is a minimum 3.8 cumulative average and at least 24 earned credits from CW, as well as demonstrated excellent academic progress and overall academic achievement.

### **Transfer Credit Policy**

Students who wish to transfer in credits to The College from another institution must submit an official transcript to the Registrar for official evaluation. Courses completed at accredited institutions of higher education recognized by Council for Higher Education Accreditation (CHEA) and recorded on official transcripts may be awarded credit under the following conditions:

1. A maximum of 21-30 credits towards a Certificate program, a maximum of 42 credits towards an Associate Degree and a maximum of 90 credits towards a Bachelor Degree from all combined accredited two-year and four-year institutions and training programs may be granted based on the applicability to the chosen program of study. All transcripts and other forms of training documentation must be formally evaluated by the Office of the Registrar to determine the specific credits that are applicable based upon the program for which the student registers.
2. A grade of C (2.0) or above is required for each course accepted in transfer.
3. Courses that are equivalent in credit/contact hours may be accepted in transfer.
4. Courses that are equivalent in content to required courses in the student's academic program may be accepted.
5. A combination of courses and credits can be considered equivalent to one course at The College of Westchester.
6. Technology courses that have been completed within the last three years are acceptable for transfer. Any technology course that was completed more than three years prior to transfer requires a review of the course description and/or course syllabus.

7. If a student has successfully transferred in English Composition and/or a College Mathematics course and the official transcript has been received by the Registrar, the student will not be required to take Basics of Communication and/or Basics of Mathematics.
8. Foreign transcripts must be in English. Foreign students who do not pass the course placement test must successfully pass Basics of Communication and Basics of Mathematics before being eligible to receive transfer credit for upper level English and Mathematics courses.
9. Students with an earned Associate Degree or its equivalent from The College of Westchester\*\* or other accredited higher education institution recognized by the Council for Higher Education (CHEA) may be accepted as 2 Year transfer students into a Bachelor's Degree program with a junior level status in most cases. These applicants must meet all admissions requirements published in The College catalog and have a minimum grade point average of 2.5\* from their prior college(s). Other program competencies may be satisfied through prior course credits earned, official prior learning assessment or through credits earned while pursuing required bachelor's coursework. (See Program Competency Requirements).
10. The College of Westchester will limit academic residency to twenty-five percent or less of the degree credit requirement for all degrees for active-duty service members and their adult family members (spouses and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty service members and their family members. Academic residency can be completed at any time while active-duty service members and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.

The evaluation of transcripts for the purpose of determining transferable credit is done on an individual course basis by the Registrar. All courses accepted in transfer will receive a grade of "TR" and will not count towards a student's grade point average.

Official transcripts should be received prior to the session in which the student plans to start in order to allow sufficient time for evaluation. If the official transcript is required for a pre-requisite, the student will not be allowed to take a higher level course without the official transcript. Official transcripts received after the third term or second semester will not be accepted. Exceptions may be granted by the Dean of Academic Services.

A student may bring a grade report or unofficial record for a preliminary evaluation while waiting for the official record to arrive at CW. The student should request that an official transcript be mailed to: Transfer Credits, Office of Admissions, The College of Westchester, 325 Central Avenue, White Plains, New York 10606.

*\*The cumulative grade point average will be calculated as an average of all the grade point averages earned from other colleges.*

*\*\*Graduates of the Medical Assistant Management (MAM) and the Health Information Management (HIM) programs at The College of Westchester might not meet complete full 2 year transfer of credit into the Business Administration, Business Administration Management, or Business Administration, Accounting baccalaureate program.*

### **Bachelor of Business Administration and 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 (BBA students pursuing the Digital Marketing & Design concentration will take Principles of Marketing as a requirement)
- Statistics

**Bachelor of Business Administration, Accounting –  
(Program Competencies)**

*(For Two Year Transfer Students)*

Students accepted as two year transfers into the BBA Accounting 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

**Bachelor of Business Administration, Health Care  
Administration and Health Administration  
(Program Competencies)**

*(For Two Year Transfer Students)*

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

- English Composition I and II (*or equivalent course*)
- Oral Communications
- Financial Accounting I
- Introduction to Business Ventures or Healthcare Law and Ethics
- Human Resource Management
- Administrative Medical Practices
- Medical Terminology
- An introductory computer course
- Spreadsheet Applications (Excel)

**Bachelor of Science, Interactive Digital Media and  
Marketing (Program Competencies)**

*(For Two Year Transfer Students)*

Students accepted as two year transfers into the Interactive Digital Media and Marketing BS program must have achieved the required competencies prior to graduation:

- English Composition I and II (*or equivalent course*)
- Oral Communications
- Introduction to Business Ventures

- Statistics
- Principles of Marketing

If a student is missing any one of the following courses, they must take the Transition Course, GEN300 Digital Communications:

- Digital Imaging
- Digital Illustration
- HTML 5 Javascript
- Web Page Development I

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.

**Transfer Agreements**

Students who wish to continue their education after attendance at CW are able to transfer credits to other institutions based on that institution's transfer policy. The College currently maintains Articulations/Transfer Agreements with certain other institutions of higher education. A current list of such institutions may be found at [cw.edu/transferagreements](http://cw.edu/transferagreements). This list is updated periodically. Each individual agreement covers specific courses and credits with institutions who have agreed to accept CW credits. Students should consult with the Dean of Academic Services with questions regarding these transfer agreements with other schools.

**Change of Major Policy**

Students may change their major at any time during their enrollment at the College. All attempted credits and grades from the prior academic program will continue to be calculated into Standards of Academic Progress. Students wishing to change their major must meet with an academic advisor and Student Financial Services. A change of major may result in extended graduation date and/or impact financial aid eligibility.

### **Add/Drop and Course Withdrawals**

A student wishing to change courses may do so only within the designated days of the Add/Drop period or the Drop period for the Online Division and receive a grade of "DP" (dropped, no credit).

In the Day Division, the first eight calendar days of the semester are designated as Add/Drop, not including holidays. A student may not register for a course after the end of the Add/Drop period. The next forty-five (45) calendar days following the Add/Drop period are designated as the Withdrawal period during which time a Day student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course.

For Adult Division courses, the first fourteen (14) calendar days of the term are designated as Add/Drop, not including holidays. A student may not register for a course after the end of the Add/Drop period. The next twenty-five (25) calendar days following the Add/Drop period are designated as the Withdrawal period during which time an Adult College student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course.

In the Adult Division for Saturday courses, the first eight (8) calendar days of the term, starting with the first day of class, are designated as Add/Drop, not including holidays. A student may not register for a course after the end of the Add/Drop period. The next twenty-five (25) calendar days following the Add/Drop period are designated as the Withdrawal period during which time a student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course.

For Online courses, the first eight (8) calendar days of the term are designated as Drop only. If the last day of the Drop period falls on a holiday, the Drop period will be extended to the next day. A student may not register for a course after the term has started. The next twenty-five (25) calendar days following the Drop period are designated as the Withdrawal period during which time a student may request to withdraw with a grade of "WD" (withdrawal, no credit). After this period, a withdrawal will result in an "F" grade for the course. Please refer to the catalog or its addendum for refund and withdrawal policies that may affect financial responsibility.

### **Repeat Policy**

Upon completion of a repeated course, the grade for the repeated course will replace the "F" grade in the student's GPA calculation. The original "F" grade will be replaced with an "FR" retaken grade or an asterisk and the "F" will no longer be computed in the student's grade point average. If the course was failed more than once, only one "F" grade is removed from the grade point average calculation. However, all grades of "F," whether repeated or not, will be included when determining the student's minimum successful course completion percentage. Having to repeat failed classes may alter a student's date of program completion and may affect a student's pursuit of progress.

A student who fails a course may repeat the course once without requiring prior approval. If the student does not successfully pass the repeated course, the student must obtain permission to repeat the course a second time by meeting with an advising professional in the Academic Center and agreeing in writing to mandatory conditions. Students may not repeat a course more than twice. Students should consult with the Office of Student Financial Services regarding the use of financial aid for repeated courses.

### **Repeat Policy for Allied Health**

The student will be allowed to repeat any required medical course (MED, MSC) only once. If the student fails the course for a second time, the student will be dismissed from the Allied Health program and enrollment into an alternative academic program will be recommended.

### **Incomplete Grades**

If for serious reasons, students are unable to complete one or more requirements of a course, they may speak with their individual faculty member to request an "Incomplete" grade. A grade of "I" will be submitted for students who are unable to complete one or more course requirements. A grade of "INC" will be submitted for courses designated as Pass/Fail. For purposes of determining a student's academic progress in regards to successful course completion percentage, incomplete grades are counted as attempted credit, but not earned and have no impact on the student's grade point average. All outstanding work must be completed by the last day of the Add/Drop period or the Drop period for the Online Division in the subsequent session or the "I" or "INC" may turn into an "F" or "FAIL" respectively.

### Grade Changes

After one full semester in the Day Division, or two terms in the Adult Division or the Online Division, the assigned grade is considered the final grade and no change of grade will be approved. Faculty must submit a Change of Grade form which is approved by the Dean of Academic Services. Special extenuating circumstances may be appealed to the Dean of Faculty.

### Academic Appeal of Assigned Grade

Academic decisions rest solely within the discretion of The College. Students who believe that an error has been made in an academic determination, including grading decisions, should discuss with the instructor or appropriate administrator the basis upon which the academic decision was made. If, after this review of the student's performance, the student disagrees with the determination, the student should make a written appeal within ten days of the determination to the department chairperson stating the basis upon which the determination is questioned and requesting a departmental review. If, following the review by the department chairperson, the student is not satisfied with the departmental decision, final appeal may be made in writing to the Provost and Vice President of Academic Affairs. The decision of the Provost and Vice President of Academic Affairs will be final.

### Academic Honor Code

At The College of Westchester we believe honesty and integrity are fundamental in a community dedicated to learning, personal development, and a search for understanding. Students are expected to maintain high standards with regard to honesty in the submission of all written work and exams. The use of an outside source in any paper, report or submission for academic credit without the appropriate acknowledgement is plagiarism. It is unethical to present as one's own work, the ideas, words or representations of another without the proper indication of the source.

A student who falsifies or copies an assignment, term paper or examination answers will be subject to receiving an "F" for the assignment or subject to failing in the course involved and the student may be dismissed from The College. Students are not permitted to use any technological devices such as cell phone, iPads,

Blackberries or other devices while taking examinations. In addition, students are expected to abide by The College's policy regarding acceptable use practices for the internet and for Information Technology Systems.

### Computer Usage Policy

For a complete copy of CW's Computer Usage Policy, refer to student handbook.

### Copyright Infringement

"As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner." (<http://www.copyright.gov/help/faq/faq-definitions.html>) Copyright infringement includes but is not limited to plagiarism, downloading and reproducing CD's or DVD's for commercial distribution, removing notice of copyright or distribution of any article with copyright notice removed. There are federal laws that protect copyrighted materials from unauthorized use or distribution. Federal penalties associated with copyright infringements may be either civil or criminal. Under a civil lawsuit, the copyright owner may file (1) to recover actual damages and additional profits, costs and attorney fees or (2) statutory damages for all infringements, which can be as high as \$150,000. Under the "No Electronic Theft (NET) Act", criminal penalties for unauthorized software duplication can result in being fined up to \$250,000 or up to five years in prison even when there is no monetary gain. Individuals who are found to be guilty of "peer-to-peer file sharing" may be subject to prosecution as a criminal.

Sharing copyrighted materials without a license (i.e., P2P file sharing which is often automatically shared) is against the law and also prohibited under this policy and subject to discipline. Copyright abuse can subject both the user and The College to legal sanctions. Federal law requires The College to take action when it is notified that someone on its network is distributing copyrighted materials. The College will not protect any individual users, faculty, staff or students who distribute copyrighted material without license. Additionally, repeat infringements of copyright by a user can result in termination of the user's access to College systems and networks.

Authorized representatives of The College may monitor the use of the electronic communication systems to ensure that use is consistent with educational needs; they may also override all passwords or security codes when deemed necessary.

- The College may from time to time, as it deems necessary in the ordinary course of business, monitor students' use of the electronic communication systems.
- No users of The College's electronic communications systems shall use such systems to violate or infringe upon the copyright of any third party.
- The equipment, services, and technology provided to access the Internet or other electronic communication devices remain at all times the property of The College. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

All electronic communications are part of The College's records and, as such, may be disclosed without the user's permission. Therefore, students should not assume that any communication is "private," even if the student designates the message as such. Students are responsible for safeguarding their log-on and other passwords or security codes. They may not share these codes with any third party or with another student.

The College of Westchester makes no warranties of any kind, whether express or implied, for the information systems and communications services it is providing, and will not be responsible for any damages users suffer including loss of data.

All parties who use The College's electronic communication systems are deemed to have accepted this policy and are required to comply with it. Any student who violates this policy or uses the computer, other electronic, or telephone systems for improper purposes shall be subject to discipline, up to and including termination. Students are responsible for reporting any violations of this policy to the Director of Administration.

### **Social Media Policy for Students**

The College of Westchester maintains a number of CW social media websites located on Facebook, Twitter, and LinkedIn, to name a few. In addition,

CW online courses, including hybrid courses, require faculty and student participation in discussion boards. In recognition of these activities, below are guidelines that have been developed for students:

### **General Guidelines:**

- Respect the rights of CW staff, faculty and students and others to privacy including not disclosing personal information such as names, addresses, phone numbers or any other information that may identify any individual.
- CW's logo, banner and related images are property of The College and any unauthorized use of CW's logo, banner or related images is strictly prohibited.
- Whether you are posting to your social media website or participating in someone else's, make it clear that you are expressing your own views and opinions, and that you do not speak on behalf of CW.
- Cite to the original source or reference for ideas, quotes or photos that are not your own. Include links to original sources or references.
- Adhere to the Computer Usage Policy and Code of Conduct as noted in the CW student handbook.
- Faculty will monitor the discussion board associated with the course you are taking using the same guidelines as noted here within. Your instructor reserves the right to include additional guidelines and will notify you of those additional guidelines. If you should have any concerns or problems, please address them with your faculty member.
- CW reserves the right to delete any post that is deemed inappropriate for any discussion forum, blogging website or any other social media websites that is under the jurisdiction of The College without prior notification to the student, faculty or staff.
- Uploading photos and videos to CW's social media websites that display nudity, racist conduct or other vulgar behavior may be removed without prior notification.
- If a student has interest in creating a CW social media website, the student must contact CW's Vice President of Marketing & Media Resources to obtain CW's written approval for a CW social media website and assistance in creating that website, if needed.

### Netiquette

- Remain professional, respectful, and courteous at all times.
- Remember that a real human being wrote each message you see online and will read what you write in response. It is easy to misinterpret what was said, so do your best to give the benefit of the doubt.
- Focus on ideas rather than the people who hold them. If you have a strong opinion on a topic, it is OK to express why you hold that opinion without attacking those who disagree. Please be gracious with differing opinions.
- When upset, wait an hour (or even a day) before responding. Messages written in anger are often regretted later.
- Proofread and use the spell check tool when you type a post. It makes the post easier to read and helps your readers understand what you are saying.

### Grounds for Disciplinary Action

A violation of the Grounds for Disciplinary Action may be construed to include: (a) active violation; (b) attempt to violate; and (c) solicitation of or aiding another in the commission of a violation.

Disciplinary action may be instituted in any case in which an individual or group of students is found in violation of any of the following regulations:

1. Conduct which could be construed to be a violation of any federal, state, or local law.
2. Conduct which disrupts or interferes with the personal or group rights of other members of The College community or with any activities of The College including, but not limited to, access to facilities and performance of normal duties.
3. Conduct which violates personal, group, or College rights to be secure against unlawful intrusion or seizure including, but not limited to: (a) theft or possession of stolen property; (b) possession or use of unauthorized College keys or access devices; (c) unauthorized entry; and (d) refusal to leave or to release any property when ordered to do so by any person having jurisdiction over it.
4. Damage to property including, but not limited to vandalism.
5. Academic dishonesty, as defined in this document.
6. Fraud, including, but not limited to, forgery, misuse, and/or alteration of College records, documents, or identification.
7. Use, possession, or distribution of controlled substances (illegal drugs, as defined by state and federal law) and precursors of controlled substances or drug paraphernalia, except as expressly permitted by state and federal law and College regulations.
8. Being in any place for the purpose of unlawful use, possession, or distribution of a controlled substance.
9. Disorderly, lewd, harassing, aggressive or indecent conduct, either verbal or physical.
10. Physical assault and/or sexual assault. See Title IX Policy on Prohibition of Sexual Harassment for definition of Affirmative consent.
11. Willful failure or refusal to testify as a witness after having been directed to appear at a College disciplinary proceeding, unless the testimony would tend to implicate said student in a violation of College regulations; or knowingly providing false testimony or evidence at a College disciplinary proceeding.
12. Conduct which endangers the safety of The College community, including, but not limited to, tampering with safety or fire-warning devices; setting a fire on College property; reckless operation of a motor vehicle.
13. Conduct in violation of the Copyright Infringement policy.
14. Use, possession, or storage of dangerous weapons, chemicals, explosive devices or materials including, but not limited to, firearms, air guns, prohibited knives (such as switch knives, swords, daggers, gravity knives, throwing stars, and knives with blades more than three inches long), ammunition, slingshots, metallic knuckles, bows and arrows, firecrackers, and bombs.
15. Failure to comply with a College official in the performance of his or her duties, including but not limited to, failure to provide valid identification or knowingly furnishing false information.
16. Failure to honor financial obligations to The College or to any element thereof.
17. Conduct which violates College or student government regulations established for any specific area or department by those having jurisdiction over it.
18. Failure to comply with the Rules of Maintenance of Public Order. (*See Student Handbook*)

### **Discipline Hearing Procedures**

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 Assistant 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.

### **Suspension Based on Conduct**

The College of Westchester reserves the right to place a student on an emergency suspension when the continued presence of such a student could constitute a danger to the safety of persons 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.

### **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"; or students may contact the college's accrediting body, Middle States Commission on Higher Education, following the instructions by clicking on this link: <http://www.msche.org/documents/ComplaintsInvolvingMemberCandidate.pdf>

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.

### Returning Students

If a student withdraws from The College for any reason and then decides to return after a period of time, the administration must evaluate his/her academic and financial eligibility to resume academic studies. Students who return to The College will be required to follow whatever new or additional program requirements are in place at the time of their return.

Students should contact the Office of Bachelors Studies and Returning Students to schedule an appointment preferably a minimum of two weeks prior to the start of the term or semester he/she wishes to return.

### Academic Renewal Policy

If a former student wishes to re-enroll at The College after an absence of at least three calendar years under a different academic program, they may be eligible for academic renewal. All courses completed under the prior program that do not apply to the new program would no longer be factored into the Standards of Academic Progress review. Please note the following:

- The courses/grades that are not counted towards the new program will continue to appear on the student transcript but will not be factored into the cumulative GPA. These courses will carry a special designation on the student transcript.

- All attempted credits and grades that do not count toward the new major will not be included in the satisfactory academic progress determination, which may result in passing grades being removed from calculation as well. Conversely, all attempted credits and grades that count towards the new major will be calculated for Standards of Academic Progress, including failed courses.
- Once the student has reenrolled under these conditions, the courses excluded under the new major may not be used to fulfill any CW requirements or electives.
- Technology courses completed more than three years prior to reenrollment require a review of the course description and/or course syllabus.
- Courses taken but no longer offered at CW cannot be accepted towards the new program.
- Approval to return under the Academic Renewal Policy lies at the discretion of the Dean of Academic Services. Students who would not meet academic standards under a new program would not be eligible to return.
- For the purposes of financial aid eligibility, credits earned and counted toward Academic Renewal, and any credits going forward, will be counted toward Satisfactory Academic Progress. All students must meet Standards of Academic Progress requirements toward a degree/certificate to continue to be eligible for federal and state aid. Academic Renewal does not supersede federal and state financial aid regulations for financial aid recipients as federal and state grant and loan limits may not exceed the mandated amounts, which are specified in federal and state regulations. All previous federal and state aid prior to Academic Renewal is counted toward future aid eligibility. Please contact Student Financial Services for complete details.
- Students may only use the Academic Renewal Policy once and must continue to meet Standards of Academic Progress going forward.

### **Non-Credit Developmental Courses**

Based on a student's placement assessment, he/she may be required to successfully complete Basics of Mathematics and/or Basics of Communications. Basics of Mathematics and Basics of Communications are non-credit developmental courses. A student may earn a "Satisfactory" or "Unsatisfactory" grade which will not impact on his/her cumulative grade point average. Although these courses carry institutional credit units they are not counted toward graduation credit requirements. Enrollment in these courses may increase the number of sessions necessary to complete degree requirements. If a student receives an "Unsatisfactory" grade, he/she must repeat the course.

### **Leave of Absence**

It is expected that students will fulfill the requirements for the degree or certificate by registering for successive sessions. However, if emergency medical, family, military active duty or other extenuating circumstances require students to interrupt their studies for a short period of time, a leave of absence may be granted at the discretion of an advising professional, not to exceed 180 days in a twelve month period. Each Leave of Absence will be evaluated on a case by case basis. Documentation supporting the request for a Leave of Absence is required. A Leave of Absence will not be granted once a student begins a term/semester. Should a student need to leave after they have started the term/semester, the student will be treated as a withdrawal.

The Leave of Absence application form may be obtained from the Academic Center. Required documents must be submitted by determined deadline for the Leave of Absence to be processed. The student must meet with an advising professional to discuss the request for a Leave of Absence. Students who are approved for a Leave of Absence will be considered enrolled at The College until the end of the approved Leave of Absence date. Taking a Leave of Absence will alter a student's date of program completion. Students are responsible for meeting all deadlines for tuition payments and student financial assistance applications. If a student does not return to The College at the end of the Leave of Absence, the student will be officially withdrawn with the student's last date of attendance.

### **Involuntary Leaves of Absence**

The Director of the Counseling Center and/or the Dean of Academic Services may determine that a Leave of Absence may be granted based on medical, psychological, or safety factors if it would be in the best interests of the student or The College. This action may be taken if, in the opinion of either the Director or Dean, a student exhibits behavior which creates, continues, or presents a risk of harm to the physical or mental health of the student concerned or others. This leave will be processed through the office of the Dean of Academic Services. It is subject only to a written appeal to the Academic Progress and Student Life Committee within five business days after written notification. Any appeal must include adequate documentation that these circumstances will no longer interfere with the student's pursuit of academic progress. The Director of the Counseling Center and/or the Dean of Academic Services must consent to the readmission of any student who is granted or placed on a medical or psychological leave of absence, in addition to the student complying with any other conditions for readmission that may have been imposed. Students will be required to submit documentation from a psychologist or mental health practitioner supporting the student's request to return to The College.

### **Online Student Relocation**

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.

### **Withdrawal from The College**

If a student finds it necessary to withdraw from The College, he/she must contact an advising professional to discuss the withdrawal process. A student should also contact a member of the Student Financial Services Department to discuss any financial obligations to the College and to complete the Student Loan exit interview if applicable.

If a student in the Day Division withdraws from The College within the forty-five (45) calendar

days following the eight calendar days of the Add/Drop period (total of 53 calendar days), a grade of WD (withdrawal no credit) will be given. After the end of the Withdrawal period, withdrawal from The College will result in "F" grades for the courses.

If a student in the Adult Division withdraws from The College within the twenty-five (25) calendar days following the eight (8) days of the Add/Drop period (a total of 33 calendar days), a grade of WD (withdrawal no credit) will be given. After the end of the Withdrawal period, withdrawal from The College will result in "F" grades for the courses.

If a student in the Adult Division registered for Saturday courses withdraws from The College within the twenty-five (25) calendar days following the eight (8) calendar days of the Add/Drop period (total of 33 calendar days), a grade of WD (withdrawal no credit) will be given. After the end of the Withdrawal period, withdrawal from The College will result in "F" grades for the courses.

In the Online Division if a student withdraws within the twenty-five (25) calendar days following the eight (8) calendar days of the Drop period (total of 33 calendar days), a grade of WD (withdrawal no credit) will be given. After the Withdrawal period, withdrawal from The College will result in "F" grades for the courses.

If the last day of the add/drop and/or withdrawal period falls on a holiday, the period will end on the next day.

Please refer to the catalog or its addendum for refund and withdrawal policies that may affect student financial responsibility.

### **Military Leave**

Active-duty and reserve military students who are deployed overseas and provides appropriate documentation can return without academic or financial penalty. Active-duty students who are deployed and reserve military students who are involuntarily activated for military service will receive WD grades which carry no academic penalty. In addition, if a student is deployed we will issue an administrative credit to cover the balance for the term. Contact directly [cwveterans@cw.edu](mailto:cwveterans@cw.edu) for assistance.

Military dependents (who are active students) who must leave college because their families are moving due to redeployment relocation and provide appropriate documentation may be treated in the same manner

as military students and can receive WD grades which carry no academic penalty. In addition, we will issue an administrative credit to cover the balance for the term. Contact directly [cwveterans@cw.edu](mailto:cwveterans@cw.edu) for assistance.

### **Retention Rate**

The information provided below is in accordance with the federal Student Right-to-Know Act. Graduation rates are derived and reported yearly on the IPEDS-GRS (Integrated Postsecondary Education Data System-Graduation Rate Survey).

Of the first time full-time freshman who enrolled in The College in a certificate or degree program in Fall 2009 and the summer immediately preceding, 39% have graduated.. Graduation rates are calculated based on 150% of the normal program length.

Of the first time full-time freshman who enrolled in The College in a Bachelor's degree program in Fall 2014 and the summer immediately preceding, 80% were still enrolled in Fall 2015. Retention rates are based on three semesters of enrollment per academic year. Our two semester retention rate for the Fall 2014 Bachelor's degree cohort was 93%. Of the first time full-time freshman who enrolled in The College in an Associate degree program in Fall 2014 and the summer immediately preceding, 57% were still enrolled in Fall 2015. Our two semester retention rate for that Fall 2014 Associate degree cohort was 86%.

### **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 a written request that identifies the records 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 redisclose 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 students is required before redisclosing 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.

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.

#### **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.

### Graduation

The Registrar reviews the academic records of all potential graduates to ensure they have successfully completed the degree requirements for their academic program. Students who do not complete program requirements by the end of the last term/semester they are expected to graduate will be processed as a Withdrawal. This status will be applied to students who fail one or more classes in their last term/semester, students with "I" or "INC" grades, and for those students with outstanding transfer credit pending receipt of official records. Students will be changed to Graduate status upon completion of their full degree requirements. A minimum cumulative grade point average of 2.0 is required for graduation. The annual graduation ceremony is held at the Westchester County Center the last Thursday of the month of May. Graduates receive their academic regalia on the day of the graduation ceremony.

### Graduation Honors

Honors recognition is earned by degree candidates whose grade point average for all completed study is 3.5 or higher. Students who graduate receive the following designated honors:

*summa cum laude:* 3.90 – 4.00

*magna cum laude:* 3.70 – 3.89

*cum laude:* 3.50 – 3.69

Honors graduates are presented with honor cords which they wear at commencement.

Students with *cum laude* recognition wear a white cord; students with *magna cum laude* recognition wear a silver cord; and students with *summa cum laude* recognition wear a gold cord.

Students who successfully complete all requirements of the Honors Program wear honor stoles over their gowns for the commencement ceremony. Associate Degree students in the Phi Theta Kappa Honor Society wear Phi Theta Kappa stoles over their gowns. BBA students in the Sigma Beta Delta Honor Society wear Sigma Beta Delta stoles over their gowns.

## Graduation Awards

### The Dr. Milton E. Cagan Memorial Award

Every academic year selected Associate Degree and Bachelor of Business Administration graduates receive the Dr. Milton E. Cagan Award in memory of the former President of The College of Westchester. This is an academic excellence award and the recipients are selected according to the following criteria: academic achievement, overall service to The College, its student body and society in general, and attitudes and characteristics exemplifying the desire to succeed in college, at work and in social life.

### Departmental Awards

Each academic department offers a commencement award to one Associate Degree Day student and one Adult Division student in its department who has demonstrated the qualities of academic excellence and student leadership.

### The Excellence in Digital Media Award

The Excellence in Digital Media Award was established in 2004. This award recognizes students who have demonstrated outstanding creativity, initiative, and commitment, while excelling beyond course and curriculum requirements. The recipients of this award also exhibit a genuine commitment to The College, as well as to other students and the community.

### The Computer Network Administration Award

This award recognizes outstanding Computer Network Administration graduates. The recipients are selected according to the following criteria: academic achievement and exceptional work ethic, overall service to The College, accomplishment of information technology certifications, attainment of relevant information about current industry issues, learning opportunities, best practices and standards and insight that focuses on staying engaged and ahead in the IT industry.

**The John F. Sterling Award in Business Administration**

The John F. Sterling Award was established in 1986. This award recognizes outstanding Day, Adult and Online Division Associate Degree Business Administration-Management/Marketing graduates and Bachelor of Business Administration graduates in honor of Mr. Sterling. John F. Sterling is the former regional Vice President of South-Western Publishing Company and a long time friend of The College of Westchester. Throughout the years, Mr. Sterling has made valuable contributions to The College. The College respects him as an individual with qualities that set him apart from the crowd. The students selected for this award must have the characteristics exemplified by Mr. Sterling: academic excellence in marketing, effective communication skills and an orientation toward sales.

**The Marc Polcek Memorial Accounting Award**

The Marc Polcek Memorial Accounting Award was established in 1999. This award recognizes outstanding Day and Adult Division Associate Degree and Bachelor of Business Administration in Accounting graduates. The award is named in honor of Mr. Marc Polcek, a respected Accounting faculty member and Chairperson who taught at The College of Westchester from 1976 to 1999. The student selected for this award must have the characteristics exemplified by Mr. Polcek: academic excellence in accounting, overall commitment to The College and to other students, and student leadership and/or community service.

**The Allied Health Award**

The Allied Health Award recognizes an outstanding graduate in the Health Information Management or the Medical Assistant Management program. The student selected for this award, in addition to demonstrating academic excellence, must also demonstrate that he/she has positively impacted the lives of other students or people within their community.

**The CW Charitable Foundation Scholar's Award**

This award recognizes an outstanding graduate who was a recipient of a CWCF Scholarship. The CW Charitable Foundation awards scholarships to deserving students based on need and talent. The student selected for this award, in addition to being a scholarship recipient, will have demonstrated academic excellence, student leadership and a commitment to The College and to other students.

# College-Wide Core Competencies

## **General Education Department**

**Paul Gugliemella**

*Senior Chairperson & Chairperson, General Education*

MSEd, Bank Street College of Education

MPA, New York University

MA, Fordham University

BA, Iona College

Certification: MarylandOnline Quality Matters Peer Reviewer

Core competencies are particular strengths relative to students at The College of Westchester. These core competencies provide the fundamental basis of learning, and are the integration of knowledge, skills, and attitudes acquired during a student's course of study at The College of Westchester. Core competencies are the result of student learning experiences across courses, programs, and degrees.

### **Professional Competency and Ethical Awareness**

Student Learning Outcome: Students will conduct themselves in a professional and respectful manner, and demonstrate awareness of personal responsibility and ethical conduct to meet the professional standards and competencies specific to their discipline and degree level. This outcome will be evidenced through:

- Knowledge of the technical, social and professional skills essential in one's chosen profession.
- A healthy work ethic conducive to success in the workplace.
- Good judgment in personal appearance, wardrobe selection appropriate to the chosen professional sector and a respect for the dignity and worth of individuals with whom they professionally interact.

### **Critical and Competent Use of Technology**

Student Learning Outcome: Students will demonstrate proficiency in the competent and ethical use of a variety of standard computer technologies and software applications specific to their field of study and degree level. This outcome will be evidenced through:

- Effective use of contemporary software applications in the business or professional setting.
- The ability to effectively communicate with colleagues and clients, visually and textually, using current software applications.
- The ability to use technology in a manner consistent with ethical and legal standards.

### **Communication Skills**

1. Student Learning Outcome: Students will express themselves clearly and concisely to others through effective use of oral communication as evidenced by a logical, well-organized and thought-out process appropriate to their degree level.
2. Student Learning Outcome: Express themselves clearly and concisely to others through effective use of written communication as evidenced by a logical, well-organized and well-documented paper or technology-assisted presentation appropriate to their degree level.

These outcomes will be evidenced through:

- A facility in the use of spoken and written language that is correct, clear and expressive.
- The use of well-chosen vocabulary that enriches communication.
- A command of the language of a chosen profession.

### **Quantitative and Scientific Problem Solving**

Student Learning Outcome: Students will demonstrate the ability to apply the use of logic, numbers, and mathematics to deal effectively with common problems and issues, as well as the ability to utilize the scientific method to solve problems by selecting and applying information resources, logical thought processes and problem-solving methodologies appropriate to their degree level. This outcome will be evidenced through:

- The ability to initiate, adapt, and/or create steps in working toward solutions in groups or alone.
- The employment of sound decision making strategies.
- The ability to evaluate the effectiveness of solutions.

### **Critical Thinking and Information Literacy**

Student Learning Outcome: Students will effectively identify, retrieve, evaluate, interpret, analyze, and apply information from diverse sources and disciplines appropriate to their degree level. This outcome will be evidenced through:

- A process of inquiry and logical deduction.
- The ability to determine whether certain conclusions or consequences are supported by the information provided.
- The ability to identify and evaluate sources of information for accuracy, relevance and credibility from both print and electronic sources.

**Teamwork & Leadership**

Student Learning Outcome: Students will demonstrate the ability to work cooperatively and productively with others in both peer and leadership roles. This outcome will be evidenced through:

- The ability to work effectively and constructively with others and to respect the ideas and opinions of others.
- A respect for diversity and the strength that diversity brings to decision making.
- Leadership qualities by being a motivational force within team settings.

**Financial Literacy**

Student Learning Outcome: Students will demonstrate a basic level of understanding of personal financial planning and management, including savings and investment, managing household cash flow, managing debt, insurance and retirement planning, and avoiding identity theft and fraud. This outcome will be evidenced through:

- The ability to create a personal budget.
- The ability to evaluate various savings tools.
- The knowledge of behaviors used to reduce the risk of a becoming a victim of identity theft and fraud.

## Academic Programs

Below is a listing of the academic programs offered by The College of Westchester which are registered with the New York State Department of Education.

**NOTE:** Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

### Normal Time of Program Completion

PROGRAM	CIP CODE	PROGRAM CREDENTIAL	TOTAL CREDITS	PROGRAM LENGTH DAY	PROGRAM LENGTH ADULT	PROGRAM LENGTH ONLINE
<b>School of Accounting</b>						
Accounting (BBA)	52.0301	Bachelor's Degree	120	4 yr	51 mo.	N/A
Accounting (AAS)	52.0302	Associate Degree	66	2 yr	30 mo.	N/A
Intensive Accounting/ Computer Applications	52.0302	Certificate	36	13 mo.	18 mo.	N/A
<b>School of Business</b>						
Business Administration (BBA)	52.0201	Bachelor's Degree	120	4 yr	51 mo.	N/A
Business Administration – Management (BBA) Online	52.0201	Bachelor's Degree	120	N/A	N/A	51 mo.
Business Administration – Management/Marketing (AAS)	52.0201	Associate Degree	66	2 yr	30 mo.	N/A
Business Management/ Marketing (AAS) Online	52.0201	Associate Degree	66	N/A	N/A	30 mo.
<b>School of Allied Health</b>						
Health Care Administration (BBA) completion program	51.0701	Bachelor's Degree	54	2 yr	23 mo.	N/A
Health Administration (BBA) Online – completion program	51.0701	Bachelor's Degree	54	N/A	N/A	23 mo.
Medical Assistant Management (AAS)	51.0801	Associate Degree	66	2 yr	30 mo.	N/A
Health Information Management (AOS)	51.0707	Associate Degree	66	2 yr	30 mo.	N/A
Medical Assistant Specialist Certificate	51.0801	Certificate	36	N/A	18 mo.	N/A
Medical Office Specialist Certificate	52.0401	Certificate	36	N/A	18 mo.	N/A
<b>School of Digital Media</b>						
Interactive Digital Media and Marketing (BS)	50.0402	Bachelor's Degree	120	4 yr	51 mo.	N/A
Digital Media (AAS)	11.0801	Associate Degree	66	2 yr	30 mo.	N/A
Digital Media Specialist Certificate	11.0801	Certificate	48	21 mo.	23 mo.	N/A
<b>School of Information Technology</b>						
Computer Network Administration (AAS)	11.1001	Associate Degree	66	2 yr	30 mo	N/A
Computer Networking Specialist Certificate	11.1006	Certificate	48	21 mo.	23 mo.	N/A

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

**Academic Programs**

Below is a listing of the academic programs with associated HEGIS (Higher Education General Information Survey) codes offered by The College of Westchester which are registered with the New York State Department of Education. In addition, the list provides the associated Federal CIP (Classification of Instructional Programs) codes.

*Note: Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.*

**School of Accounting**

Program	Degree	NYS HEGIS Code	Federal CIP Code
Accounting	BBA	0502	52.0301
Accounting	AAS	5002	52.0302
Intensive Accounting/Computer Applications	Certificate	5002	52.0302

**School of Allied Health**

Program	Degree	NYS HEGIS Code	Federal CIP Code
Health Care Administration	BBA	1202	51.0701
Health Administration (online)	BBA	1202	51.0701
Medical Assistant Management	AAS	5214	51.0801
Health Information Management	AOS	5213	51.0707
Medical Assistant Specialist	Certificate	5214	51.0801
Medical Office Specialist	Certificate	5005	52.0401

**School of Business**

Program	Degree	NYS HEGIS Code	Federal CIP Code
Business Administration	BBA	0506	52.0201
Business Administration – Management (online)	BBA	0506	52.0201
Business Administration – Management/Marketing	AAS	5004	52.0201
Business Management/Marketing (online)	AAS	5004	52.0201

**School of Digital Media**

Program	Degree	NYS HEGIS Code	Federal CIP Code
Interactive Digital Media & Marketing	BS	1009	50.0402
Digital Media	AAS	5199	11.0801
Digital Media Specialist	Certificate	5199	11.0899

**School of Information Technology**

Program	Degree	NYS HEGIS Code	Federal CIP Code
Computer Network Administration	AAS	5199	11.1001
Computer Network Specialist	Certificate	5199	11.1006

# School of Accounting

The School of Accounting offers bachelor, associate and certificate level programs. The well-defined curriculum is designed to equip graduates with academic skills and job-specific knowledge and experience. Students are strongly encouraged to pursue internships at the associate level; bachelor students complete internships if required by their program of study. A variety of accounting, business and general education courses are offered to students so that they become well-rounded graduates.

## **Accounting Department**

**Anne Bikofsky**

*Professor and Chairperson, Accounting*

MBA, BBA, Bernard Baruch College

Certification: Certified Public Accountant (CPA)

# 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 (continued)	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
<b>Total Accounting Credits .....</b>		<b>45</b>

Course No.	Business Courses	Semester Credits
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
<b>Total Business Credits .....</b>		<b>18</b>

Course No.	General Education/ Technology Courses	Semester Credits
ACE110	Transformative Learning .....	3
GEN115	Digital Literacy in the Workplace .....	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
GEN364	Intermediate Macroeconomic Theory .....	3
GEN421	Technical Business Communications .....	3
OFT127	Spreadsheet Applications (Excel) .....	3
<b>Total General Education/Technology Credits .....</b>		<b>45</b>

<b>Electives</b>	<b>Semester Credits</b>	<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>	
Elective (3) .....	9	DMD107	Digital Imaging.....	3	
General Education Elective (1) .....	3	DMD113	Digital Video & Sound .....	3	
<b>Total Elective Credits</b> .....	<b>12</b>	DMD121	3D Modeling & Animation I.....	3	
		DMD123	Digital FX & Motion Graphics .....	3	
		DMD131	Introduction to Game Design.....	3	
<b>Course No.</b>	<b>Electives</b>	<b>Semester Credits</b>	DMD141	Game Design & Development I.....	3
ACC107	Financial Accounting I.....	3	DMD150	Publishing Design & Layout .....	3
ACC108	Financial Accounting II.....	3	DMD160	Web Page Development I .....	3
ACC206	Federal Income Taxation .....	3	DMD165	2D Web Animation .....	3
ACC221	Cost Accounting .....	3	DMD175	Foundations of Interactive Design.....	3
ACC211	Intermediate Accounting I.....	3	DMD205	3D Modeling & Animation II.....	3
ACC229	Fraud and Forensics.....	3	DMD225	Interactive Design & Development .....	3
ACC230	Not for Profit Accounting.....	3	DMD227	HTML 5 & JavaScript.....	3
ACC301	Internship in Accounting.....	3	DMD230	Web Page Development II .....	3
ACC320	Accounting for Managers.....	3	DMD241	Game Design & Development II.....	3
ACC325	Advanced Accounting.....	3	DMD250	Graphic Design Projects .....	3
ACC405	Accounting Theory & Problems.....	3	DMD265	Project Management & Portfolio Development.....	3
BUS103	Introduction to Business Ventures .....	3	DMD300	Typography Essentials.....	3
BUS112	Principles of Marketing.....	3	DMD301	Internship in Advanced Digital Media Studies.....	3
BUS123	Human Resources Management .....	3	DMD310	Interface Design & Usability .....	3
BUS150	Business Law.....	3	DMD320	Social Media for Marketing & Advertising....	3
BUS314	Principles of Finance .....	3	GEN115	Digital Literacy in the Workplace .....	3
BUS216	Money and Banking .....	3	GEN125	English Composition I.....	3
BUS230	Principles of Selling.....	3	GEN127	English Composition II.....	3
BUS245	Personal Finance.....	3	GEN129	Oral Communications.....	3
BUS253	Entertainment, Music & Sports Marketing... 3		GEN131	Critical Thinking .....	3
BUS255	Entertainment, Music & Sports Management.....	3	GEN145	Scientific and Technological Literacy .....	3
BUS261	Front Office Operations & Reservations Systems.....	3	GEN147	College Mathematics .....	3
BUS263	Hotel/Resort Strategic Marketing.....	3	GEN151	College Algebra .....	3
BUS271	Visual Merchandising & Retailing.....	3	GEN157	Statistics.....	3
BUS273	Merchandise Planning, Control & Buying.... 3		GEN161	Psychology.....	3
BUS275	Event Planning & Promotion .....	3	GEN167	Contemporary Social Issues.....	3
BUS277	Business Etiquette/Customer Service .....	3	GEN171	American Political Institutions .....	3
BUS305	Marketing Management .....	3	GEN179	Global Political Systems .....	3
BUS320	Operations Management .....	3	GEN181	Microeconomics.....	3
BUS325	Management Applications & Theory.....	3	GEN183	Macroeconomics .....	3
BUS338	Intermediate Finance .....	3	GEN191	Art History .....	3
BUS370	Project Management Essentials.....	3	GEN193	Studio Art/Drawing .....	3
BUS405	The Service Industry: The Changing World of Business.....	3	GEN195	Spatial Design & Color Theory .....	3
BUS410	Seminar: Critical Issues in Business .....	3	GEN241	Interpersonal and Group Dynamics.....	3
BUS420	Advanced Finance.....	3	GEN290	Honor's Empirical Research Methods and Project Design.....	3
CIS310	Business Processes Analysis.....	3	GEN300	Digital Communications .....	3
DMD101	Visual Storytelling .....	3	GEN301	Internship: General Education .....	3
DMD105	Digital Illustration.....	3			

Course No.	Electives (continued)	Semester Credits
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
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 BBA Accounting 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
	<b>Total Accounting Credits.....</b>	<b>21</b>

Course No.	Business Courses	Semester Credits
BUS112	Principles of Marketing.....	3
BUS150	Business Law.....	3
BUS203	Principles of Management*.....	3
BUS245	Personal Finance.....	3
	<b>Total Business Credits .....</b>	<b>12</b>

Elective	Semester Credits
Elective (1) .....	3
<b>Total Elective Credits.....</b>	<b>3</b>

Course No.	General Education/ Technology Courses	Semester Credits
ACE110	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace .....	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
OFT127	Spreadsheet Applications (Excel).....	3
	<b>Total General Education/Technology Credits .....</b>	<b>30</b>

Course No.	Electives	Semester Credits
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
BUS314	Principles of Finance.....	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

<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>	<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>
CIS310	Business Processes Analysis.....	3	GEN310	Environmental Science.....	3
DMD101	Visual Storytelling.....	3	GEN324	American Culture and the Media.....	3
DMD105	Digital Illustration.....	3	GEN330	Adult Development and Learning in the Workplace.....	3
DMD107	Digital Imaging.....	3	GEN342	Writing for the Business Professions.....	3
DMD113	Digital Video & Sound.....	3	GEN363	Conflict, Communication and Resolution....	3
DMD121	3D Modeling & Animation I.....	3	GEN364	Intermediate Macroeconomic Theory.....	3
DMD123	Digital FX & Motion Graphics.....	3	GEN365	Global Economics and Trade.....	3
DMD131	Introduction to Game Design.....	3	GEN370	Consumer Behavior and Culture.....	3
DMD141	Game Design & Development I.....	3	MED103	Medical Terminology and Human Systems.....	3
DMD150	Publishing Design & Layout.....	3	MED111	Healthcare Law and Ethics.....	3
DMD160	Web Page Development I.....	3	NET108	Computer Forensics.....	3
DMD165	2D Web Animation.....	3	NET111	PC Technology (A+).....	3
DMD175	Foundations of Interactive Design.....	3	NET117	Operating System Technologies (A+).....	3
DMD205	3D Modeling & Animation II.....	3	NET125	Cisco Networking Basics.....	3
DMD225	Interactive Design & Development.....	3	NET143	Windows Client Administration.....	3
DMD227	HTML 5 & JavaScript.....	3	NET151	Windows Server Administration.....	3
DMD230	Web Page Development II.....	3	NET161	Cisco Routing Basics.....	3
DMD241	Game Design & Development II.....	3	NET203	Active Directory Services.....	3
DMD250	Graphic Design Projects.....	3	NET215	Networking Essentials (Network+).....	3
DMD265	Project Management & Portfolio Development.....	3	NET223	Network Infrastructure Implementation.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3	NET242	Cloud Computing: A Practical Approach....	3
DMD300	Typography Essentials.....	3	NET261	Cisco Switching Basics.....	3
DMD310	Interface Design & Usability.....	3	NET263	Cisco WAN Technologies.....	3
DMD320	Social Media for Marketing & Advertising....	3	NET281	Windows Exchange Server.....	3
GEN131	Critical Thinking.....	3	NET283	Network Security.....	3
GEN145	Scientific and Technological Literacy.....	3	NET285	Wireless Technologies.....	3
GEN147	College Mathematics.....	3	NET305	Internship: Network Administration.....	3
GEN151	College Algebra.....	3	OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
GEN161	Psychology.....	3	OFT233	Database Applications (Access).....	3
GEN167	Contemporary Social Issues.....	3	OFT280	Microsoft Office Integration.....	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			
GEN300	Digital Communications.....	3			
GEN301	Internship: General Education.....	3			
GEN305	Mathematical Concepts and Statistical Applications.....	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
GEN115	Digital Literacy in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN224	Professional Communications and Career Development	3
OFT127	Spreadsheet Applications (Excel)	3
<b>Total Accounting Credits</b>		<b>33</b>

Elective	Semester Credits
Elective (1)	3
<b>Total Elective Credits</b>	<b>3</b>

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

Course No.	Electives (continued)	Semester Credits
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	3
DMD131	Introduction to Game Design	3
DMD141	Game Design & Development I	3
DMD150	Publishing Design & Layout	3
DMD160	Web Page Development I	3
DMD165	2D Web Animation	3
DMD175	Foundations of Interactive Design	3
DMD205	3D Modeling & Animation II	3
DMD225	Interactive Design & Development	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
GEN300	Digital Communications	3

Course No.	Electives (continued)	Semester Credits
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

Course No.	Electives (continued)	Semester Credits
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](#)

# School of Allied Health

The School of Allied Health at The College of Westchester serves as a leader in the education of innovative and responsible allied health professionals. These include graduates of our Medical Assistant Management, Health Information Management, Health Care Administration and Health Administration programs. The school, in response to the needs of the community and society, promotes excellence in healthcare services. Strong linkages with clinical educators and advisory council members of the healthcare community are essential to the success of our programs.

## **Estelle Coffino**

*Program Director/Chairperson – Allied Health Program*

*Associate Professor, Allied Health*

MPA, Long Island University

BS, Mercy College

AAS, Manhattan Community College

License: Registered Respiratory Therapist

Certifications: Certified Clinical Medical Assistant; Certified Pulmonary Function Technologist, MarylandOnline Quality Matters Peer Reviewer

## **School of Allied Health:**

CW maintains partnership with American Medical Technologists (AMT) and the National Healthcareer Association (NHA).

# Health Care Administration

## Bachelor of Business Administration (BBA) – (Ground)

### HEGIS Code 1202

The Bachelor’s Program in Health Care Administration is designed to prepare individuals to develop, plan and manage healthcare operations and services within various healthcare facilities. This program includes instruction in health care management, public policy, law and ethics, long term care administration, and healthcare delivery systems operation. This program also includes instruction in the current healthcare system including managed care and the administration of long term care for the aging population.

This bachelor’s degree completion program admits students who possess an earned associate degree or its equivalent and allows seamless transferability for graduates of CW’s Associate degree in Medical Assistant Management or Health Information Management from The College of Westchester. Applicants to this program as transfer students from institutions other than CW should see the Office of Bachelor Studies and Returning Students for evaluation of transferability. See full acceptance requirements in Admissions section of this catalog. All entering students must satisfy Program Competencies as noted below.

### Program Learning Outcomes

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

- Appropriately understand and utilize the technical language common in healthcare organizations including those that pertain to the areas of basic science, clinical science, and regulatory affairs.
- Effectively apply methodologies and techniques related to the management processes including program planning, implementation, and evaluation.
- Effectively apply methodologies and techniques related to management processes in the development, management and evaluation of human resources.
- Effectively apply methodologies and techniques related to financial management processes.
- Understand and effectively work within the governing structure of healthcare organizations including the role of the governing board, administrators, risk management and committees.

- Demonstrate knowledge of primary ethical values underlying healthcare delivery.
- Demonstrate an understanding of selected federal and state health policy issues.

Course No.	Healthcare Courses	Semester Credits
HCA310	US Healthcare.....	3
HCA320	Global Healthcare Delivery Systems.....	3
HCA330	Healthcare Economics and Finance.....	3
HCA340	Managed Care.....	3
HCA350	Human Resource Management in Healthcare .....	3
HCA400	Public Health Issues and Practices .....	3
HCA420	Long Term Care Administration.....	3
HCA470*	BBA Health Care Administration Internship .....	3
<b>Total Healthcare Credits .....</b>		<b>24</b>

Course No.	Accounting/Business Courses	Semester Credits
ACC320	Accounting for Managers.....	3
BUS410	Seminar: Critical Issues in Business .....	3
<b>Total Accounting and Business Credits .....</b>		<b>6</b>

Course No.	General Education Courses	Semester Credits
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
<b>Total General Education Credits .....</b>		<b>15</b>

Electives	Semester Credits
Electives (3) .....	9
<b>Total Elective Credits.....</b>	<b>9</b>

<b>Total Credits .....</b>	<b>54</b>
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Course No.	Electives	Semester Credits
ACC107	Financial Accounting I .....	3
BUS103	Introduction to Business Ventures .....	3
BUS123	Human Resources Management.....	3
BUS245	Personal Finance.....	3
BUS314	Principles of Finance .....	3
BUS325	Management Applications & Theory.....	3
BUS338	Intermediate Finance .....	3
BUS340	Advanced Finance.....	3
BUS346	Advanced Business Law .....	3

Course No.	Electives (continued)	Semester Credits
BUS405	The Service Industry: The Changing World of Business.....	3
CIS310	Business Processes Analysis.....	3
DMD300	Typography Essentials.....	3
DMD310	Interface Design & Usability .....	3
DMD320	Social Media for Marketing & Advertising ....	3
MED103	Medical Terminology .....	3
MED208	Administrative Medical Practices .....	3
HCA360	Healthcare Management.....	3
HCA405	Critical Issues in Healthcare .....	3
HCA410	Aging Population and Healthcare.....	3
HCA430	Quality Improvement in Healthcare .....	3
GEN115	Digital Literacy in the Workplace .....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN300	Digital Communications .....	3
GEN305	Mathematical Concepts and Statistical Applications.....	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 & Culture .....	3
GEN415	Honors Research Seminar .....	3
OFT127	Spreadsheet Applications (Excel).....	3

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

HCA470A	Preparation Workshop for BBA Health Care Administration Internship .....	0
HCA470B	BBA Health Care Administration Internship.....	3

**120 CREDITS REQUIRED FOR GRADUATION**

- [BBA Health Care Administration Federal Program Disclosure Information – Day Division](#)
- [BBA Health Care Administration Federal Program Disclosure Information – Adult Division](#)

Health Care Administration

**Bachelor of Business Administration**

**Program Competencies**

(For Two Year Transfer Students)

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

- English Composition I and II (or equivalent course)
- Oral Communications
- Financial Accounting I
- Introduction to Business Ventures or Healthcare Law and Ethics
- Human Resource Management
- Medical Terminology
- An introductory computer course
- Spreadsheet Applications (Excel)

If a student has not met one or more of these competencies at the time of enrollment, he/she will be expected 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.

# Health Administration (Online)

## Bachelor of Business Administration (BBA) – HEGIS Code 1202

The Bachelor’s Program in Health Administration is a fully online program that is designed to prepare individuals to develop, plan and manage healthcare operations and services within various healthcare facilities. This program includes instruction in business management, public policy, health law and ethics, and healthcare delivery systems operation. This program also includes instruction in the current healthcare systems including managed care and the administration of long term care for the aging population.

First and second year course requirements are fulfilled by completing an accredited associate degree program or its equivalent. The BBA program is a degree completion program that admits students and allows complete transferability for those who have previously earned an Associate degree in Medical Assistant Management or Health Information Management from The College of Westchester.\* Applicants to this program as transfer students from institutions other than CW should see the BBA Admissions Center for evaluation of transferability. It is expected that students enter this program at the junior-level. Students will complete 120 credits to earn the BBA in Health Administration.

*\*Graduates of other degree programs at The College of Westchester might not meet complete transferability requirements into this baccalaureate program.*

## Program Learning Outcomes

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

- Appropriately understand and utilize the technical language common in healthcare organizations including those that pertain to the areas of basic science, clinical science, and regulatory affairs.
- Effectively apply methodologies and techniques related to the management processes including program planning, implementation, and evaluation.
- Effectively apply methodologies and techniques related to management processes in the development, management and evaluation of human resources.
- Effectively apply methodologies and techniques related to financial management processes.

- Understand and effectively work within the governing structure of healthcare organizations including the role of the governing board, administrators, risk management and committees.
- Demonstrate knowledge of primary ethical values underlying healthcare delivery.
- Demonstrate an understanding of selected federal and state health policy issues.

Course No.	Healthcare Courses	Semester Credits
HCA310	US Healthcare.....	3
HCA320	Global Healthcare Delivery Systems.....	3
HCA330	Healthcare Economics and Finance.....	3
HCA340	Managed Care.....	3
HCA350	Human Resource Management in Healthcare .....	3
HCA400	Public Health Issues and Practices.....	3
HCA420	Long Term Care Administration.....	3
HCA480	Health Administration Capstone Course.....	3
<b>Total Healthcare Credits .....</b>		<b>24</b>

Course No.	Accounting/Business Courses	Semester Credits
ACC320	Accounting for Managers.....	3
BUS410	Seminar: Critical Issues in Business.....	3
<b>Total Accounting and Business Credits .....</b>		<b>6</b>

Course No.	General Education Courses	Semester Credits
GEN157	Statistics.....	3
GEN330	Adult Development and Learning in the Workplace .....	3
GEN342	Writing for the Business Professions.....	3
GEN421	Technical Business Communications .....	3
GEN363	Conflict, Communication and Resolution.....	3
<b>Total General Education Credits .....</b>		<b>15</b>

Electives	Semester Credits
Electives (3) .....	9
<b>Total Elective Credits.....</b>	<b>9</b>

<b>Total Credits .....</b>	<b>54</b>
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Course No.	Electives	Semester Credits
ACC107	Financial Accounting I.....	3
BUS103	Introduction to Business Ventures.....	3
BUS123	Human Resources Management.....	3
BUS245	Personal Finance.....	3
BUS314	Principles of Finance.....	3

Course No.	Electives <i>(continued)</i>	Semester Credits
BUS325	Management Applications & Theory.....	3
BUS338	Intermediate Finance .....	3
BUS340	Advanced Finance.....	3
BUS346	Advanced Business Law .....	3
BUS405	The Service Industry: The Changing World of Business.....	3
CIS310	Business Processes Analysis.....	3
DMD300	Typography Essentials.....	3
DMD310	Interface Design & Usability .....	3
DMD320	Social Media for Marketing & Advertising ....	3
MED103	Medical Terminology .....	3
MED208	Administrative Medical Practices .....	3
HCA360	Healthcare Management.....	3
HCA405	Critical Issues in Healthcare .....	3
HCA410	Aging Population and Healthcare.....	3
HCA430	Quality Improvement in Healthcare .....	3
GEN115	Digital Literacy in the Workplace .....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN300	Digital Communications .....	3
GEN305	Mathematical Concepts and Statistical Applications.....	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 & Culture .....	3
GEN415	Honors Research Seminar .....	3
OFT127	Spreadsheet Applications (Excel).....	3

**120 CREDITS REQUIRED FOR GRADUATION**

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

Health Administration (Online)

**Bachelor of Business Administration**

**Program Competencies**

*(For Two Year Transfer Students)*

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

- English Composition I and II (or equivalent course)
- Oral Communications
- Financial Accounting I
- Introduction to Business Ventures or Healthcare Law and Ethics
- Human Resource Management
- Administrative Medical Practices
- Medical Terminology
- An introductory computer course
- Spreadsheet Applications (Excel)

If a student has not met one or more of these competencies at the time of enrollment, he/she will be expected 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.

# Medical Assistant Management

## Associate in Applied Science Degree (AAS) – HEGIS Code 5214

The Associate in Applied Science Degree program in Medical Assistant Management will provide students with the specific skills needed to seek careers as professionals in a medical or health services setting. Graduates of the program will have acquired the requisite skills to become employed in organizations ranging from hospitals to ambulatory care facilities. Because the program combines both administrative and clinical skills, the types of positions for which these graduates can qualify include medical administrative assistant and clinical medical assistant. Job duties may include but not limited to performing EKG, phlebotomy, vital signs and medical administration. Credits can be transferred to the bachelor's program.

## Program Learning Outcomes

Graduates of the Associate Medical Assistant Management program should be able to:

- Employ critical thinking to identify, analyze, and problem solve issues related to a medical practice.
- Document skills used for administering patient care utilizing medical asepsis, standard precautions, and safety procedures as required by OSHA.
- Apply knowledge and skills of various clinical procedures such as vital signs, laboratory testing, and other diagnostic and medical procedures.
- Interpret and apply use of medical terminology and legal and ethical standards of practice.
- Recognize emergency situations and respond appropriately using emergency care techniques.
- Effectively communicate with patients, families, and other health professionals in a medical environment including preventative and treatment regimes as prescribed by the physician.
- Effectively distinguish pathological conditions associated with body systems.

Course No.	Medical Courses	Semester Credits
MED103	Medical Terminology & Human Systems.....	3
MED111	Healthcare Law and Ethics.....	3
MED201	Introduction to Medical Coding.....	3
MED208	Administrative Medical Practices.....	3
MED215	Health Information Technology.....	3
MSC110	Human Biology**.....	3

Course No.	Medical Courses (continued)	Semester Credits
MSC126	Anatomy and Physiology I.....	3
MSC131	Anatomy and Physiology II.....	3
MSC207	Clinical Procedures/Asepsis.....	3
MSC209	Hematology/Phlebotomy.....	3
MSC212	Diagnostic Clinical Applications.....	3
MSC220	Pharmacology.....	3
*MSC301	Practicum (Medical Assistant Management).....	6
<b>Total Medical Credits.....</b>		<b>42</b>

Course No.	General Education/ Technology Courses	Semester Credits
ACE110	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN224	Professional Communications and Career Development.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
<b>Total General Education/Technology Credits.....</b>		<b>21</b>

Elective	Semester Credits
Elective (1) .....	3
<b>Total Elective Credits.....</b>	<b>3</b>

*\*\*MSC110 & MSC126 courses also satisfy the General Education requirements.*

Course No.	Electives	Semester Credits
ACC107	Financial Accounting I.....	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management.....	3
BUS150	Business Law.....	3
BUS203	Principles of Management.....	3
BUS216	Money and Banking.....	3
BUS230	Principles of Selling.....	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

Course No.	Electives (continued)	Semester Credits	Course No.	Electives (continued)	Semester Credits
BUS277	Business Etiquette/Customer Service.....	3	GEN310	Environmental Science.....	3
CIS310	Business Processes Analysis.....	3	GEN324	American Culture and the Media .....	3
DMD101	Visual Storytelling.....	3	GEN330	Adult Development and Learning in the Workplace .....	3
DMD105	Digital Illustration.....	3	GEN342	Writing for the Business Professions.....	3
DMD107	Digital Imaging.....	3	GEN363	Conflict, Communication and Resolution....	3
DMD113	Digital Video & Sound .....	3	HCA310	US Healthcare.....	3
DMD121	3D Modeling & Animation I.....	3	MED203	Advanced Medical Coding .....	3
DMD123	Digital FX & Motion Graphics .....	3	MED303	Internship in Health Information Management.....	3
DMD131	Introduction to Game Design.....	3	NET108	Computer Forensics.....	3
DMD141	Game Design & Development I.....	3	NET111	PC Technology (A+).....	3
DMD150	Publishing Design & Layout .....	3	NET117	Operating System Technologies (A+) .....	3
DMD160	Web Page Development I .....	3	NET125	Cisco Networking Basics .....	3
DMD165	2D Web Animation .....	3	NET143	Windows Client Administration.....	3
DMD175	Foundations of Interactive Design.....	3	NET151	Windows Server Administration.....	3
DMD205	3D Modeling & Animation II.....	3	NET161	Cisco Routing Basics .....	3
DMD225	Interactive Design & Development .....	3	NET203	Active Directory Services .....	3
DMD227	HTML 5 & JavaScript.....	3	NET215	Networking Essentials (Network+) .....	3
DMD230	Web Page Development II.....	3	NET223	Network Infrastructure Implementation.....	3
DMD241	Game Design & Development II.....	3	NET242	Cloud Computing: A Practical Approach....	3
DMD250	Graphic Design Projects .....	3	NET261	Cisco Switching Basics.....	3
DMD265	Project Management & Portfolio Development .....	3	NET263	Cisco WAN Technologies.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3	NET281	Windows Exchange Server .....	3
DMD300	Typography Essentials.....	3	NET283	Network Security.....	3
DMD310	Interface Design & Usability .....	3	NET285	Wireless Technologies.....	3
DMD320	Social Media for Marketing & Advertising ...	3	NET305	Internship: Network Administration .....	3
GEN131	Critical Thinking .....	3	OFT127	Spreadsheet Applications (Excel).....	3
GEN145	Scientific and Technological Literacy .....	3	OFT233	Database Applications (Access).....	3
GEN147	College Mathematics .....	3	OFT280	Microsoft Office Integration.....	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			
GEN300	Digital Communications .....	3			
GEN301	Internship: General Education.....	3			

**66 CREDITS REQUIRED FOR GRADUATION**

\*Note: Adult College students taking their Practicum - Medical Assistant Management (MSC301) will take this over two terms. This course is broken into two courses as listed below:

MSC301A	Practicum Medical Assistant Management I .....	3 credits
MSC301B	Practicum Medical Assistant Management II .....	3 credits

[AAS Medical Assistant Management Federal Program](#)

[Disclosure Information – Day Division](#)

[AAS Medical Assistant Management Federal Program](#)

[Disclosure Information – Adult Division](#)

# Health Information Management

## Associate in Occupational Studies Degree (AOS) – HEGIS Code 5213

This program prepares health information management (HIM) professionals to work in a variety of administrative medical office settings including both private practice and larger health care facilities. Graduates of this program are trained to organize, analyze, and technically evaluate patient health information in both electronic and hard copy formats, maintain and use health information indexes, and to facilitate storage and retrieval of medical records. Graduates will be qualified to seek employment in medical office management positions where knowledge of medical billing and coding are most important. Credits can be transferred to the bachelor's program.

## Program Learning Outcomes

Graduates of the Associate Health Information Management program should be able to:

- Demonstrate the ability to collect patient health information and analyze medical reports for the correct diagnose and procedures. This is necessary for accurate reimbursement and billing.
- Apply the concepts of computer based and other electronic technology related to health care, including the use of industry specific software applications and other tools and techniques for collecting, storing, and retrieving health care data.
- The ability to participate in health information analysis tasks such as abstracting, interpreting, and presenting statistics and relevant health care data.
- Ability to accurately assign diagnostic and procedural codes, and use the appropriate classification systems to correlate the completeness and accuracy of this type of data to reimbursement data.
- Apply knowledge of the medical insurance industry by accurately recording co-payments, deductibles, and coinsurance while successfully processing medical insurance claims both manually and electronically.
- Establish and maintain systems designed to protect the confidentiality and privacy of health records and apply principles of legal and ethical behavior relative to health information.

- Effectively monitor all administrative processes germane to the daily operation of a medical facility while exercising leadership and motivation to HIM professionals.

Course No.	Medical Courses	Semester Credits
MSC110	Human Biology*	3
MED103	Medical Terminology and Human Systems	3
MED111	Healthcare Law and Ethics	3
MED201	Introduction to Medical Coding	3
MED203	Advanced Medical Coding	3
MED206	Hospital Reimbursement	3
MED208	Administrative Medical Practices	3
MED212	Medical Billing	3
MED215	Health Information Technology	3
MED221	Medical Information Management	3
<b>Total Medical Credits</b>		<b>30</b>

Course No.	General Education/Technology Courses	Semester Credits
ACE110	Transformative Learning	3
GEN115	Digital Literacy in the Workplace	3
GEN125	English Composition I	3
GEN127	English Composition II	3
GEN129	Oral Communications	3
GEN224	Professional Communications and Career Development	3
OFT122	Office Applications: Microsoft Word & PowerPoint	3
OFT127	Spreadsheet Applications (Excel)	3
<b>Total General Education/Technology Credits</b>		<b>24</b>

Course No.	Business/Accounting Courses	Semester Credits
BUS123	Human Resources Management	3
BUS203	Principles of Management	3
ACC107	Financial Accounting I	3
<b>Total Business and Accounting Credits</b>		<b>9</b>

Electives	Semester Credits
Electives (1)	3
<b>Total Elective Credits</b>	<b>3</b>

Course No.	Electives	Semester Credits	Course No.	Electives (continued)	Semester Credits
ACC108	Financial Accounting II.....	3	DMD113	Digital Video & Sound.....	3
ACC131	Computerized Accounting I.....	3	DMD121	3D Modeling & Animation I.....	3
ACC206	Federal Income Taxation.....	3	DMD123	Digital FX & Motion Graphics.....	3
ACC211	Intermediate Accounting I.....	3	DMD131	Introduction to Game Design.....	3
ACC220	Practical Applications in Accounting.....	3	DMD141	Game Design & Development I.....	3
ACC221	Cost Accounting.....	3	DMD150	Publishing Design & Layout.....	3
ACC229	Fraud and Forensics.....	3	DMD160	Web Page Development I.....	3
ACC230	Not for Profit Accounting.....	3	DMD165	2D Web Animation.....	3
ACC311	Intermediate Accounting II.....	3	DMD175	Foundations of Interactive Design.....	3
ACC320	Accounting for Managers.....	3	DMD205	3D Modeling & Animation II.....	3
ACC325	Advanced Accounting.....	3	DMD225	Interactive Design & Development.....	3
ACC330	Financial Statement Analysis.....	3	DMD227	HTML 5 & JavaScript.....	3
ACC335	Advanced Federal Income Tax.....	3	DMD230	Web Page Development II.....	3
ACC345	Advanced Cost Accounting.....	3	DMD241	Game Design & Development II.....	3
ACC350	Accounting Ethics and Professional Responsibility.....	3	DMD250	Graphic Design Projects.....	3
BUS103	Introduction to Business Ventures.....	3	DMD265	Project Management & Portfolio Development.....	3
BUS112	Principles of Marketing.....	3	DMD301	Internship in Advanced Digital Media Studies.....	3
BUS150	Business Law.....	3	DMD300	Typography Essentials.....	3
BUS216	Money and Banking.....	3	DMD310	Interface Design & Usability.....	3
BUS230	Principles of Selling.....	3	DMD320	Social Media for Marketing & Advertising....	3
BUS245	Personal Finance.....	3	GEN131	Critical Thinking.....	3
BUS253	Entertainment, Music & Sports Marketing...3		GEN145	Scientific and Technological Literacy.....	3
BUS255	Entertainment, Music & Sports Management.....	3	GEN147	College Mathematics.....	3
BUS261	Front Office Operations & Reservations Systems.....	3	GEN151	College Algebra.....	3
BUS263	Hotel/Resort Strategic Marketing.....	3	GEN157	Statistics.....	3
BUS271	Visual Merchandising & Retailing.....	3	GEN161	Psychology.....	3
BUS273	Merchandise Planning, Control & Buying....3		GEN167	Contemporary Social Issues.....	3
BUS275	Event Planning and Promotion.....	3	GEN171	American Political Institutions.....	3
BUS277	Business Etiquette/Customer Service.....	3	GEN179	Global Political Systems.....	3
BUS305	Marketing Management.....	3	GEN181	Microeconomics.....	3
BUS314	Principles of Finance.....	3	GEN183	Macroeconomics.....	3
BUS320	Operations Management.....	3	GEN191	Art History.....	3
BUS325	Management Applications & Theory.....	3	GEN193	Studio Art/Drawing.....	3
BUS338	Intermediate Finance.....	3	GEN195	Spatial Design & Color Theory.....	3
BUS340	Advanced Finance.....	3	GEN241	Interpersonal and Group Dynamics.....	3
BUS346	Advanced Business Law.....	3	GEN250	Ethics and Professionalism.....	3
BUS405	The Service Industry: The Changing World of Business.....	3	GEN290	Honor's Empirical Research Methods and Project Design.....	3
BUS410	Seminar: Critical Issues in Business.....	3	GEN300	Digital Communications.....	3
CIS310	Business Processes Analysis.....	3	GEN301	Internship: General Education.....	3
DMD101	Visual Storytelling.....	3	GEN305	Mathematical Concepts and Statistical Applications.....	3
DMD105	Digital Illustration.....	3	GEN310	Environmental Science.....	3
DMD107	Digital Imaging.....	3	GEN324	American Culture and the Media.....	3

<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>	<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>
GEN330	Adult Development and Learning in the Workplace .....	3	NET117	Operating System Technologies (A+) .....	3
GEN342	Writing for the Business Professions .....	3	NET125	Cisco Networking Basics .....	3
GEN363	Conflict, Communication and Resolution....	3	NET143	Windows Client Administration.....	3
GEN364	Intermediate Macroeconomic Theory.....	3	NET151	Windows Server Administration.....	3
GEN365	Global Economics and Trade.....	3	NET161	Cisco Routing Basics .....	3
GEN370	Consumer Behavior and Culture.....	3	NET203	Active Directory Services .....	3
HCA310	US Healthcare.....	3	NET215	Networking Essentials (Network+) .....	3
HCA320	Global Healthcare Delivery Systems .....	3	NET223	Network Infrastructure Implementation.....	3
HSC330	Healthcare Economics and Finance.....	3	NET242	Cloud Computing: A Practical Approach ....	3
HCA340	Managed Care.....	3	NET261	Cisco Switching Basics.....	3
HCA350	Human Resource Management in Healthcare .....	3	NET263	Cisco WAN Technologies.....	3
HCA360	Healthcare Management.....	3	NET281	Windows Exchange Server .....	3
HCA400	Public Health Issues and Practices .....	3	NET283	Network Security.....	3
HCA405	Critical Issues in Healthcare .....	3	NET285	Wireless Technologies.....	3
HCA410	Aging Population and Healthcare.....	3	NET305	Internship: Network Administration .....	3
HCA420	Long Term Care Administration.....	3	OFT233	Database Applications (Access).....	3
HCA430	Quality Improvement in Healthcare .....	3	OFT280	Microsoft Office Integration.....	3
MED303	Internship in Health Information Management.....	3			
MSC126	Anatomy and Physiology I.....	3			
MSC131	Anatomy and Physiology II.....	3			
NET108	Computer Forensics .....	3			
NET111	PC Technology (A+).....	3			

**66 CREDITS REQUIRED FOR GRADUATION**

*\*\*MSC110 course satisfies the General Education requirement.*

- [AOS Health Information Management Federal Program Disclosure Information – Day Division](#)
- [AOS Health Information Management Federal Program Disclosure Information – Adult Division](#)

# Medical Assistant Specialist

## Certificate – HEGIS Code 5214

The Medical Assistant Specialist program provides students with a foundation in both the administrative and clinical skills that medical assistants are expected to utilize in performing their basic job responsibilities. Upon graduation, students will be qualified to seek entry level employment as a medical assistant in a variety of health-care settings. Credits are transferable to the associate degree program, Medical Assistant Management.

Course No.		Semester Credits
GEN115	Digital Literacy in the Workplace .....	3
MED103	Medical Terminology & Human Systems .....	3
MED111	Healthcare Law and Ethics.....	3
MSC110	Human Biology* .....	3
MSC126	Anatomy and Physiology I .....	3
MSC131	Anatomy and Physiology II.....	3
MED208	Administrative Medical Practices .....	3
MSC207	Clinical Procedures/Clinical Asepsis .....	3
MSC209	Hematology/Phlebotomy .....	3
MSC211	Electrocardiography .....	3
OFT122	Office Applications: Microsoft Word & Powerpoint.....	3
	<b>Total Credits</b> .....	<b>33</b>

Elective	Semester Credits
Electives (1) .....	3
<b>Total Elective Credits</b> .....	<b>3</b>

Course No.	Electives	Semester Credits
ACC107	Financial Accounting I .....	3
BUS103	Introduction to Business Ventures .....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management .....	3
BUS150	Business Law.....	3
BUS203	Principles of Management.....	3
BUS216	Money and Banking .....	3
BUS230	Principles of Selling.....	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

Course No.	Electives (continued)	Semester Credits
BUS271	Visual Merchandising & Retailing.....	3
BUS273	Merchandise Planning, Control & Buying....	3
BUS275	Event Planning and Promotion.....	3
BUS277	Business Etiquette/Customer Service .....	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 .....	3
DMD131	Introduction to Game Design.....	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout .....	3
DMD160	Web Page Development I .....	3
DMD165	2D Web Animation .....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II.....	3
DMD225	Interactive Design & Development .....	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
GEN125	English Composition I.....	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

Course No.	Electives (continued)	Semester Credits
GEN300	Digital Communications .....	3
GEN301	Internship: General Education .....	3
MED201	Introduction to Medical Coding.....	3
MSC220	Pharmacology.....	3
MED303	Internship in Health Information Management.....	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

Course No.	Electives (continued)	Semester Credits
NET283	Network Security.....	3
NET285	Wireless Technologies.....	3
NET305	Internship: Network Administration .....	3
OFT127	Spreadsheet Applications (Excel) .....	3
OFT233	Database Applications (Access).....	3

**36 CREDITS REQUIRED FOR GRADUATION**

**Note:** Students who have not previously passed 3 college credits of English Composition or passed the English Proficiency Test are required to take English Composition I as an elective.

***This certificate is currently offered for Adult Division students only.***

\*MSC110 & MSC126 courses also satisfy the General Education requirements.

[Certificate Medical Assistant Specialist Federal Program Disclosure Information – Adult Division](#)

# Medical Office Specialist

## Certificate – HEGIS Code 5005

The Medical Office Specialist Certificate is designed to provide students with the administrative skills they will need to pursue non-clinical careers in the Healthcare Industry. A strong focus of the program is placed on administrative practice management applications as well as on medical billing and coding. Upon graduation, students can be qualified to seek entry level employment as a medical administrative assistant in a variety of healthcare settings, including but not limited to medical practices, hospitals and healthcare consulting companies. Credits are transferable to the associate degree program, Health Information Management.

Course No.		Semester Credits
GEN115	Digital Literacy in the Workplace .....	3
GEN125	English Composition I.....	3
MSC110	Human Biology* .....	3
MED103	Medical Terminology and Human Systems.....	3
MED111	Healthcare Law and Ethics.....	3
MED201	Introduction to Medical Coding.....	3
MED203	Advanced Medical Coding .....	3
MED208	Administrative Medical Practices .....	3
MED221	Medical Information Management.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
	<b>Total Credits</b> .....	<b>33</b>

Electives	Semester Credits
Electives (1) .....	3
<b>Total Elective Credits</b> .....	<b>3</b>

Course No.	Electives	Semester Credits
ACC107	Financial Accounting I .....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation .....	3
ACC229	Fraud and Forensics.....	3
BUS103	Introduction to Business Ventures .....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management .....	3
BUS150	Business Law.....	3
BUS203	Principle of Management.....	3

Course No.	Electives (continued)	Semester Credits
BUS216	Money and Banking.....	3
BUS230	Principles of Selling.....	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
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 .....	3
DMD131	Introduction to Game Design.....	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout .....	3
DMD160	Web Page Development I .....	3
DMD165	2D Web Animation .....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II.....	3
DMD225	Interactive Design & Development .....	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
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

<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>	<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>
GEN181	Microeconomics.....	3	NET215	Networking Essentials (Network+) .....	3
GEN183	Macroeconomics .....	3	NET223	Network Infrastructure Implementation.....	3
GEN191	Art History .....	3	NET242	Cloud Computing: A Practical Approach ....	3
GEN193	Studio Art/Drawing.....	3	NET261	Cisco Switching Basics.....	3
GEN195	Spatial Design & Color Theory.....	3	NET263	Cisco WAN Technologies.....	3
GEN241	Interpersonal and Group Dynamics.....	3	NET281	Windows Exchange Server .....	3
GEN250	Ethics and Professionalism.....	3	NET283	Network Security.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3	NET285	Wireless Technologies.....	3
GEN300	Digital Communications .....	3	NET305	Internship: Network Administration .....	3
MED303	Internship in Health Information Management.....	3	OFT233	Database Applications (Access).....	3
MSC126	Anatomy and Physiology I.....	3	OFT280	Microsoft Office Integration.....	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			

**36 CREDITS REQUIRED FOR GRADUATION**

***This certificate is currently offered for Adult Division students only.***

\*MSC110 course satisfies the General Education requirements.

[Certificate Medical Office Specialist Federal Program Disclosure Information – Adult Division](#)

# School of Business

The School of Business offers associate and bachelor level programs through the Departments of Accounting and Business Administration. Each department has a well-defined curriculum, which is designed to equip graduates with academic skills and job-specific knowledge and experience. Students are strongly encouraged to pursue internships at the associate level; bachelor students complete internships if required by their program of study. A variety of business and general education courses are offered to students so that they become well-rounded graduates.

Each department attracts faculty who are not only successful practitioners but also talented professors. Learning through experience is the cornerstone of each academic program. Students are presented with real life problems to address using newly developed, course-related skills. Student learning is also shaped by the inclusion of local professionals in each program as guest lecturers, panelists, internship supervisors or mock clients. The School of Business offers students a chance to compete as either a business generalist or specialist by providing a relevant, career-specific course of study designed to position each student for career success.

## **Business Administration Department**

**James McGee**

*Chairperson and Professor, Business Administration*

JD, Western New England University

MA Candidate, Columbia University

M.S.Ed., Iona College

BA, St. Bonaventure University

# 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/Accounting 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

Course No.	Business/Accounting Courses	Semester Credits
<i>(continued)</i>		
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
<b>Total Business/Accounting Credits.....</b>		<b>54</b>

Course No.	General Education/ Technology Courses	Semester Credits
ACE110	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace .....	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
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
<b>Total General Education/Technology Credits .....</b>		<b>48</b>

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

Electives	Semester Credits
Business Electives (3).....	9
Gen. Ed. Electives (1).....	3
Electives (2) .....	6
<b>Total Elective Credits.....</b>	<b>18</b>

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

**Course No. Offerings in Fashion/ Retail Merchandising Semester Credits**

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

**Course No. Offerings in Hotel & Resort Management Semester Credits**

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

**Course No. Offerings in Finance Semester Credits**

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

**Course No. Electives Semester Credits**

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
BUS420	Advanced Finance.....	3
BUS346	Advanced Business Law .....	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 .....	3

**Course No. Electives (continued) Semester Credits**

DMD131	Introduction to Game Design.....	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout .....	3
DMD160	Web Page Development I .....	3
DMD165	2D Web Animation .....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II.....	3
DMD225	Interactive Design & Development.....	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
GEN115	Digital Literacy in the Workplace .....	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
GEN300	Digital Communications .....	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

<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>
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
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**

<b>Course No.</b>	<b>Business/Accounting Courses</b>	<b>Semester Credits</b>
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
<b>Total Business/Accounting Credits .....</b>		<b>24</b>

<b>Course No.</b>	<b>General Education Courses</b>	<b>Semester Credits</b>
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
<b>Total General Education Credits .....</b>		<b>15</b>

<b>Course No.</b>	<b>Digital Media Courses</b>	<b>Semester Credits</b>
DMD300	Typography Essentials.....	3
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising....	3
DMD330	Publishing for the Web.....	3
<b>Total Digital Media Credits .....</b>		<b>12</b>

<b>Electives</b>	<b>Semester Credits</b>
Electives (1) .....	3
<b>Total Elective Credits.....</b>	<b>3</b>

**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
BUS314	Principles of Finance .....	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
GEN115	Digital Literacy in the Workplace .....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN300	Digital 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
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/Accounting Courses	Semester Credits
BUS103	Introduction to Business Ventures .....	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management.....	3
ACC107	Financial Accounting I .....	3

Course No.	Business/Accounting Courses	Semester Credits
<i>(continued)</i>		
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
BUS480	Business Administration Capstone Course.....	3
<b>Total Business/Accounting Credits .....</b>		<b>54</b>

Course No.	General Education/Technology Courses	Semester Credits
ACE110	Transformative Learning.....	3
GEN115	Digital Literacy in the Workplace .....	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
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
<b>Total General Education/Technology Credits .....</b>		<b>48</b>

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

Electives	Semester Credits
Business Electives (3).....	9
Gen. Ed. Electives (1).....	3
Electives (2) .....	6
<b>Total Elective Credits</b> .....	<b>18</b>

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

Course No.	Offerings in Fashion/ Retail Merchandising	Semester Credits
BUS271	Visual Merchandising & Retailing.....	3
BUS273	Merchandise Planning, Control & Buying.....	3
BUS275	Event Planning & Promotion .....	3

Course No.	Offerings in Hotel & Resort Management	Semester Credits
BUS261	Front Office Operations & Reservation Systems.....	3
BUS263	Hotel/Resort Strategic Marketing.....	3
BUS275	Event Planning & Promotion .....	3

Course No.	Offerings in Finance	Semester Credits
BUS150	Business Law.....	3
BUS216	Money and Banking .....	3

Course No.	Electives	Semester Credits
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
BUS420	Advanced Finance.....	3

Course No.	Electives (continued)	Semester Credits
BUS346	Advanced Business Law .....	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.....	3
DMD131	Introduction to Game Design.....	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout .....	3
DMD160	Web Page Development I .....	3
DMD165	2D Web Animation .....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II.....	3
DMD225	Interactive Design & Development .....	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
GEN115	Digital Literacy in the Workplace .....	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

Course No.	Electives <i>(continued)</i>	Semester Credits
GEN300	Digital 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
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
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/Accounting 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
ACC107	Financial Accounting I .....	3
	<b>Total Business /Accounting Credits.....</b>	<b>21</b>

Business Electives	Semester Credits
Business Electives (3).....	9
<b>Total Business Elective Credits (3) .....</b>	<b>9</b>

General Education Elective	Semester Credits
Elective (1) .....	3
<b>Total General Education Elective Credits .....</b>	<b>3</b>

Course No.	General Education/ Technology Courses	Semester Credits
GEN115	Digital Literacy in the Workplace .....	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
ACE110	Transformative Learning.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
	<b>Total General Education/Technology Credits .....</b>	<b>33</b>

*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

Course No.	Offerings in Fashion/ Retail Merchandising	Semester Credits
BUS271	Visual Merchandising & Retailing .....	3
BUS273	Merchandise Planning, Control & Buying ....	3
BUS275	Event Planning & Promotion .....	3

<b>Course No.</b>	<b>Offerings in Hotel, Resort Management</b>	<b>Semester Credits</b>	<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>
BUS261	Front Office Operations & Reservations Systems .....	3	DMD225	Interactive Design & Development.....	3
BUS263	Hotel/Resort Strategic Marketing .....	3	DMD227	HTML 5 & JavaScript.....	3
BUS275	Event Planning & Promotion .....	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
			GEN300	Digital Communications .....	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

Course No.	Electives (continued)	Semester Credits
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

Course No.	Electives (continued)	Semester Credits
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 – Management/Marketing  
Federal Program Disclosure Information – Day Division](#)  
[AAS Business Administration – Management/Marketing  
Federal Program Disclosure Information – 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 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/Accounting 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
ACC107	Financial Accounting I .....	3
	<b>Total Business/Accounting Credits.....</b>	<b>21</b>

Business Electives	Semester Credits
Business Electives (3).....	9
<b>Total Business Elective Credits.....</b>	<b>9</b>

General Education Elective	Semester Credits
General Education Elective (1) .....	3
<b>Total General Education Elective Credits .....</b>	<b>3</b>

Course No.	General Education/ Technology Courses	Semester Credits
GEN115	Digital Literacy in the Workplace .....	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
ACE110	Transformative Learning.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
	<b>Total General Education/Technology Credits .....</b>	<b>33</b>

*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

Course No.	Offerings in Fashion/ Retail Merchandising	Semester Credit
BUS271	Visual Merchandising & Retailing .....	3
BUS273	Merchandise Planning, Control & Buying ....	3
BUS275	Event Planning & Promotion .....	3

Course No.	Offerings in Hotel, Resort Management	Semester Credit
BUS261	Front Office Operations & Reservations Systems .....	3
BUS263	Hotel/Resort Strategic Marketing .....	3
BUS275	Event Planning & Promotion .....	3



# School of Digital Media

The mission of the School of Digital Media at The College of Westchester is to provide a dynamic curriculum that examines the blend of digital technology and traditional art, integrated with a social media and business focus, for the purpose of professional visual communications. Our courses equip students with design, development, and business skills, leading successful graduates to careers in interactive, web, and graphic design, animation, and social media marketing.

## **MARC HESS**

*Chairperson and Associate Professor, Digital Media*

MS, New York University

MS, Pace University

BA, San Diego State University

Certifications: Macromedia Flash 5 Developer, Flash MX Designer, Dreamweaver MX Developer, CIW Foundations, CIW Site Designer, Autodesk 3ds Max 2012 Certified Associate

# Interactive Digital Media and Marketing

## Bachelor of Science Degree (BS) – (On-ground) HEGIS Code 1009.00

The B.S. in Interactive Digital Media and Marketing is designed to prepare and equip students in the entrepreneurial and strategic aspects of interactive digital and social media design, production and utilization for business. A unique combination of project-based studio and lecture courses integrate the creative design process with the production, roll-out, and business analytics of interactive digital and social media.

## Program Learning Outcomes

Graduates of the Bachelor's of Science program in Interactive Digital Media and Marketing should be able to:

- Identify the function and audience for specific interactive digital and social media products in marketing.
- Understand current, and anticipate future, marketing trends in the uses of interactive digital and social media.
- Produce professional digital media elements within visual communication solutions for presenting and analyzing information, messages, and ideas that enhance audience interest, interaction and comprehension.
- Perform within the design and development cycle of a collaborative business environment from needs assessment through conceptualization, design, production, testing, implementation and analysis.
- Identify and implement contemporary analytics tools to track and measure the effectiveness of digital and social media campaigns.
- Ascertain and employ effective communication strategies for social network.
- Demonstrate a thorough understanding of, and ability to successfully implement, search engine optimization (SEO) of digital content and sites.

Course No.	Digital Media Courses	Semester Credits
DMD101	Visual Storytelling**	3
DMD105	Digital Illustration	3
DMD107	Digital Imaging	3
DMD123	Digital FX & Motion Graphics	3
DMD150	Publishing Design & Layout	3
DMD160	Web Page Development I	3
DMD165	2D Web Animation	3
DMD175	Foundations of Interactive Design	3
DMD227	HTML 5 & JavaScript	3
DMD265	Project Management & Portfolio Development	3
DMD310	Interface Design & Usability	3
DMD320	Social Media for Marketing & Advertising	3
DMD/BUS420	Digital Marketing & Social Media Analytics	3
DMD410	Mobile Application Development	3
*DMD470	Digital Media Internship	3
DMD480	Senior Project Capstone	3
	<b>Total Digital Media Credits</b>	<b>48</b>

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
GEN147	College Mathematics	3
GEN157	Statistics	3
GEN191	Art History	3
GEN193	Studio Art/Drawing	3
GEN195	Spatial Design & Color Theory	3
GEN224	Professional Communications and Career Development	3
GEN241	Interpersonal & Group Dynamics	3
GEN250	Ethics and Professionalism	3
GEN330	Adult Development and Learning in the Workplace	3
GEN342	Writing for the Business Professions	3
GEN363	Conflict, Communication and Resolution	3
GEN370	Consumer Behavior & Culture	3
GEN421	Technical Business Communications	3
GEN431	Writing for the Internet	3
	<b>Total General Education Credits</b>	<b>54</b>

Students will also complete 3 General Education Elective courses in this program.

**General Education Electives**

General Education Electives (3) .....	9
<b>Total General Education Elective Credits .....</b>	<b>9</b>

**Required Business Courses**

<b>Course No.</b>	<b>Business Courses</b>	<b>Semester Credits</b>
BUS112	Principles of Marketing.....	3
BUS305	Marketing Management.....	3
BUS370	Project Management Essentials.....	3
<b>Total Business Credits .....</b>		<b>9</b>

<b>Course No.</b>	<b>Electives</b>	<b>Semester Credits</b>
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
BUS420	Advanced Finance.....	3
BUS346	Advanced Business Law .....	3
DMD113	Digital Video & Sound .....	3
DMD121	3D Modeling & Animation I.....	3
DMD131	Introduction to Game Design.....	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout (InDesign).....	3
DMD205	3D Modeling & Animation II.....	3
DMD225	Interactive Design & Development (Flash Scripting) .....	3
DMD230	Web Page Development II .....	3
DMD241	Game Design & Development II.....	3
DMD250	Graphic Design Projects .....	3
DMD301	Internship in Advanced Digital Media Studies.....	3
GEN115	Digital Literacy in the Workplace .....	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

<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>
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
GEN183	Macroeconomics.....	3
GEN290	Honor’s Empirical Research Methods and Project Design.....	3
GEN300	Digital Communications .....	3
GEN301	Internship: General Education .....	3
GEN305	Mathematical Concepts and Statistical Applications.....	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
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 BS internship will take this over two terms. This course is broken into two courses as listed below:

DMD470A	Preparation Workshop for Digital Media BS Internship
DMD470B	Digital Media BS Internship

\*\*DMD101 course satisfies the General Education requirement

[BS Interactive Digital Media & Marketing Federal Program Disclosure Information – Day Division](#)  
[BS Interactive Digital Media & Marketing Federal Program Disclosure Information – Adult Division](#)

## Interactive Digital Media & Marketing

### **Bachelor of Science, Interactive Digital Media and Marketing (Program Competencies)**

*(For Two Year Transfer Students)*

Students accepted as two year transfers into the Interactive Digital Media and Marketing BS program must have achieved the required competencies prior to graduation:

- English Composition I and II (or equivalent course)
- Oral Communications
- Introduction to Business Ventures
- Statistics
- Principles of Marketing

If a student is missing any one of the following courses, they must take the Transition Course, GEN300 Digital Communications:

- Digital Imagining
- Digital Illustration
- HTML 5 Javascript
- Web Page Development I

# Digital Media

## Associate in Applied Science Degree (AAS) – HEGIS Code 5199

The Digital Media program is designed to provide students with the skills to work as designers and developers in a diverse and evolving industry that includes graphic design, web design, animation, video and visual effects, and game design. The program utilizes the most current digital media technologies which enable students to create and enhance personal portfolios at the culmination of the degree, which will emphasize their strengths, skills, and potential. Credits can be transferred to the Digital Media Concentration bachelor's program.

## Program Learning Outcomes

Graduates of the Associate Digital Media program should be able to:

- Explain the historical perspective with respect to the creative fields and current digital media industries.
- Utilize pertinent digital media specific terminology and vocabulary.
- Implement current digital media tools to proficiently conceptualize and produce projects which synthesize creative, technical, and critical approaches.
- Utilize a foundation of design concepts and principles in an evolving digital communication field.
- Ability to combine client desires and project requirements to create dynamic, professional solutions.
- Produce a marketable portfolio exhibiting relevant design and production skills.

Course No.	Digital Media Courses	Semester Credits
DMD101	Visual Storytelling* .....	3
DMD105	Digital Illustration.....	3
DMD107	Digital Imaging.....	3
DMD175	Foundations of Interactive Design.....	3
DMD227	HTML 5 & JavaScript.....	3
DMD265	Project Management & Portfolio Development .....	3
<b>Total Digital Media Credits .....</b>		<b>18</b>

Course No.	Business Courses	Semester Credits
BUS103	Introduction to Business Ventures .....	3
BUS112	Principles of Marketing.....	3
<b>Total Business Credits .....</b>		<b>6</b>

General Education Elective	Semester Credits
General Education Elective (2) .....	6
<b>Total General Education Elective Credit.....</b>	<b>6</b>

Digital Media Electives	Semester Credits
Digital Media Electives (4) .....	12
<b>Total Digital Media Elective Credits.....</b>	<b>12</b>

Course No.	General Education/ Technology Courses	Semester Credits
ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN193	Studio Art/Drawing .....	3
GEN195	Spatial Design & Color Theory .....	3
GEN224	Professional Communications and Career Development .....	3
OFT122	Office Applications: Microsoft Word & Power Point or	
OFT127	Spreadsheet Applications (Excel).....	3
<b>Total General Education/Technology Credits .....</b>		<b>24</b>

*Electives: (4 required) Selection may be either from one of the recommended offerings or a combination of all courses listed below. Not all courses are offered in all divisions. Some electives are offered only on sufficient demand.*

Course No.	Offerings in Web & Interactive Design	Semester Credits
DMD160	Web Page Development I .....	3
DMD165	2D Web Animation .....	3
DMD230	Web Page Development II .....	3

Course No.	Offerings in Game Design:	Semester Credits
DMD165	2D Web Animation .....	3
DMD131	Introduction to Game Design.....	3
DMD141	Game Design and Development I .....	3
DMD241	Game Design and Development II .....	3

Course No.	Offerings in Animation & Video:	Semester Credits
DMD113	Digital Video & Sound .....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphic .....	3
DMD165	2D Web Animation .....	3

<b>Course No.</b>	<b>Offerings in Graphic Design:</b>	<b>Semester Credits</b>
DMD150	Publishing Design & Layout .....	3
DMD250	Graphic Design Projects .....	3
DMD160	Web Page Development I .....	3

<b>Course No.</b>	<b>General Education Electives</b>	<b>Semester Credits</b>
GEN115	Digital Literacy in the Workplace .....	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
GEN241	Interpersonal and Group Dynamics .....	3
GEN250	Ethics and Professionalism .....	3
GEN290	Honor's Empirical Research Methods and Project Design .....	3
GEN300	Digital Communications .....	3
GEN301	Internship: General Education .....	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
GEN370	Consumer Behavior and Culture .....	3

<b>Course No.</b>	<b>Computer Information Systems and Digital Media Electives</b>	<b>Semester Credits</b>
CIS267	Web Programming and Scripting .....	3
DMD205	3D Modeling & Animation II .....	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
DMD330	Publishing for the Web .....	3
DMD410	Mobile Application Development .....	3

**66 CREDITS REQUIRED FOR GRADUATION**

\*DMD101 course satisfies the General Education requirement

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

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

# Digital Media Specialist

## Certificate – HEGIS Code 5199

The Digital Media Specialist program is designed to provide students with the skills needed for career opportunities in a diverse and evolving industry that includes graphic design, web design, animation, video and visual effects, and game design. The program utilizes the most current digital media technologies which enable students to enhance their personal portfolios to emphasize their strengths, skills, and potential. Credits are transferable to the associate degree program, Digital Media.

Course No.		Semester Credits
DMD101	Visual Storytelling.....	3
BUS103	Introduction to Business Ventures.....	3
GEN125	English Composition I.....	3
GEN193	Studio Art/Drawing.....	3
DMD105	Digital Illustration.....	3
DMD107	Digital Imaging.....	3
DMD175	Foundations of Interactive Design.....	3
DMD227	HTML 5 & JavaScript.....	3
GEN129	Oral Communications.....	3
GEN127	English Composition II.....	3
GEN195	Spatial Design & Color Theory.....	3
BUS112	Principles of Marketing.....	3
<b>Total Credits.....</b>		<b>36</b>

Digital Media Electives	Semester Credits
Digital Media Electives (3).....	9
<b>Total Digital Media Elective Credits.....</b>	<b>9</b>

Elective	Semester Credits
Elective (1).....	3
<b>Total Elective Credits.....</b>	<b>3</b>

*Electives: (3 required) Three of the four must be in Digital Media (DMD) courses. Selection may be either from one of the recommended offerings or a combination of all courses listed below. Not all courses are offered in all divisions. Some electives are offered only on sufficient demand.*

Course No.	Offerings in Web & Interactive Design	Semester Credits
DMD160	Web Page Development I.....	3
DMD165	2D Web Animation.....	3
DMD225	Interactive Design & Development.....	3
DMD230	Web Page Development II.....	3

Course No.	Offerings in Game Design:	Semester Credits
DMD165	2D Web Animation.....	3
DMD131	Introduction to Game Design.....	3
DMD141	Game Design and Development I.....	3
DMD241	Game Design and Development II.....	3

Course No.	Offerings in Animation & Video:	Semester Credits
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital FX & Motion Graphic.....	3
DMD165	2D Web Animation.....	3

Course No.	Offerings in Graphic Design	Semester Credits
DMD150	Publishing Design & Layout.....	3
DMD250	Graphic Design Projects.....	3
DMD160	Web Page Development I.....	3

Course No.	Electives	Suggested Credits
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation.....	3
ACC229	Fraud and Forensics.....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management.....	3
BUS150	Business law.....	3
BUS203	Principles of Management.....	3
BUS216	Money and Banking.....	3
BUS230	Principles of Selling.....	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	
BUS274	Event Planning and Promotion.....	3
BUS277	Business Etiquette/Customer Service.....	3
CIS267	Web Programming and Scripting.....	3
GEN115	Digital Literacy in the Workplace.....	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

Course No.	Electives	Suggested Credits	Course No.	Electives (continued)	Suggested Credits
GEN171	American Political Institutions.....	3	NET215	Networking Essentials (Network+).....	3
GEN179	Global Political Systems.....	3	NET223	Network Infrastructure Implementation.....	3
GEN181	Microeconomics.....	3	NET242	Cloud Computing: A Practical Approach.....	3
GEN183	Macroeconomics.....	3	NET261	Cisco Switching Basics.....	3
GEN191	Art History.....	3	NET263	Cisco WAN Technologies.....	3
GEN224	Professional Communications and Career Development.....	3	NET281	Windows Exchange Server.....	3
GEN241	Interpersonal and Group Dynamics.....	3	NET283	Network Security.....	3
GEN250	Ethics and Professionalism.....	3	NET285	Wireless Technologies.....	3
GEN290	Honor's Empirical Research Methods and Project Design.....	3	NET305	Internship: Network Administration.....	3
GEN300	Digital Communications.....	3	OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
GEN301	Internship: General Education.....	3	OFT127	Spreadsheet Applications (Excel).....	3
DMD205	3D Modeling and Animation II.....	3	OFT233	Database Applications (Access).....	3
DMD301	Internship in Advanced Digital Media Studies.....	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			

**48 CREDITS REQUIRED FOR GRADUATION**

**Note:** Students who pursue a sequence of Game Design & Development are required to test out of a departmental Algebra exam. Any student who does not pass the test-out for College Algebra will be required to take the course as a non-digital media elective required to complete the degree.

[Certificate Digital Media Specialist Federal Program Disclosure Information – Day Division](#)  
[Certificate Digital Media Specialist Federal Program Disclosure Information – Adult Division](#)

# School of Information Technology

The School of Information Technology offers degrees that prepare graduates for a dynamic career in the diverse field of Information Technology (IT) as well as satisfy the industry's demand for IT professionals in the following areas: network technologies, administration, and service and support of systems and users.

Through practical application of classroom theory in lab environments, students majoring in the Computer Network Administration degree or Computer Networking Specialist certificate programs learn the technical skills and gain the theoretical knowledge necessary to understand current computer and network technologies and interpret emerging technologies while developing problem solving, critical thinking, communication and teamwork skills.

In addition, CW is one of 10,000 Cisco Networking Academies in 165 countries. The Cisco Networking Academy delivers a comprehensive, 21st century learning experience to help students develop the foundational information and communication technology (ICT) skills needed to design, build, and manage networks.

## **Grace Bonanno**

*Chairperson and Professor, Computer Networking*

Ph.D., Nova Southeastern University

MS, Iona College

BS, Pace University

Certifications: MCSE, CCNA, CCAI, Network+, MCSA, Security+

# Computer Network Administration

## Associate in Applied Science Degree (AAS) – Hegis Code 5199

The Computer Network Administration program provides students with a leading edge career education to succeed in today’s technical world. Students study administration, design, support and maintenance of local area and wide area networks through lecture and using Microsoft Windows operating systems and Cisco IOS.

The program includes additional non-technical courses to enhance the student’s career opportunities. Graduates of this program are qualified to seek positions in the computer networking field.

## Program Learning Outcomes

Graduates of the Associate Computer Network Administration program should be able to:

- Demonstrate hardware and software competencies through planning and building personal computers
- Install, configure, manage, and monitor networked environments
- Administer and maintain networks using routers and switches
- Establish logical business design goals by creating a physical design plan and applying Local Area and Wide Area Network (LAN/WAN) schemes to physical devices such as computers and network devices
- Define the concepts of and perform necessary tasks to ensure confidentiality, availability and integrity of network resources as they relate to information security.
- Apply critical thinking and problem-solving skills by analyzing and evaluating user, application, host and network environments to novel situations in network administration for various business environments

Course No.	Networking Courses	Semester Credits
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

Course No.	Networking Courses (continued)	Semester Credits
NET215	Networking Essentials (Network+).....	3
NET223	Network Infrastructure Implementation.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies.....	3
BUS103	Introduction to Business Ventures.....	3
<b>Total Networking Course Credits</b> .....		<b>36</b>

General Education Elective	Semester Credits
General Education Elective (1).....	3
<b>Total General Education Elective Credits</b> .....	<b>3</b>

Course No.	General Education/ Technology Courses	Semester Credits
ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN151	College Algebra.....	3
GEN224	Professional Communications and Career Development.....	3
GEN250	Ethics and Professionalism.....	3
OFT233	Database Applications (Access).....	3
<b>Total General Education/Technology Credits</b> .....		<b>24</b>

Course No.	Electives	Semester Credits
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation.....	3
ACC229	Fraud and Forensics.....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management.....	3
BUS150	Business Law.....	3
BUS203	Principles of Management.....	3
BUS216	Money and Banking.....	3
BUS230	Principles of Selling.....	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

<b>Course No.</b>	<b>Electives (continued)</b>	<b>Semester Credits</b>	<b>Course No.</b>	<b>General Education Electives</b>	<b>Semester Credits</b>
BUS405	The Service Industry: The Changing World of Business.....	3	GEN115	Digital Literacy in the Workplace.....	3
BUS410	Seminar: Critical issues in Business.....	3	GEN131	Critical Thinking.....	3
CIS310	Business Processes Analysis.....	3	GEN145	Scientific and Technological Literacy.....	3
DMD101	Visual Storytelling.....	3	GEN147	College Mathematics.....	3
DMD105	Digital Illustration.....	3	GEN157	Statistics.....	3
DMD107	Digital Imaging.....	3	GEN161	Psychology.....	3
DMD113	Digital Video & Sound.....	3	GEN167	Contemporary Social Issues.....	3
DMD121	3D Modeling & Animation I.....	3	GEN171	American Political Institutions.....	3
DMD123	Digital FX & Motion Graphics.....	3	GEN179	Global Political Systems.....	3
DMD131	Introduction to Game Design.....	3	GEN181	Microeconomics.....	3
DMD141	Game Design & Development I.....	3	GEN183	Macroeconomics.....	3
DMD150	Publishing Design & Layout.....	3	GEN191	Art History.....	3
DMD160	Web Page Development I.....	3	GEN193	Studio Art/Drawing.....	3
DMD165	2D Web Animation.....	3	GEN195	Spatial Design & Color Theory.....	3
DMD175	Foundations of Interactive Design.....	3	GEN241	Interpersonal and Group Dynamics.....	3
DMD205	3D Modeling & Animation II.....	3	GEN290	Honors Empirical Research Methods and Project Design.....	3
DMD225	Interactive Design & Development.....	3	GEN300	Digital Communications.....	3
DMD227	HTML 5 & JavaScript.....	3	GEN301	Internship: General Education.....	3
DMD230	Web Page Development II.....	3	GEN310	Environmental Science.....	3
DMD241	Game Design & Development II.....	3	GEN324	American Culture and the Media.....	3
DMD250	Graphic Design Projects.....	3	GEN330	Adult Development and Learning in the Workplace.....	3
DMD265	Project Management & Portfolio Development.....	3	GEN342	Writing for the Business Professions.....	3
DMD301	Internship in Advanced Digital Media Studies.....	3	GEN363	Conflict, Communication and Resolution.....	3
DMD300	Typography Essentials.....	3			
DMD310	Interface Design & Usability.....	3			
DMD320	Social Media for Marketing & Advertising.....	3			
MED103	Medical Terminology and Human Systems.....	3			
MED111	Healthcare Law and Ethics.....	3			
NET108	Computer Forensics.....	3			
NET242	Cloud Computing: A Practical Approach.....	3			
NET283	Network Security.....	3			
NET281	Windows Exchange Server.....	3			
NET285	Wireless Technologies.....	3			
NET305	Internship: Network Administration.....	3			
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3			
OFT127	Spreadsheet Applications (Excel).....	3			
OFT280	Microsoft Office Integration.....	3			

**66 CREDITS REQUIRED FOR GRADUATION**

[AAS Computer Network Administration Federal Program Disclosure Information – Day Division](#)  
[AAS Computer Network Administration Federal Program Disclosure Information – Adult Division](#)

# Computer Networking Specialist

## Certificate – Hegis Code 5199

The Computer Networking Specialist program provides a concentrated curriculum in Computer Network Administration. This program is suggested for students with previous computer knowledge. Students study administration, design, support and maintenance of local area and wide area networks through lecture and using Microsoft Windows operating systems and Cisco IOS. This program prepares students for career opportunities in the computer networking field. Credits are transferable to the associate degree program, Computer Network Administration.

Course No.		Semester Credits
NET111	PC Technology (A+).....	3
NET117	Operating System Technologies (A+).....	3
NET125	Cisco Networking Basics.....	3
NET143	Windows Client Administration.....	3
GEN151	College Algebra.....	3
NET151	Windows Server Administration.....	3
NET161	Cisco Routing Basics.....	3
GEN129	Oral Communications.....	3
NET223	Network Infrastructure Implementation.....	3
GEN224	Professional Communications and Career Development.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies.....	3
NET203	Active Directory Services.....	3
NET215	Networking Essentials (Network+).....	3
	<b>Total Credits</b> .....	<b>42</b>

Electives	Semester Credits
Electives (2)* .....	6
<b>Total Elective Credits*</b> .....	<b>6</b>

Course No.	Electives	Semester Credits
ACC107	Financial Accounting I.....	3
ACC108	Financial Accounting II.....	3
ACC206	Federal Income Taxation.....	3
ACC229	Fraud and Forensics.....	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS123	Human Resources Management.....	3

Course No.	Electives (continued)	Semester Credits
BUS203	Principles of Management.....	3
BUS216	Money and Banking.....	3
BUS230	Principles of Selling.....	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.....	3
DMD131	Introduction to Game Design.....	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout.....	3
DMD160	Web Page Development I.....	3
DMD165	2D Web Animation.....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II.....	3
DMD225	Interactive Design & Development.....	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
GEN115	Digital Literacy in the Workplace.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN131	Critical Thinking.....	3
GEN145	Scientific and Technological Literacy.....	3
GEN147	College Mathematics.....	3
GEN157	Statistics.....	3
GEN161	Psychology.....	3

Course No.	Electives (continued)	Semester Credits
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	Honors Empirical Research Methods and Project Design.....	3
GEN300	Digital Communications.....	3
GEN301	Internship: General Education.....	3
MED103	Medical Terminology and Human Systems..	3
MED111	Healthcare Law and Ethics.....	3
NET108	Computer Forensics.....	3
NET242	Cloud Computing: A Practical Approach.....	3
NET281	Windows Exchange Server.....	3

Course No.	Electives (continued)	Semester Credits
NET283	Network Security.....	3
NET285	Wireless Technologies.....	3
NET305	Internship: Network Administration.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Application (Excel).....	3
OFT233	Database Applications (Access).....	3

**48 CREDITS REQUIRED FOR GRADUATION**

*\*Students who have not previously passed 6 college credits of English Composition or passed the English Proficiency Tests are required to take English Composition I (GEN125) and English Composition II (GEN127) as electives.*

[Certificate Computer Networking Specialist Federal Program Disclosure Information – Day Division](#)  
[Certificate Computer Networking Specialist Federal Program Disclosure Information – Adult Division](#)

### Curricula Special Notes:

- Refer to Course descriptions for prerequisites. Prerequisites are the recommended sequencing order for courses, but these sequences are sometimes waived with permission of the chairperson or the dean.
- In most cases 100 level courses are taught in the First Academic Year while 200, 300 and 400 level courses are taught during the Second Academic Year.
- General Education courses required for a student's program are noted with a course code beginning with GEN. All other required courses in each program are considered part of the student's major area of concentration.
- Not all programs or courses are offered in all divisions. Some electives are offered only on sufficient demand. See course descriptions for details. For more detailed offerings, contact an admissions counselor (new) or student academic advisor (continuing students).

## Course Descriptions

In addition to the required number of credits for each program, please refer to page 24 for other graduation requirements. Please refer to page 12 for information regarding proficiency testing for advanced standing. All courses are offered with regular frequency in the academic year unless noted otherwise:

- **Note 1** Offered at least twice per academic year.
- **Note 2** Offered at least once per academic year.
- **Note 3** Offered only on sufficient demand.

### Note - External Professional Certification

The College of Westchester's academic programs help prepare graduates for careers in fields that do not require licensure or certification in New York State at this time. However students and graduates, on their own, may choose to pursue external professional certifications offered by industry associations, vendors and other organizations. Test preparation and required testing fees are the responsibility of the student. Completion of CW credits, courses or degrees is no assurance that students/graduates will pass any external certification exam.

## Academic Enrichment

### ACE106 Basics of Mathematics

**3 Institutional Credits**

This course is by placement only, and teaches math for everyday use. It is a process-oriented course that helps students with math concepts and calculations. Sample topics include decimals, percentages and fractions. This course must be successfully completed before progressing to the next level of mathematics. This course is graded as "Satisfactory" or "Unsatisfactory." If a student receives an "Unsatisfactory" grade, he/she must repeat the course.

### ACE108 Basics of Communications

**3 Institutional Credits**

This course is by placement only, and develops basic writing proficiency in standard written English by focusing on composing skills. Focus is placed on sentence structure, word usage, reading comprehension, listening and writing. This course must be taken in the first term. The course is graded on a "Satisfactory" or "Unsatisfactory" basis. This course must be successfully passed before progressing to English Composition I. If a student receives an "Unsatisfactory" grade, he/she must repeat the course.

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**ACE110 Transformative Learning**

**3 Credit Hours**

This course will introduce students to the value of change, personal growth and transformation. Students will engage in activities designed to stimulate reflective thinking, create a positive personal outlook and foster "behaviors of success."

Accounting

**ACC107 Financial Accounting I**

**3 Credit Hours**

Students taking Financial Accounting I will be involved in accounting theory and its applications. In addition, there will be an in-depth study of the nature of assets and liabilities such as: cash, receivables, short-term investments, inventories, plant & equipment, intangibles and the preparation of financial statements. During the semester, emphasis will be placed on journal entries, posting, preparation of month-end financial statements as well as closing and adjusting entries.

**ACC108 Financial Accounting II**

**3 Credit Hours**

Students continuing on to Financial Accounting II will be focusing more on the topics in corporate accounting such as: contributed capital, stock rights, convertible securities, retained earnings and earnings per share. The course will also focus on procedures for a merchandising business which includes: accounts receivables, notes and interest, types of inventory systems and inventory valuation, accounting for long-term assets and related depreciation methods. In addition, the course covers bond discounts and premiums, statement of cash flows, analysis of financial statements including comparative analysis and liquidity, profitability and leverage measurement.

*Prerequisite: ACC107 or permission to waive*

**ACC131 Computerized Accounting I**

**3 Credit Hours**

This course will enable students to apply their knowledge of accounting utilizing computer software. Students will use Sage50, QuickBooks and other software to perform general ledger, accounts receivable, accounts payable, inventory, job costs and payroll functions. In addition, students will complete an accounting practice set using the computer software for the purpose of an "on the job" simulation.

*Prerequisite: ACC108 or permission to waive*

**ACC206 Federal Income Taxation**

**3 Credit Hours**

This course briefly reviews the history of taxation, tax legislation and research and covers the Internal Revenue Code and Regulations. Methods and forms required to complete tax returns are carefully examined and completed.

*Prerequisite: ACC107 or permission to waive*

**ACC211 Intermediate Accounting I**

**3 Credit Hours**

This course presents an introduction to the basic concepts and principles of financial accounting and an in-depth analysis of the basic elements in accounting. Included are cash and investments, receivables, inventory and related financial statements, general valuation procedures, inventory estimating procedures and an overview of the accounting processes through problem solving.

*Prerequisite: ACC108 or permission to waive*

**ACC220 Practical Applications in Accounting**

**3 Credit Hours**

This course will be taught with a hands-on approach. Students will learn to apply the concepts learned in Financial Accounting I through exercises based on typical applications and forms used in business and industry. Students will acquire, through simulated practice sets, the skills that will be needed in a real world work environment. Topics emphasized will be payroll applications, inventory, depreciation valuations, adjusting and closing entries.

*Prerequisite: ACC108 or permission to waive*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**ACC221 Cost Accounting 3 Credit Hours**

This course is a study of the principles of cost accounting by elements: material, labor and overhead. Applications to modern manufacturing plants and other types of business enterprises are presented.

*Prerequisite: ACC108 or permission to waive*

**ACC229 Fraud and Forensics 3 Credit Hours**

This course examines the nature and many types of fraudulent business and accounting activities prevalent in today's technologically advanced world. The course uses real life cases and business examples to teach students how to identify, detect, investigate and prevent fraud. (See Note 3)

**ACC230 Not for Profit Accounting 3 Credit Hours**

This course examines the basics of not-for-profit accounting which includes: basic financial statements of a not for profit organization; contributions; investments and financial instruments; joint costs and indirect cost allocation. The course will also examine the financial health of not for profit organizations and current developments.

*Prerequisite: ACC107 or permission to waive (See Note 3)*

**ACC301 Internship: Accounting 3 Credit Hours**

The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.

*Prerequisites: GPA 2.5 or higher, prior approval by the Department Chairperson is required before registration.*

**ACC311 Intermediate Accounting II 3 Credit Hours**

This course is an advanced course which presents a detailed analysis with respect to fixed assets, liabilities and retained earnings. Also covered are retirement of fixed assets and related depreciation, valuation of capital stock, and accounting for bonds and investments. This course integrates and provides an emphasis on current financial topics and their application.

*Prerequisite: ACC211 or permission to waive (See Note 2)*

**ACC320 Accounting For Managers 3 Credit Hours**

This course provides exposure to topics which include standard cost systems, budgeting, cost volume profit relationships and breakeven analysis. Spreadsheet and quantitative methods are utilized in class to analyze simulated real life business situations applied to modern manufacturing plants and other types of business enterprises.

*Prerequisite: ACC107 or permission to waive*

**ACC325 Advanced Accounting 3 Credit Hours**

This course covers accounting and reporting for business combinations, mergers, consolidated financial statements, foreign currency transactions, and equity method of reporting investments, intercompany transactions and translation of financial statements. Fund and selected governmental accounting topics will also be covered.

*Prerequisite: ACC211 or permission to waive (See Note 3)*

**ACC330 Financial Statement Analysis 3 Credit Hours**

This course advances the student's ability to effectively analyze a set of financial statements. The student will learn how to integrate key elements, such as economic characteristics and current conditions of a firm's businesses, in order to evaluate the profitability and risk of a company.

*Prerequisite: ACC211 or permission to waive*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**ACC335      Advanced Federal Income Taxation      3 Credit Hours**

Federal income taxation principles and concepts pertaining to partnerships, corporations, trusts and estates are introduced, examined and applied. Also discussed are transactions related to distributions, dividends, redemptions, liquidations, and reorganizations. Internal Revenue Code, rulings, regulations and research techniques are reviewed and applied. Advanced applications pertaining to individuals regarding tax planning and preparation are also examined. Students will complete simulated case projects.

*Prerequisite: ACC206 or permission to waive*

**ACC345      Advanced Cost Accounting      3 Credit Hours**

This course will help students gain a grasp of cost accounting systems that enable management to plan and track production costs in the manufacturing process. Included in the review of costs will be materials, labor and factory overhead. Cost accounting systems will include process costing, standard costing and cost analysis.

*Prerequisite: ACC221*

**ACC347      Accounting Information Systems      3 Credit Hours**

The course provides a comprehensive presentation of the fundamentals of data organization, classification, control, and reporting. Various accounting systems will be analyzed with an emphasis on database management and systems analysis, creation, and control.

*Prerequisite: ACC311*

**ACC350      Accounting Ethics and Professional Responsibility      3 Credit Hours**

This course examines the background and nature of the “new” era of corporate and professional accountability and governance. Readings and cases examine the behavior and interaction of directors, executives and accountants. Important legislation which has impacted the practice of accounting and the current business environment will be discussed and critiqued in order to expose students to moral and ethical decision making. The “new” code of conduct (as provided by the PCAOB, SEC, AICPA, SOX and ethical decision models) should have appropriate values and ethical reasoning integrated throughout the course material.

*Prerequisites: ACC211 and Junior Status*

**ACC405      Accounting Theory and Problems      3 Credit Hours**

This is an advanced course with an in-depth study of accounting theory and the practice of accounting. Underlying concepts found in Generally Accepted Accounting Principles, Financial Accounting Standards Board pronouncements and International Reporting Financial Standards are reviewed, discussed and evaluated. Other topics relevant to the practice of accounting are also discussed.

*Prerequisite: ACC311 or permission to waive (See Note 3)*

**ACC415      Auditing      3 Credit Hours**

Standards, procedures and techniques used by certified public accountants in the examination of financial statements will be introduced, reviewed and applied. The nature and use of internal control procedures and methods of gathering audit evidence will be emphasized. The auditor’s report will be reviewed and discussed with a focus on form and content. Ethical and legal considerations will also be emphasized. Students will complete a comprehensive case study.

*Prerequisite: ACC311 or permission to waive*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**ACC470 BBA Accounting Internship**

**3 Credit Hours**

THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY

The Internship is a capstone course involving the culmination project in the Accounting BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement.

*Prerequisites: Completion of 42 of the 54 credits required in the BBA program and a minimum GPA of 2.0. The Internship course must be taken in the final semester of a student's BBA program.*

**ACC470A Preparation Workshop for BBA Accounting Internship**

**Non Credit**

THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY

This course is a non-credit workshop which occurs in the term prior to the BBA Accounting Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the ACC470B – BBA Accounting Internship.

*Prerequisites: Junior status and enrollment in penultimate term of BBA Accounting program.*

**ACC470B BBA Accounting Internship**

**3 Credit Hours**

THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY

This course is a continuation of ACC470A. The Internship is the capstone course for the BBA in Accounting. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using their skill set.

*Prerequisites: ACC470A and completion of 42 of the 54 credits required in the BBA program and a GPA of at least 2.0.*

## Business Administration

**BUS103 Introduction to Business Ventures**

**3 Credit Hours**

This course allows students to explore a variety of industries of interest to them. The structure of the organizations, competitive activity, consumer attitudes as well as the job functions needed to make each successful will be examined. Students will engage in group discussions regarding the importance of the industry to the consumer and the economy. Students will complete this introductory course with a broad knowledge that can be streamlined to a specific industry in courses that follow.

**BUS112 Principles of Marketing**

**3 Credit Hours**

This course surveys the general nature of marketing concepts, process, organization and buyer behavior. It also examines the basic decision areas of product, distribution, promotion, pricing and society's interaction with the dynamics of marketing.

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**BUS123 Human Resources Management**

**3 Credit Hours**

Provides the foundation for the contemporary theory and practices relating to the management of people through a behavioral approach. Major attention is devoted to the process of personnel procurement, development and maintenance of human resources. This includes sound practices in selection, training, motivation and compensation of employees. (See Note 1)

**BUS150 Business Law**

**3 Credit Hours**

Courts, court procedures, torts and crimes introduce the basic study of law as a foundation for the more extensive study of contracts, their nature, requirements and regulations under the Uniform Commercial Code. Sales contracts are covered with thorough attention to transfer of title and risk of loss.

**BUS203 Principles of Management**

**3 Credit Hours**

A thorough study of the most modern management methods. Analyzes the areas of organizing, planning, staffing, directing and controlling the organization. Examines the relationship of individuals in line and staff positions and the nature and interaction of the activities.

**BUS216 Money and Banking**

**3 Credit Hours**

This course examines the historical aspects of the banking system and the important role of the Federal Reserve System. Through a study of the internal operations and regulations of banking institutions, the student will gain knowledge of the effects of banking on the economy. Topics to be discussed are the functions of savings banks, commercial banks, investment companies, credit agencies and foreign currency. (See Note 3)

**BUS230 Principles of Selling**

**3 Credit Hours**

A practical approach to learning the basic phases of the sales process necessary to become a successful sales-person and employee: approach, demonstration, sales resistance, closing, selling through suggestion, product knowledge and analysis. The course relates the importance of communication to successful living and employment through development of poise, demeanor, style of dress, sales ethics, influencing people, behavior patterns, buying and motives.

**BUS245 Personal Finance**

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.

**BUS253 Entertainment, Music & Sports Marketing**

**3 Credit Hours**

The elements of product, price, promotion and place are applied to the EMS offerings. Students will examine teams, groups and individuals to understand what sells and what doesn't. This course will require students to develop a marketing plan for a field of their choice, focusing on product mix, new product development and concepts as well as consumer attitudes. Students will explore bringing products and services to market and where possible actually do so. (See Note 2)

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**BUS255 Entertainment, Music & Sports Management 3 Credit Hours**

Management and issues related to this industry are examined. Emphasis is placed on the application of management principles. Realistic examples and case studies are utilized to examine various aspects of management. Students will work to examine decisions that were made in real examples and develop decisions in hypothetical ones. *(See Note 2)*

**BUS261 Front Office Operations & Reservations Systems 3 Credit Hours**

Students will study various activities that are the responsibility of the front office. Focus will be on guestroom availability, reservation processing, guest registration, night audit, check-out procedures and the importance of technology and the Internet for optimum operation of the business. The impact this office has in conjunction with all other departments in the organization that are needed to operate a successful establishment are reviewed. *(See Note 2)*

**BUS263 Hotel/Resort Strategic Marketing 3 Credit Hours**

The elements of product, price, promotion and place are applied to the Hotel/Resort offerings. Students will examine a variety of popular hotels and resorts to understand who they appeal to and why. This course will require students to develop a marketing plan focusing on product mix, new product development and concepts as well as consumer likes and dislikes. The importance of diversity, pricing and consumer needs is examined. *(See Note 2)*

**BUS271 Visual Merchandising & Retailing 3 Credit Hours**

The importance of store image, color and composition, types of displays and fixtures to the consumer. Displays, graphics, lighting and the logic behind floor plans are critical components to a course which allows students to learn and apply their creativity to a store design of their own. *(See Note 2)*

**BUS273 Merchandise Planning, Control & Buying 3 Credit Hours**

The principles that govern the movement of merchandise, what sells and what doesn't are covered in this course. Students will study successful and not so successful products as determined by consumer response, in conjunction with why they were so. Buying decisions, strategies, costs, product margins and profit/loss statements are examined. Evaluation of business opportunities and risk management in conjunction with industry best practices are studied across a variety of well-known stores. *(See Note 2)*

**BUS275 Event Planning & Promotion 3 Credit Hours**

Methods and techniques utilized in planning, organizing, promoting and delivering major events are explored. Students will first examine various aspects of the Business Venture of their choice covering issues ranging from setting objectives and goals, to communication and ultimately management and delivery of the plan. They will complete a term project which will be designed to develop an event either for the college or an external function taking full responsibility for its overall development, communications, forecasting sales, setting up operations, selling tickets and delivering their event to the consumer. Customer service satisfaction and issues will be addressed. *(See Note 2)*

**BUS277 Business Etiquette/Customer Service 3 Credit Hours**

The way you handle yourself in a business and social environment can reveal a lot about you, and your position within an organization. From meetings with the boss to meetings with clients and customers, knowing the right things to do and say can make a tremendous difference in helping you reach your goals. Students will understand: Why etiquette is important, proper manners for meeting and greeting others, basic office equipment etiquette, professional presence (what to wear and not to wear), the basics of how to act in both business and social situations, dealing with customers so that objectives are achieved, careers expand and sales grow. *(See Note 2)*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**BUS280 Business Applications and Leadership**

**3 Credit Hours**

This course requires students to start and manage a small business. Topics will include: why people start small businesses, rewards it brings, structure and necessity of a business plan including financing a small business venture. Also covered are development of an organization chart and ways of effectively hiring and managing employees in a small business context. Lecture, independent research, e-mail, online discussion and conference room meetings will be used to provide the student with a well-rounded vision of the small business environment.

*Prerequisites: BUS203, BUS112, BUS230, or permission to waive*

**BUS301 Internship: Business Administration**

**3 Credit Hours**

The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.

*Prerequisite: Prior approval by the Department Chairperson is required before registration.*

**BUS305 Marketing Management**

**3 Credit Hours**

This course will introduce the student to the concepts and skills needed in planning, organizing, operating and controlling a business firm's total marketing program. Emphasis is placed on considerations necessary for sound marketing management decisions in product development, pricing, demand creation and channel activities of the firm. A global perspective will be introduced to provide an understanding of the effects and opportunities of an interconnected, international marketplace. Experiential exercises and case studies are employed to provide students with the opportunity to develop skills in the evaluation, diagnosis and formulation of marketing strategies and tactics.

*Prerequisites: Junior level status and BUS112*

**BUS314 Principles of Finance**

**3 Credit Hours**

This course examines the fundamental financial problems of business. The student becomes acquainted with financial organization and operation. Current and long-term requirements for capital and analysis of capital structure including planning and control, budgeting and forecasting are examined.

*Prerequisite: ACC107 or permission to waive*

**BUS320 Operations Management**

**3 Credit Hours**

This course will familiarize the student with the problems encountered by the operating management of a business enterprise and the methods used to analyze and solve these problems. Topics include forecasting, productivity, quality management, inventory management, capacity planning, scheduling, production planning, and project management, and the introduction of basic problem solving and project management tools.

Note: This course must be taken during 2nd Semester

*Prerequisites: Junior level status and BUS103, GEN305 and OFT115 or DMD101 or NET111*

**BUS325 Management Applications & Theory**

**3 Credit Hours**

This course will provide the framework for understanding concepts and theories related to management across a variety of business sectors including for-profit, not-for-profit, and government-operated organizations. Students will learn how institutions are organized and governed, the role of various employee classes, and the management systems designed for their efficient and effective operation.

*Prerequisites: Junior level status or permission of the Department Chairperson*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**BUS338 Intermediate Finance 3 Credit Hours**

This course examines the fundamentals of treasury management. The student becomes acquainted with cash flow management, and short-term investment.

*Prerequisites: Junior Level Status with BUS 314, ACC107, and familiarity with Library databases*

**BUS346 Advanced Business Law 3 Credit Hours**

Real Estate Contracts, Closing Documents, Agency, Partnership and Corporation formation, Zoning and Planning and Trial tactics will be covered.

*Prerequisites: BUS150 and Junior level status*

**BUS370 Project Management Essentials 3 Credit Hours**

The emphasis of this course is on the core competencies of Project Management as defined by PMI (Project Management Institute) and set forth in the Guide to the Project Management Body of Knowledge (PMBOK). Upon introducing the foundational elements of project management, students will gain experience by applying these elements to projects and employing them during the course of a logical project life cycle.

Note: Recommended that this course be taken during 3rd Semester

*Prerequisite: Junior level status*

**BUS405 The Service Industry: The Changing World of Business 3 Credit Hours**

The most significant gains in business management in the 21st century have been in the service industry. Banking, business services, consulting, education, franchising, government, healthcare/hospitals, insurance, leisure industry/hotels, news media, personal services, real estate, restaurants, retail, social services, tourism, and waste disposal are just a few examples of "service industries." This seminar course explores the characteristics of a service economy, its origins, and its impact on economic development nationally and globally. Dominant service sector businesses and their strategies for success are examined along with relevant service-delivery theories and approaches.

*Prerequisite: Junior Level Status*

**BUS410 Seminar: Critical Issues in Business 3 Credit Hours**

This seminar course covers the strategic analysis of major newsworthy events affecting the national and global business environment. The goal of this course is to enable students to develop an awareness of how valuable being "in the know" about current events is integral to business performance and employee productivity. Student participation includes the selection, strategic analysis, and discussion of a current major topic. Relevant and reputable business periodicals and journals will be examined. Students will conduct research and engage in discussion about important current issues that affect business.

Note: Recommended to take during 4th Semester, but not before 3rd Semester

*Prerequisite: Junior Level Status*

**BUS420 Advanced Finance 3 Credit Hours**

This course examines the fundamentals of investment analysis and portfolio management. The student becomes acquainted with investment concepts, global capital markets, the functioning of securities markets, security market indicators, information sources for securities, and portfolio management theories, as well as capital market theory, analysis and valuation of securities, and bond fundamentals and valuations. Rigorous financial report reading for both markets and corporations are included. The Capital Asset Pricing Model, international diversification, and basic derivatives such as puts, calls, limited commodity futures and financial futures will be discussed and analyzed.

*Prerequisites: Junior level status with ACC107 and BUS314 or BUS338 (See Note 3)*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**BUS440 Applied Project Management Concepts**

**3 Credit Hours**

This course will reinforce the concepts learned in Project Management Essentials and apply those lessons by using a project case study and Microsoft Project 2007. Students will learn how to create and maintain a project schedule and apply the principles of project management throughout the course in sample projects from the text and in a case study that each student will use to create his/her own project schedule using Microsoft Project.

**Note:** Recommended to take during 3rd Semester

*Co-prerequisites: Junior level status and BUS370*

**BUS470 BBA Internship**

**3 Credit Hours**

THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY

The Internship is a capstone course involving the culmination project in the Business Administration BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement. *Prerequisites: BUS370, BUS440 and a minimum GPA of 2.0. The Internship course must be taken in the final semester of a student's BBA program.*

**BUS470A Preparation Workshop for BBA Internship**

**Non Credit**

THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY

This course is a non-credit workshop which occurs in the term prior to the BBA Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the BUS470B - BBA Internship *Prerequisites: Junior status and enrollment in penultimate term of BBA program.*

**BUS470B BBA Internship**

**3 Credit Hours**

THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY

This course is a continuation of BUS470A. The Internship is the capstone course for the BBA in Business Administration degree. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using the project management skill set.

*Prerequisites: BUS370, BUS440, and BUS470A*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**BUS480 Business Administration Capstone Course**

**3 Credit Hours**

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.

**Note:** Fulfills capstone requirement for Online students and Adult students or with permission of Department Chairperson.

*Prerequisites: BUS370 Project Management Essentials & BUS440 Applied Project Management*

## Computer Information Systems

**CIS267 Web Programming & Scripting**

**3 Credit Hours**

This course is designed to provide students with an introduction to programming web-based applications using PHP and MySQL. These applications process data submitted from Web forms and access back-end databases to dynamically generate Web pages. PHP, which stands for "PHP: Hypertext Preprocessor" is a widely-used, general-purpose scripting language that is especially suited for Web development and can be embedded into HTML. Students will learn how to design, code and implement dynamic web sites. This course will move the student from an understanding of HTML to the development of powerful web applications that can be deployed over the Internet.

*Prerequisites: DMD175, DMD160, or permission to waive (See Note 3)*

**CIS310 Business Processes Analysis**

**3 Credit Hours**

This course builds on the concepts and theories of Computer Systems Analysis and includes a blending of traditional methods and current trends in system development with an emphasis on project management. Through numerous case studies, students will learn about output and user interface design, data design, systems architecture and implementation, and systems operation, support and security.

*Prerequisites: An earned Associate degree or demonstrated proficiency in writing and third semester standing and OFT115 or DMD101 or NET111.*

## Digital Media

**DMD101 Visual Storytelling**

**3 Credit Hours**

This course is an introduction to digital media concepts and includes discussions of digital media design and development. The course will review current and emerging trends in digital media technologies, career opportunities, and resources. Students will be exposed to a variety of different media applications used in the industry, while learning the value of telling a story through studying design and storytelling in both principle and practice. Various media will be used to render stories from concept to completion, including photography, illustration, computer graphics, storyboarding, and collage.

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**DMD105 Digital Illustration**

**3 Credit Hours**

This course combines concepts and practical skills in the field of illustration. Students will examine principles of design, contrast and color control, layer design and masks. Students will plan, execute and layout professional level projects using a full range of digital technology.

**DMD107 Digital Imaging**

**3 Credit Hours**

This course combines concepts and practical skills in the field of digital imaging. Students will explore photo manipulation techniques, color layout and design for web pages, interface design and printed media. Students will plan, execute and layout professional level projects using a full range of digital technology.

**DMD113 Digital Video & Sound**

**3 Credit Hours**

This course will cover digital video editing and basic digital sound editing. Graphic manipulation, masking, and sequencing will be covered. Special effects such as filters, transparency keys and tweening will also be covered. Students will storyboard, edit and develop project management skills through the production process.

**DMD121 3D Modeling & Animation I**

**3 Credit Hours**

This course focuses on basic modeling and animation techniques. Students will build on the skills that they have acquired from the prerequisite courses by using their knowledge to create 3D artwork. Students will learn fundamentals of modeling, animation, shading and rendering by manipulating vector objects through space and using lighting effects and surface textures. Students will work individually with current 3D modeling and animation software to create technically and artistically accomplished animations to add to their portfolio.

*Prerequisite: DMD105 or DMD107 or permission to waive (See Note 2)*

**DMD123 Digital FX & Motion Graphics**

**3 Credit Hours**

After Effects is the desktop standard for compositing and creating 2D/3D animation and stunning special effects for film, video, digital media and the Web. Students will create motion graphics in a timeline environment and blend together video, still imagery, audio, text, and time based effects. Some of the topics to be discussed include digital compression, output formats, color correction and manipulation, title design, key framing, masks, layers and mattes.

*Prerequisite: DMD105 or DMD107 or DMD113 or permission to waive*

**DMD131 Introduction to Game Design**

**3 Credit Hours**

This course will introduce the student to basic game theory, including game play and strategy. The historical development of the video game industry will be examined, as well as the overall processes involved in developing a video game through the study and development of analog games; including concept development, documentation and play-testing.

*Prerequisite: DMD101 or permission to waive (See Note 2)*

**DMD141 Game Design & Development I**

**3 Credit Hours**

Having successfully completed the prerequisites, students will work towards applying their paper concept to the computer in producing a stand-alone game prototype that demonstrates the principles of game design acquired in preceding courses. Working as individuals and/or in groups, students will storyboard, create and manage game assets, and script the interactive elements in preparation to complete a basic working prototype.

*Prerequisites: DMD131 and DMD165 and a departmental Algebra exam. Competency or permission to waive.*

*May be taken concurrently with DMD165. (See Note 2)*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**DMD150 Publishing Design & Layout**

**3 Credit Hours**

This course concentrates on graphic design process, research and concept development. Typography, layout, design quality, and construction for the commercial market will be covered. Topics include page layout, fundamentals of type, importing, creating graphics, fonts, color, styles, generating and placing text, and object linking and embedding.  
*(See Note 2)*

**DMD160 Web Page Development I**

**3 Credit Hours**

This course will concentrate on both Dreamweaver and the hypertext markup language, HTML. Students will learn to incorporate images and format text in a desirable, aesthetic fashion. Students will also learn design concepts such as creating form elements, building lists and hot links, and using CSS (Cascading Style Sheets) for styling and layout. This course will stress the proper use of design techniques and tactics learned in prerequisite courses to formulate exciting, cohesive websites designed to be both user friendly and attractive.  
*Prerequisite: DMD105 or DMD107 or permission to waive*

**DMD165 2D Web Animation**

**3 Credit Hours**

Students will use industry-standard software to create 2-dimensional vector animations for use on the web, broadcast and other digital media applications. The basic principles of animation and UI/UX design will be incorporated for application and use in the digital media fields.  
*Prerequisite: DMD105 or DMD107 or permission to waive*

**DMD175 Foundations of Interactive Design**

**3 Credit Hours**

This course is an introduction to the software engineering design process which is to identify the problem, research the problem, develop possible solutions, select the best possible solution(s), code prototypes and/or models, test and evaluate, communicate the solutions, and redesign. Students will develop these basic skills through the use of a graphical programming language, allowing them to build a foundation and understanding of this process before moving on to the syntax and semantics of a particular high-level programming language in future courses. Developed at M.I.T., Scratch takes advantage of advances in computing power and interface design to make programming more engaging and accessible for those who are learning to program.

**DMD205 3D Modeling & Animation II**

**3 Credit Hours**

This course will expand on the 3-dimensional modeling and animation techniques covered in the prerequisite. Using professional 3D software, students will also have the opportunity to further develop their skills with modeling, animation materials, textures, and lighting, while gaining an introduction to particle systems.  
*Prerequisite: DMD121 or permission to waive (See Note 3)*

**DMD225 Interactive Design & Development**

**3 Credit Hours**

This course will bring the student further into the dynamic capabilities of Flash, and focus on special issues for designers, animators, and programmers creating various projects, including web design and production, animation, and games. Topics will explore a wide range of essential digital media elements involving sound, animation, special effects, and interactivity, which include movie clips, layers and levels, properties, variables, methods, and functions.  
*Prerequisite: DMD165 or permission to waive (See Note 2)*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**DMD227 HTML 5 & JavaScript**

**3 Credit Hours**

HTML5 is the newest major revision of the HTML web language standard, offering flexibility, ease-of-coding, and powerful new features. This course covers using HTML (Hypertext Markup Language) and JavaScript to produce powerful interactive Web content. JavaScript is an essential language for some of the features of HTML5, and students will learn the basic use of JavaScript, JQuery and the new HTML5 JavaScript APIs. This course may also touch on CSS3 (Cascading Style Sheets), which offers more sophisticated properties and elegant solutions for styling and animating elements.

*Prerequisite: DMD175 or permission to waive*

**DMD230 Web Page Development II**

**3 Credit Hours**

This course will build on the skills learned through the prerequisite while covering some of the advanced features of Dreamweaver. Topics will focus on defining behaviors, editing graphics in Fireworks, creating templates, developing libraries, defining and utilizing plug-ins and exploring the use of back-end databases.

*Prerequisite: DMD160 or permission to waive (See Note 3)*

**DMD241 Game Design & Development II**

**3 Credit Hours**

As a continuation of the prerequisite, students will further learn development techniques and scripting concepts to enable successful completion of a stand-alone game prototype that was designed in preceding courses.

*Prerequisite: DMD141 or permission to waive (See Note 2)*

**DMD250 Graphic Design Projects**

**3 Credit Hours**

This course will cover basic and intermediate concepts and practices of graphic design. The topics covered will include image and page composition, layout, text, and color theory. Projects will include ad design, corporate identity, newsletter/paper and magazine layout.

*Prerequisites: DMD105, DMD107, and DMD150 or permission to waive (See Note 3)*

**DMD265 Project Management & Portfolio Development**

**3 Credit Hours**

This course will focus on the design and development of a final digital media portfolio project. It will include coverage of project management skills, digital media design, development and delivery. Students will use their project management skills, interactive design concepts and workflow strategies to produce their final portfolio. Students will brainstorm, storyboard, outline, and collect created artwork for the development of their personal portfolio, which will demonstrate all of their acquired skills as well as quality, relevance and successful completion of their major.

*Prerequisite: Approval of Department Chairperson*

**DMD300 Typography Essentials**

**3 Credit Hours**

Typography is an essential aspect of all digital media fields including, but not limited to graphic design, animation, and game design. Students will explore typographic structures, terminology and various methods for using type as a tool for visual communication. Grid-based design and the fundamentals of layout will be examined through hands-on projects. Students will plan, execute and layout professional level projects using a full range of both digital technology and traditional media

*Prerequisites: Junior level standing and for non DM majors, approval from DM Department Chairperson.*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**DMD301 Internship in Advanced Digital Media Studies**

**3 Credit Hours**

The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.

*Prerequisite: Prior approval by the Department Chairperson is required before registration.*

**DMD310 Interface Design & Usability**

**3 Credit Hours**

The course will cover user interface design principles, task and user analysis, interface design methods, user interface evaluation and usability testing. The course offers strategies to design which bridge the gap between functionality and usability and introduces students to some of the unique challenges of designing within the realm of a digital, interactive medium. The course examines ways in which the features and functions of a product get translated into something people find usable, useful, and desirable.

*Prerequisites: Junior level standing and for non DM majors, approval from DM Department Chairperson.*

**DMD320 Social Media for Marketing & Advertising**

**3 Credit Hours**

This course explores the use of digital media to research, strategize, plan, design, critique and present online marketing materials through social media outlets for a variety of industries, businesses, products, services, and target markets. Students will learn the key industry tools and how to integrate their visual communication skills with social media channels to develop their own product promotions and to solve specific problems. The course will emphasize the fields of visual hierarchy, typography, gestalt principles, and color theory. Specific areas of focus will include: researching competitor markets; developing creativity and brainstorming ideas; defining a company's brand; developing a marketing message; defining target market demographics; color psychology, meaning and symbolism; designing and creating marketing presentations; and critiquing in both individual and group settings.

*Prerequisites: Junior level standing and for non DM majors, approval from DM Department Chairperson.*

**DMD330 Publishing for the Web**

**3 Credit Hours**

Students will examine the production, design and theory of online magazines, documents, Wikis and blogging. Student will use tools, such as WordPress to develop an online magazine or blog of their own concept and philosophy. These sites will include research, advertising, copy and photographs all compiled by the students.

*Prerequisites: DMD300 and DMD310*

**DMD340 Broadcast & Corporate Design**

**3 Credit Hours**

This course introduces students to the fundamentals of audio and video podcasting with an emphasis on how to design an effective series both as entertainment and for educational purposes. Students will learn the complete process of planning, recording, editing, enhancing and syndicating materials with standard podcasting tools such as iTunes, Fruit Loops, Premiere Pro, Final Cut Pro, and Sound Booth. Students will be given a brief history of podcasts and explore the potentials of podcasts as a tool in contemporary society. Students will create an original podcast from the outline through to the realization of a produced podcast including strategizing, writing, filming, editing, uploading and promoting the podcast.

*Prerequisites: DMD300 and DMD310*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**DMD350 Interactive Design for Visual Communications**

**3 Credit Hours**

This course explores the use of digital media to create compelling interactive experiences. Students will further their graphic design skills through the transformation of ideas into projects that take advantage of the capabilities of current industry software technologies. Students will research emerging trends in the digital media field and explore how these new interactive technologies can be utilized to create engaging communications with consumers. Areas of focus include page design, creating a consistent design throughout a multi-page document, managing interactive elements, and optimizing images and video for interactive presentations. Students will critique their work in both individual and group settings.

*Prerequisites: DMD300 and DMD310*

**DMD380 3D Modeling & Animation III**

**3 Credit Hours**

This advanced class will focus on learning character rigging, and character animation, as well as dynamics and particle effects. This class teaches the use of bones and rigging, along with dynamics and particle system to allow students to simulate realistic effects, as well as create those that are extraordinary.

*Prerequisite: DMD205*

**DMD410 Mobile Application Development**

**3 Credit Hours**

This course covers how to develop applications for mobile platforms. The course will enable students to conceptualize, design, build, and implement engaging mobile applications. Students will build on the skills that they have acquired from the prerequisite courses by using their knowledge of interactive design and development, as well as interface design and usability. Differences between mobile and desktop computing will be investigated, sample mobile apps will be dissected, and tool suites for the development of mobile software will be covered.

*Prerequisites: DMD227 and DMD310*

**BUS420/DMD420 Digital Marketing and Social Media Analytics**

**3 Credit Hours**

This course will provide students with a detailed perspective and practical experience on digital marketing and social media analytics as used in the contemporary business setting. Topics covered include search engine optimization, search engine marketing, social network marketing, social network targeting, social media analytics, predictive analytics, user-generated content management and marketing, mobile advertising and commerce, CRM strategy along with the concepts of different earned versus paid media, predictive modeling for ad targeting and customer relationship management, measuring and managing product virality, viral product design, native advertising, and engaging the multichannel experience.

*Prerequisites: DMD320 Social Media Marketing and Advertising; GEN157 Statistics; Principles of Marketing, BUS112*

**DMD470 Digital Media Internship**

**3 Credit Hours**

The Internship is a capstone course involving the culmination project in the Digital Media BS program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement. This internship is an opportunity for the student to gain valuable experience in a production and management environment that will enable the student to acquire a hands-on professional perspective in design, technology, networking, organization and strategy.

*Prerequisites: BUS370, and a minimum GPA of 2.0. The Internship course should be taken in the final semester of a student's Digital Media BS program, but may be taken during the penultimate semester.*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**DMD470A Preparation Workshop for Digital Media BS Internship**

**Non Credit**

THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY

This course is a non-credit workshop which occurs in the term prior to the Digital Media Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the DMD470B - Internship

*Prerequisites: Junior status and enrollment in penultimate term of the Bachelor's program.*

**DMD470B Digital Media BS Internship**

**3 Credit Hours**

THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY

This course is a continuation of DMD470A. The Internship is the capstone course for the BS in Digital Media degree. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. These meetings will be jointly conducted by professors from Career Development Services and the General Education department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using the project management skill set.

*Prerequisites: BUS370, and DMD470A*

**DMD480 Senior Project Capstone**

**3 Credit Hours**

This course brings together many of the theories and applications introduced throughout the Bachelor's in Digital Media degree program. The course affords students the opportunity to apply all of the acquired knowledge and skills necessary for them to perform effectively in the entrepreneurial and strategic aspects of digital media design and production. Students will prepare themselves to assume challenging roles in which design strategy and tactics can be used as tools for strategic change.

As design and production savvy managers and entrepreneurs, they will soon be contributing towards the growth and change in professional industries. As is consistent with a culminating experience, this course will draw upon and test competencies developed in previous courses. Students will be required to demonstrate an awareness of prominent issues in their chosen fields. On their paths toward the completion of a senior studio project, students will employ and refine their evolving skills of research, analysis, explanation, persuasion, and presentation with their project and its message.

*Prerequisites: A minimum GPA of 2.0. This course must be taken in the final semester of a student's Digital Media Bachelor's program.*

## General Education

**GEN115 Digital Literacy in the Workplace**

**3 Credit Hours**

The objective of this course is to familiarize students with digital technologies as they are being used in the workplace today, and explore how emerging technologies are likely to continue to evolve. Students will be exposed to digital technology fundamentals to better position them to readily adopt common workplace technologies. Students will also learn about security concerns, ethical considerations, digital communications etiquette, and other important concepts related to the use of digital technologies.

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**GEN125 English Composition I**

**3 Credit Hours**

In this course, students develop their reading comprehension and written communication skills. Different styles of writing are examined as students develop writing proficiency through practice in planning, outlining, drafting, revising and editing. In addition to regular class meeting times, Day Division students are required to participate in a ten week Writing Lab component which counts as ten percent of the grade for English Composition. For the Day Division, the Writing Lab is graded as Pass or Fail.

**Note:** Writing Lab is not required in the adult division or for fully online programs.

*Prerequisite: Proficiency Examination and/or ACE108*

**GEN127 English Composition II**

**3 Credit Hours**

This course builds on skills developed in English Composition I by presenting additional writing styles and helping students further refine their writing skills. Research skills and MLA documentation are also introduced. In addition to regular class meeting times, Day Division students are required to participate in a ten week Writing Lab component which counts as ten percent of the grade for English Composition. For the Day Division, the Writing Lab is graded as Pass or Fail.

**Note:** Writing Lab is not required in the adult division or for fully online programs.

*Prerequisite: GEN125 or permission to waive*

**GEN129 Oral Communications**

**3 Credit Hours**

Communication skills require good speech habits. Therefore, this course covers organization of thoughts, voice control, diction and presentation of ideas to a variety of audiences. The art of listening is also studied. Emphasis will be placed on a series of oral presentations in order to acquire and reinforce these skills.

**GEN131 Critical Thinking**

**3 Credit Hours**

This course is intended to sharpen a student's ability to think clearly, consistently, critically and creatively. The course considers principles of sound judgment, both deductive and inductive reasoning, separating fact from opinion, analyzing arguments and testing hypotheses. *(See Note 2)*

**GEN145 Scientific and Technological Literacy**

**3 Credit Hours**

This course is designed to develop the literacy required to deal with technology and science-related issues in today's society. Basic concepts underlying matter, energy, and life are examined, and students develop analytical, reasoning, and problem-solving skills needed to address these topics. *(See Note 2)*

**GEN147 College Mathematics**

**3 Credit Hours**

This course will provide complimentary sessions to Basics of Math in fundamental mathematics. Ratios, percentages, proportions, descriptive statistics, word problems, basic geometry and an introduction to algebra will be covered. The course provides a sound understanding in basic math concepts necessary for future math courses.

*Prerequisite: Proficiency exam and/or ACE106*

**GEN151 College Algebra**

**3 Credit Hours**

Topics include the fundamentals of algebra: the rules of numbers, equations, negative numbers and integers, fractions and rational numbers, exponents, inequalities, graphs and linear equations. Emphasis will be placed on word problems and business applications.

*Prerequisite: Proficiency exam and/or ACE106 or permission to waive*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**GEN157 Statistics 3 Credit Hours**

This course offers an introduction to basic statistical theory and application. Topics to be discussed in detail include: sampling procedures, finding mean, median, and mode; finding the variance and standard deviation; graphing histograms and bell curves. This course also illustrates how statistics are used in the business world as well as in the media and the benefits and drawbacks of statistical information.

*Prerequisite: Proficiency exam and/or ACE106 or permission to waive*

**GEN161 Psychology 3 Credit Hours**

This course takes a realistic approach based on the principles of general psychology and is designed to assist the student in coping with life situations. Included are theories of personality, emotions, character, motivation, environmental influences and the development of students. *(See Note 2)*

**GEN167 Contemporary Social Issues 3 Credit Hours**

Global issues such as world hunger, human rights and nuclear war, as well as American issues concerning inequalities of wealth, civil rights, crime and the role of government are examined in this course. In addition to gaining an understanding of the social, political and economic dimensions of these issues, students will also consider the underlying values and ethics. *(See Note 2)*

**GEN171 American Political Institutions 3 Credit Hours**

This course is a study of the institutions of American government and the forces that shape governmental action, with emphasis on the role of the presidency, the Congress, federal/state relations and the two party system. Special consideration is given to the growing concentration of power in American society, in public as well as private sectors. *(See Note 3)*

**GEN179 Global Political Systems 3 Credit Hours**

This course is an in-depth examination of national and international governments and politics. The course emphasizes the comparative study of political institutions, ideologies, political cultures, participation, and party systems in the United States and selected nations of the world. Patterns of political change and global interactions with reference to current issues will be studied. *(See Note 3)*

**GEN181 Microeconomics 3 Credit Hours**

The basic principles of microeconomics, including individual and social choice, specialization and trade, supply and demand and prices are discussed. The study of scarcity and choice and marginal concepts are examined, and an understanding of command and market economics, private property and factors of production is provided. *(See Note 3)*

**GEN183 Macroeconomics 3 Credit Hours**

This course covers the basic principles of macroeconomics: money, spending, output and income. Examined are the circular flow of income and spending, money and the banking systems, including the Gross National Product and various price indexes. The problems of unemployment, inflation and the national debt are examined.

**GEN191 Art History 3 Credit Hours**

This course is a survey of the architecture, sculpture, painting and other works of art of the last five centuries from Late Gothic to Post-Modernism. Individuals and genres that have most deeply influenced contemporary aesthetic tastes and design will be studied. Aspects such as proportion, composition, and focal point will be examined through studying some of history's greatest works of art. The effect of culture on the composition of art will be considered in an effort to determine how patrons and the society at large influence the artist's rendering, and how those who view various art works see them as a reflection of their own societies and cultures.

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**GEN193 Studio Art/Drawing**

**3 Credit Hours**

This is a studio class covering design in principle and practice. Students will learn-by-doing developing artistic skills needed for success in today's computer age. Various media will be used to render still life, emulations, and the human figure. The use of perspective, proportion, shading, highlighting, and color will be examined and developed through studio work.

**GEN195 Spatial Design & Color Theory**

**3 Credit Hours**

Designers are often called upon to create installations, exhibitions, booths, kiosks, displays, and other small environments. Students will use traditional media (drawing, sculpting, model making), to construct small installations, miniatures, and scale models using digital media to develop their comprehension of 3D space, light, materials and texture. Students will discover the power and effect of color on an audience. Spatial theory and color theory are introduced in a hands-on environment allowing students to discover their own design process while finding new relationships in the physical. This course will touch on topics from other multidimensional disciplines such as architecture, exhibition design, industrial design and interior design.

**GEN224 Professional Communications and Career Development**

**3 Credit Hours**

This course is designed to provide a culminating experience in business communications and professional development. Covered in this course are advanced English usage essential to written business document creation and oral presentations. Using individual participation and demonstration methods, students will be trained in interviewing techniques and in developing professional demeanors vital to career success. This course does not satisfy the General Education requirement for AOS degrees.

*Prerequisite: GEN127 or permission to waive.*

**GEN241 Interpersonal and Group Dynamics**

**3 Credit Hours**

This course examines the human dynamics in organizations, focusing on individuals and small groups within them. Students will learn a wide range of interpersonal skills needed to succeed in most business occupations. In addition, students will learn how to identify group goals, understand the different needs of group members, accomplish group tasks and effectively communicate within groups. *(See Note 2)*

**GEN250 Ethics and Professionalism**

**3 Credit Hours**

This course will introduce the student to the moral principles and standards that guide behavior in today's complex society and business. The definition and application of moral philosophies are used to explore ethical decision-making using a case study approach. Economic, legal and social dimensions are explored along with interpersonal relationships and the development of morality within individual thinking.

**GEN290 Honors Empirical Research Methods and Project Design**

**3 Credit Hours**

This course is a survey of research methods focusing on the fundamentals of research design, including data collection and data analysis. Topics include scientific writing using APA style, evaluation of research literature, and ethical issues in research. Practice is provided in asking research questions, formulating research hypotheses, designing and conducting a simulated research study, and presenting results.

*Prerequisites: Sophomore Status, and Cumulative GPA of 3.25 or higher, and GEN157 Statistics OR Permission of Chairperson of student's program. (See Note 3)*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**GEN300 Digital Communications**

**3 Credit Hours**

This transition course serves to provide students with an overview of the fundamental strategies used in contemporary business settings to communicate in the digital age. The course will provide to students at the junior level, who have not had the benefit of associate degree-level digital media courses, to proceed in upper level baccalaureate courses in the Interactive Digital Media and Marketing program.

*Prerequisite: Junior Level Status or Permission of the Department Chairperson.*

**GEN301 Internship: General Education**

**3 Credit Hours**

The Associate Degree Program Internship is designed to give students hands-on-experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.

*Prerequisite: Prior approval by the Department Chairperson is required before registration.*

**GEN305 Mathematical Concepts and Statistical Applications**

**3 Credit Hours**

In today's business environment, students will be called upon to interpret, calculate, compare, and make decisions based upon numerical data using a variety of quantitative tools. This inferential statistics course is a survey of mathematical applications and statistical tools used for business analysis. It is designed to facilitate further study of quantitative business methods. Students are required to use critical thinking skills and quantitative reasoning to make sound business decisions and solve real-world problems.

*Prerequisite: GEN157*

**GEN310 Environmental Science**

**3 Credit Hours**

This course will have students study the natural sciences, social sciences and humanities in order to understand the relationship between humans and the natural world – a relationship that underlies current environmental problems. How human-caused changes are affecting our natural world and what solutions can be discovered and put into action are considered.

*Prerequisite: Junior Level Status or Permission of the Department Chairperson. (See Note 3)*

**GEN324 American Culture and the Media**

**3 Credit Hours**

This course features significant themes in American culture and media focusing on the impact of issues such as diversity and gender on work, family life, entertainment, sports and the environment. Students will also examine issues of power related to gender, race, and class and the economic and cultural implications of mass media representation and consumption. Materials for discussion and analysis will be drawn from essays, newspapers, television, advertising, and music. Case studies, class discussions and written essays will be used to develop the topics.

*Prerequisite: Junior Level Status or Permission of the Department Chairperson. (See Note 3)*

**GEN330 Adult Development and Learning in the Workplace**

**3 Credit Hours**

This course focuses on the adult years as a complex and extraordinarily variable process, rather than as an orderly sequence of predictable stages. Through experiential, interactive processes, this course will explore various theories and philosophies of adult physical, cognitive, and personality development. Attention will also be given to the larger social contexts and the adult's experience as worker and learner.

*Prerequisite: Sophomore Level Status or Permission of the Department Chairperson.*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**GEN342 Writing for the Business Professions 3 Credit Hours**

This writing seminar is designed for BBA majors. Its focus will be on the importance of analysis and interpretation in business and professional writing process. Business students will learn how to write thoughtful, expressive and well-developed documents for colleagues or management.

*Prerequisite: Junior Level Status or Permission of the Department Chairperson.*

**GEN363 Conflict, Communication and Resolution 3 Credit Hours**

This course will examine how communication can be used to effectively resolve conflicts between people, organizations and cultures. Conflicts resulting from differences in gender and ethnicity in the contexts of work and personal relationships will also be emphasized. The course will have an interdisciplinary emphasis through the use of cases from history, psychology, sociology, and current events.

*Prerequisite: Junior Level Status or Permission of the Department Chairperson.*

**GEN364 Intermediate Macroeconomic Theory 3 Credit Hours**

A continuation of concepts and theories learned in macroeconomics with an emphasis on economic problem solving. Through guided research and data mining, learners become familiar with the tools of economic analysis and their use as a means of informing economic decisions and policy making.

*Prerequisite: GEN183*

**GEN365 Global Economics and Trade 3 Credit Hours**

This course will explore the benefits and risks of doing business in the "Global Village." The student will explore the benefits of trade between nations and the nature of international banking and foreign exchange rates. Economic stability, cultural and political differences as well as legal and moral problems will be discussed.

*Prerequisite: GEN181 or GEN183 (See Note 3)*

**GEN370 Consumer Behavior and Culture 3 Credit Hours**

This course will introduce the concepts of consumer behavior and decision making. It provides empirical evidence of convergence and divergence in consumer behavior and covers various psychological and sociological aspects of human behavior used for explaining consumer purchasing decisions. It will explore the concept of culture and introduce various models of culture, as well as the affects they have on consumer behavior. Finally, the course will discuss and review how consumer buying behavior and its cultural variations differ across the world.

*Prerequisite: BUS112*

**GEN415 Honors Research Seminar 3 Credit Hours**

This honors seminar is designed to introduce high-achieving BBA students to research. This credit-bearing course provides select students with an opportunity to conduct original research under the supervision of a faculty researcher. BBA students will learn about the academic research process through presentations, guest lectures and research assignments. At the conclusion of the seminar, student researchers will showcase their research projects at college-sponsored colloquia.

*Prerequisites: Junior Level status, 3.5 GPA or better, faculty recommendations, and demonstrated research ability.*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**GEN421 Technical Business Communications**

**3 Credit Hours**

Students will learn how to translate ideas into clear and concise business communications. Coursework will highlight the importance of analyzing writing purpose and selecting the appropriate stance, vocabulary, style, and format. Tone and audience will receive particular attention. Writing assignments will be project-based and require students to apply writing and communication theories to the development and delivery of effective business texts.

*Prerequisites: GEN342 and Junior Level Status or Permission of the Department Chairperson.*

**GEN431 Writing for the Internet**

**3 Credit Hours**

The purpose of this course is to provide practical guidance in writing purposeful and effective content for online media. Students will be exposed to effective writing styles of all types including news, feature articles, opinion articles, online story forms such as Q&A, list of articles or listicles, combinations of text, images and graphics or charticle, and marketing content.

*Prerequisite: DMD310*

## Allied Health

**MED103 Medical Terminology and Human Systems**

**3 Credit Hours**

Students will be introduced to the foundation of medical terminology through a thorough study of the roots, prefixes, and suffixes which form medical language. Students will also learn the vocabulary used in various medical specialties. Spelling, definitions, and pronunciation are stressed.

*Students must receive a minimum grade of a "C" to continue.*

**MED111 Healthcare Law and Ethics**

**3 Credit Hours**

This course will introduce for discussion a variety of ethical issues that healthcare professionals may encounter during the course of their careers. Emphasis will be placed on the importance of ethical and professional behavior in the healthcare workplace. In depth discussions, textbook assignments and role playing will provide guidance to students in how to successfully manage patient relationships, protect patient privacy in compliance with the Health Insurance Privacy and Accountability Act as well as understand the distinct job responsibilities of the myriad of employees who comprise the typical health-care organization.

*Students must receive a minimum grade of a "C" to continue.*

**MED201 Introduction to Medical Coding**

**3 Credit Hours**

This course will provide students with an introduction to the historical development of medical nomenclature and classification systems including ICD-9-10-CM, CPT-4 and HCPCS coding. This course concentrates on the coding of diseases, evaluation and management procedures, diagnostic and operative procedures and abstraction of clinical diagnostic data from source documentation in order to produce optimal reimbursement when filing claims with third party payors. Also included in this course will be an overview of the medical billing cycle including coverage of Hospital Billing Applications. In accordance with new federal regulations effective January, 2014, students will be introduced to ICD-10.

*Prerequisite: MED103 or permission to waive*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**MED203    Advanced Medical Coding**

**3 Credit Hours**

This course will leverage and build upon the skills acquired in Introduction to Medical Billing and Coding and concentrates on application of coding skills and analyzing operative reports and consultation notes. These reports and other cases simulate real world out-patient clinical and hospital ICD-9-10, CPT, and HCPCS. Included will be the application of learned skills to EOB denial analysis, collection procedures, and the appeals processes as well as the study of Electronic Records Management.

*Prerequisite: MED201 or permission to waive*

**MED206    Hospital Reimbursement**

**3 Credit Hours**

This course provides an introduction to hospital reimbursement methodologies. The course will focus on basic reimbursement methodologies for inpatient settings, including Medicare acute and skilled inpatient reimbursement guidelines, Prospective Payment Systems, relationship between coding and Diagnosis Related Groups (DRGs) assignment and coding compliance.

*Prerequisite: MED201*

**MED208    Administrative Medical Practices**

**3 Credit Hours**

This course will provide the groundwork for understanding the rules and responsibilities of allied health care providers in an administrative role. The course will cover topics such as electronic health records management, written and oral communication skills, understanding the complexity of the health insurance industry, scheduling and monitoring patient appointments, and the overall administrative duties that impact a health care facility.

*Prerequisite: MED103*

**MED212    Medical Billing**

**3 Credit Hours**

This course introduces the student to health insurance and reimbursement. In this course the student will become familiar with common medical billing practices, the health insurance industry, legal and regulatory issues and differences in reimbursement methodologies. The student will learn principles of medical billing related to proper claim form preparation, submission, and payment processing, and adjudication. This course is recommended for anyone who is preparing for a career in a medical billing department at a physician's office, clinic, or other healthcare entity, and as a claims examiner for insurance carriers. Case studies will be provided to simulate a realistic experience in completing insurance forms.

*Prerequisite: MED 208, MED 201*

**MED215    Health Information Technology**

**3 Credit Hours**

This course introduces students to the health information management profession, the health information department and the health record. Basic concepts and techniques covered will include health record content, assembly, analysis, control, storage, retention, retrieval, form design and control, indices and registers, and filing systems for both paper and electronic health records.

*Prerequisites: MED208 & GEN115 or permission to waive*

**MED221    Medical Information Management**

**3 Credit Hours**

This course will provide the student with hands-on experience in using the Medisoft advanced practice management software used in many physicians' office to organize the flow of information, maintain the appointment calendar, generate reports, accurately prepare third-party billings and the posting of payments received from third party payors and patients. The course is intended as a lab experience, simulating an actual medical front and back office environment.

*Prerequisite: MED201 or permission to waive*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**MED303 Internship: Health Information Management**

**3 Credit Hours**

The Associate Degree Program Internship is designed to give students hands-on-experience in a healthcare environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.

*Prerequisites: MED221 or MED203 and current enrollment in MED221 and prior approval by the Department Chairperson is required before registration.*

**MSC110 Human Biology**

**3 Credit Hours**

This course introduces students to the basic concepts of human biology and chemistry in preparation for further study in the Allied Health Sciences. Biological concepts of cell theory, cell cycle, and cell reproduction will be explored and the major systems of the human body will be introduced. Chemistry concepts of atoms, molecules, and elements will be introduced along with biological molecules. Appropriate medical terminology will be introduced and utilized to accurately communicate in the biological and medical sciences. Emphasis is placed on body system components and function as it relates to human diseases.

*Students will take MED103 either as a co-requisite or prior to this course offering. Students must receive a minimum grade of a "C" to continue.*

**MSC126 Anatomy and Physiology I**

**3 Credit Hours**

MSC 126 is the first semester of a two-semester course in Human Anatomy and Physiology. Both MSC126 and MSC131 are designed to provide students with a thorough understanding of the basic principles inherent in the study of human anatomy and physiology, and is intended for students majoring in the allied-health professions. The emphasis of this course will be on understanding the structural and functional relationships of the major organ systems of the human body and will form the basis for subsequent courses in the clinical sciences. A special effort will be made to understand the concept of homeostasis and how the individual organ systems of the body interact with each other in the maintenance of the normal functioning of the entire organism. It includes the study of structure and function of cells, tissues, and the integumentary, skeletal, muscle, nervous, endocrine, and special senses.

*Prerequisites: MED103 and MSC 110*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

## Course Descriptions

### **MSC131 Anatomy and Physiology II**

**3 Credit Hours**

MSC 131 is the second semester of a two-semester course in Human Anatomy and Physiology. Both MSC 126 and MSC 131 are designed to provide students with a thorough understanding of the basic principles inherent in the study of human anatomy and physiology, and is intended for students majoring in the allied health professions. The emphasis of this course will be on understanding the structural and functional relationships of major organ systems of the human body and will form the basis for subsequent courses in the clinical sciences. An effort will be made to understand the concept of homeostasis and how the individual organ systems of the body interact with each other in the maintenance of the normal functioning of the entire organism. It includes the study of structure and function of cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

*Prerequisite: MSC 126*

### **MSC207 Clinical Procedures/Clinical Asepsis**

**3 Credit Hours**

This course is designed to give the medical assistant student knowledge and practice in skills required in a medical practice. Topics include managing the clinical environment, patient teaching, obtaining and documenting a medical history, obtaining vital signs, assisting with examinations, sterilizing equipment, and assisting with minor office surgery. MSC207 Clinical Procedures is a co-requisite for MSC209 Hematology and MSC212 Clinical Diagnostic Applications for the Day College. In the Adult Division, if the above courses are not offered at the same time, then MSC207 must be first and will be a prerequisite.

*Prerequisite: MSC131 or permission to waive. Students must receive a minimum grade of "C" to continue on to MSC301 Practicum.*

### **MSC209 Hematology/Phlebotomy**

**3 Credit Hours**

The aim of the course is to expose the student to the most common phlebotomy skills required in most health care settings. Students will learn the skills involving the collection of blood specimens, the importance of correct patient identification, complete specimen labeling, proper handling, and storage. Students will be expected to know how to draw blood using an evacuator tube system, butterfly, and syringe. Students will also be expected to perform dermal punctures (finger stick) obtaining and analyzing the blood using a capillary collection tube. Students will learn how to perform non-complex laboratory blood analysis with various diagnostic equipment. This course is taught through didactic, student laboratory, and clinical experiences.

*Prerequisites: MSC131, MSC207 or permission to waive. Student must receive a minimum grade of "C" to continue on to MSC301 Practicum.*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**MSC212 Clinical Diagnostic Applications**

**3 Credit Hours**

The aim of the course is to provide the laboratory experience for students to demonstrate clinical competencies applicable to all medical disciplines. Students will be demonstrate skill and competence in the following areas: Lab Equipment and Safety, Infection Control and Asepsis, EKG, Microbiology, Urinalysis and Pregnancy Testing, Fecal Occult Blood (Hemoccult) test, Vital Signs, Pain Assessment, Visual Screening, Hearing Examination, Surgical Instrumentation, Patient Examination and Preparation, Pulmonary Function Treatment and Testing, and Medical History.

*Prerequisite: MSC131*

**MSC220 Pharmacology**

**3 Credit Hours**

This course introduces the student to the current and commonly used practices, procedures, medications, and drug preparations. Basic medical terminology and mathematics related to pharmacology, the different categories of drugs used in healthcare facilities and retail pharmaceutical establishments are emphasized. Special attention is paid to Brand names and their generic equivalents as well as to common medical abbreviations.

*Prerequisite: MSC131 or permission to waive. Students who are required to take ACE106 Basics of Mathematics must first complete the course before taking MSC220. Students must receive a minimum grade of a "C" to continue. Students must complete MSC220 prior to MSC301 .*

**MSC301 Practicum Medical Assistant Management**

**6 Credit Hours**

THIS COURSE IS FOR DAY DIVISION STUDENTS ONLY

This course provides students a supervised learning experience in the clinical setting during which the student can further develop the skills they have learned within your course of study. The student is required to complete a minimum of 170 field hours and 19 classroom hours. CPR training will be provided as part of the 19 classroom hours.

*Prerequisites: MSC207, MSC209, MSC212, MSC220*

*Students must receive a minimum grade of a "C" to continue.*

**MSC301A Practicum Medical Assistant Management I**

**3 Credit Hours**

THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY

The objective of this course is to give the Medical Assistant Management student a work experience designed to enhance his/her career objectives. Students will also receive hands on training in emergency procedures including CPR. Students must meet or exceed the criteria set forth in the Student Practicum Handbook. This course can only be completed in a minimum of two terms. In Part A, students will complete a minimum of 85 field hours and a minimum of 9.5 class work hours to earn 3 credits.

*Prerequisites: MSC207, MSC209, MSC212, MSC220*

**MSC301B Practicum Medical Assistant Management II**

**3 Credit Hours**

THIS COURSE IS FOR ADULT DIVISION STUDENTS ONLY

This course is a continuation of MSC 301A. Students complete 85 field hours and 9.5 hours of class work to earn these 3 credits\* Students will exercise their clinical skills in a medical facility applying skills and knowledge to typical tasks they may encounter in a true clinical setting. These include taking vital signs, performing venipuncture, and EKGs. Students will also receive CPR training and certification. Successful completion of this capstone course includes completion of clinical and workshop hours, submission of journal entries, and a final paper that reflects upon the Practicum experience.

**\*Note:** By completing both 301A and 301B students will have a total of 170 field hours and 19 classroom hours.

*Prerequisite: MSC301A*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**HCA310 US Healthcare**

**3 Credit Hours**

This course looks at the US healthcare system and the services needed to care for the United States population. This course explores the history, development, structure and current forces that have transformed the healthcare delivery system. Topics may include health insurance, physician practice and payment, ambulatory care and alternative delivery systems, mental health and long term care, hospital services and DRGs, doctor-patient relationship, medical technology, and the future of the US healthcare system.

*Co-requisite: MED208*

*This course is the prerequisite for all of the HCA courses.*

**HCA320 Global Healthcare Delivery Systems**

**3 Credit Hours**

In this course, students will evaluate national and international health care delivery systems. Course themes include the regulatory environment, daily operations, recruitment and selection, and training. Students will explore the dynamics of health care system delivery, which include supply and demand, sociocultural influences, and politics. Students will develop a cross-cultural understanding of health care delivery through assignments, readings, interactions with health care practitioners, and a field trip.

*Prerequisite: HCA310*

**HCA330 Healthcare Economics and Finance**

**3 Credit Hours**

This course serves as an introduction to economic, financial and accounting concepts for healthcare providers. Emphasis will be on the market mechanism of supply and demand of health services, budgeting practices, financial statement analysis, and the influence of third party payers on the revenues and costs of healthcare delivery systems.

*Prerequisite: HCA310*

**HCA340 Managed Care**

**3 Credit Hours**

This course presents an overview of major issues related to the design function management regulation and evaluation of health insurance and managed care plans. Provides a firm foundation in basic concepts pertaining to private and public sector health insurance/benefit plans both as provided by Medicaid and Medicare. Key topics include:

- Provider payment
- Accountability
- Cost containment
- Public policy

Students will also analyze and compare insurance plans for profit and not for profit organizations.

*Prerequisites: HCA310*

**HCA350 Human Resource Management in Healthcare**

**3 Credit Hours**

The Human Resource Management function is an important healthcare administrative skill set. The recruitment of trained and credentialed healthcare professionals and staff is a primary job responsibility of healthcare administrators. While human resources is a complex discipline, healthcare administrators need to have strong working knowledge of organizational development, training, and performance management, employee and labor relations, selection and recruitment and compensation and benefits. As such, this course will emphasize the strategic role of human resources and the influence of legal compliance on this business activity.

*Prerequisite: HCA310*

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All courses are offered with regular frequency in the academic year unless noted otherwise:

**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**HCA 360 Healthcare Management**

**3 Credit Hours**

This course will provide the framework for understanding concepts and theories related to healthcare management. Students will learn how institutions are organized and governed, the role of clinical and support staff, and the management systems designed for their efficient and effective operation.

*Prerequisite: HCA310*

**HCA400 Public Health Issues and Practices**

**3 Credit Hours**

This course will provide a framework for developing and analyzing a range of health policy issues as well as a comprehensive introduction to public health concepts and practices. This course will also address important health issues and problems facing the public health system. Case studies and a variety of practice-related exercises serve as a basis for learner participation in real world public health problem-solving simulations. The various components of these courses aim to stimulate interactions among learners and instructors around important problems and issues facing public health. This course will also provide an orientation to the ethical foundations of public health research and identify resources for encouraging the ethical practice of public health.

*Prerequisites: HCA310*

**HCA405 Critical Issues in Healthcare**

**3 Credit Hours**

This course provides an overview of the legal and ethical issues facing managers and providers of healthcare. The goal is to provide students with the practical knowledge of health law and ethics and their application to the real world of healthcare.

*Prerequisite: HCA310*

**HCA410 Aging Population and Healthcare**

**3 Credit Hours**

This course provides an overview of the aging population, implications for individuals, families, and society, and the background for health policy related to the aging population. This course presents an overview of aging from the perspective of demographics, functional capacity and disability, epidemiology of diseases in the elderly, federal and state health policies affecting the elderly, social aspects of aging, and the ethical considerations in the care of the elder population.

*Prerequisite: HCA310*

**HCA420 Long Term Care Administration**

**3 Credit Hours**

This course describes long-term delivery programs designed to meet the special needs of seniors. It will review care and service systems from the perspective of an aging population including the physiological and psychological changes common among seniors. The purpose of this course is to acquaint students with the dynamic field of long term care. This course helps students examine the issues, challenges, and dilemmas confronting long term care management and others in the field of long term health services.

*Prerequisite: HCA310*

**HCA 430 Quality Improvement in Healthcare**

**3 Credit Hours**

This course provides an in depth analysis of continuous quality improvement, utilization management, and risk management in healthcare. This course also examines the role of the patient in CQI and how government, regulatory, and professional pressure have affected the delivery of quality healthcare.

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**HCA470 BBA Health Care Administration Internship**

**3 Credit Hours**

THIS COURSE IS FOR DAY DIVISION STUDENTS – GROUND PROGRAM ONLY

The Internship is a capstone course involving the culmination project in the Health Care Administration BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement. *Prerequisites: Students must complete all HCA courses required of the program leading to HCA470. The internship course must be taken in the final semester of the BBA HCA program.*

**HCA470A Preparation Workshop for BBA Health Care Administration Internship**

THIS COURSE IS FOR ADULT DIVISION STUDENTS – GROUND PROGRAM ONLY

This course is a non-credit workshop which occurs in the term prior to the BBA Health Care Administration Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the HCA470B – BBA Health Care Administration Internship.

*Prerequisites: completion of all course requirements preceding this course.*

**HCA470B BBA Health Care Administration Internship**

**3 Credit Hours**

THIS COURSE IS FOR ADULT DIVISION STUDENTS – GROUND PROGRAM ONLY

This course is a continuation of HCA470A. The Internship is the capstone course for the BBA in Health Care Administration. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to and/or communicate with their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. The first meeting will be jointly conducted by professors from Career Development Services and Allied Health Department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using their skill set.

*Prerequisites: HCA470A and completion of 42 of the 54 credits required in the BBA program and a GPA of at least 2.0.*

**HCA480 Health Administration Capstone Course**

**3 Credit Hours**

(ONLINE PROGRAM ONLY)

This course brings together many of the theories and applications introduced throughout the BBA in Health Administration program. The course affords students the opportunity to apply all of the acquired knowledge and skills necessary for them to perform effective managerial applications relative to the health care field. Students will review various case studies, perform comparative analyses, and conduct field research to examine the challenges facing healthcare decision making based on an individual's socioeconomic status. An individual's socioeconomic status may include the administration of care for the aging population.

*Prerequisites: All Health Administration (HA) courses must be completed prior to the Capstone course.*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

## Network Administration

### **NET111 PC Technology (A+)**

**3 Credit Hours**

This course is designed to provide students with the knowledge and troubleshooting skills needed to provide capable hardware support of personal computers. Students will identify proper procedures for installing and configuring system components and devices; diagnose and troubleshoot system problems; identify safety procedures; identify motherboards, types of memory, bus architectures and CMOS; define the print process and identify procedures for servicing printers; identify the components of portable systems; define networks. This course aligns to one of two CompTIA A+ exams.

### **NET108 Computer Forensics**

**3 Credit Hours**

The expansion of the Internet and the increased use of computers have amplified the risk of technology being used to commit crimes and/or crimes being recorded on electronic devices. Because of this, a skilled computer forensics expert is needed to investigate criminal and civil cases. This course is an introduction to computer forensics. Digital media, past and current operating systems, and computer hardware will be examined. Forensics software tools will be used to identify, collect, examine and preserve evidence/information which is magnetically stored or encoded on computer devices.

### **NET117 Operating System Technologies (A+)**

**3 Credit Hours**

This course is designed to provide students with the knowledge and troubleshooting skills needed to provide capable software support of personal computers. Students will learn the basic system administration knowledge of command line prompt and Windows operating systems for installing, configuring, upgrading, troubleshooting, and repairing desktop computer systems. This course aligns to one of two CompTIA A+ exams.

*Prerequisite: NET111 or permission to waive*

### **NET125 Cisco Networking Basics**

**3 Credit Hours**

This course provides students with an overview of networking terminology and protocols. Topics to be discussed include local area networks (LANs) and wide area networks (WANs), Open Systems Interconnection (OSI) model, cabling and cabling tools, routers and basic routing protocol configuration, Ethernet technologies, Internet Protocol (IP) addressing, and an introduction to wireless networking concepts and terminology. This is the first course of a four course Cisco Academy program that is aligned to the Cisco Certified Network Associate (CCNA) exam. In addition, this course aligns to the entry-level certification exam, Cisco Certified Entry Network Technician (CCENT).

*Prerequisite: NET111 or permission to waive*

### **NET143 Windows Client Administration**

**3 Credit Hours**

This course presents an overview of the Windows operating system used as a client in a client/server network. Students will install, configure and troubleshoot the Windows operating system; setup and manage user accounts and groups; install and configure network protocols; configure printers and secure, administer and audit resources. This course is aligned to the Microsoft Certified Technology Specialist (MCTS) certification exam.

*Prerequisite: NET125 or permission to waive*

### **NET151 Windows Server Administration**

**3 Credit Hours**

This course presents an overview of the Windows operating system used as a server in a client/server network. Students will install, configure and troubleshoot a Windows server; examine the file systems; plan, implement and administer Active Directory Services; administer print services; examine network protocols and services; monitor and optimize system resources. This course is aligned to the Microsoft Certified Technology Specialist (MCTS) certification exam.

*Prerequisite: NET143 or permission to waive*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**NET161 Cisco Routing Basics**

**3 Credit Hours**

This course is a continuation of the Cisco Academy program.

This course describes the architecture, components, and operations of routers and switches in a small network.

Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks. This is the second course of a four course Cisco Academy program that is aligned to the Cisco Certified Network Associate (CCNA) exam.

*Prerequisite: NET125 or permission to waive*

**NET203 Active Directory Services**

**3 Credit Hours**

This course is designed to provide students with the technical know how about the implementation of the Windows directory service. Students will understand how to make directory services work for an organization as well as plan, implement and manage directory services. Topics will include understanding the logical and physical structure of directory services; configuring the Domain Name System (DNS) server service to support directory services; creating and administering user accounts and group resources; directory objects and Group Policy. This course is aligned to the Microsoft Certified Technology Specialist (MCTS) certification exam.

*Prerequisite: NET151 or permission to waive*

**NET215 Networking Essentials (Network+)**

**3 Credit Hours**

This course is designed to prepare students to become foundational-level IT network practitioners. Through scenario-based assignments, students will be presented with the opportunity to perform real world tasks in a simulated environment. Students will implement, configure, maintain, secure, and troubleshoot network architectures. This course is aligned to the TestOut Network Pro certification exam and the CompTIA Network+ certification exam.

*Prerequisite: NET151*

**NET223 Network Infrastructure Implementation**

**3 Credit Hours**

This course provides students with the skills to implement and administer a Windows network operating system in medium to large environments. Topics will include installing, managing, monitoring, configuring and troubleshooting DNS, DHCP, remote access, network protocols, IP routing in a Windows network infrastructure. This course is aligned to the Microsoft Certified Technology Specialist (MCTS) certification exam.

*Prerequisite: NET151 or permission to waive*

**NET242 Cloud Computing: A Practical Approach**

**3 Credit Hours**

This course covers the concepts of cloud computing and explores the various virtualization methods used by IT administrators to deliver cloud infrastructure and management solutions. Cloud computing allows for IT services to be available on demand while reducing IT complexity, significantly lowering costs and enabling a more flexible way of delivering IT services. Virtualization is the essential catalyst for enabling the transition to cloud computing.

*Prerequisite: NET125 (See Note 3)*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

**NET261 Cisco Switching Basics**

**3 Credit Hours**

This course is a continuation of the Cisco Academy program.

This course describes the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, and STP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement a WLAN in a small-to-medium network. This is the third course of a four course Cisco Academy program that is aligned to the Cisco Certified Network Associate (CCNA) exam.

*Prerequisite: NET125 or NET161 or permission to waive*

**NET263 Cisco WAN Technologies**

**3 Credit Hours**

This course is a continuation of the Cisco Academy program.

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement virtual private network (VPN) operations in a complex network. This is the fourth course of a four course Cisco Academy program that is aligned to the Cisco Certified Network Associate (CCNA) exam.

*Prerequisite: NET261 or permission to waive*

**NET281 Windows Exchange Server**

**3 Credit Hours**

This course is designed to give the skills necessary to install, configure, and administer a Microsoft Exchange server. This course is aligned to the Microsoft certification exam to become a Microsoft Certified Technology Specialist (MCTS).

*Prerequisite: NET151 or permission to waive (See Note 3)*

**NET283 Network Security**

**3 Credit Hours**

This course is designed to help students gain the skills and knowledge in general security concepts, communication security, infrastructure security, basics of cryptography and operational/organizational security. This course is aligned to the CompTIA "Security+" certification exam.

*Prerequisite: NET125 or permission to waive (See Note 3)*

**NET285 Wireless Technologies**

**3 Credit Hours**

This course is an introductory course that will focus on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security, and design practices with particular emphasis on hands-on skills.

*Prerequisite: NET125 or permission to waive (See Note 3)*

**NET305 Internship: Network Administration**

**3 Credit Hours**

The Associate Degree Program Internship is designed to give students hands-on experience in a business environment and to assist students transitioning from college to the workplace. Emphasis will be placed on developing positive workplace habits, attitudes, and behaviors, which will enable associate level students to apply the knowledge and skills learned in the classroom and to meet employer expectations upon graduation.

*Prerequisites: NET151 and prior approval by the Department Chairperson is required before registration.*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

## Office Technologies

**OFT122 Office Applications: Microsoft Word & PowerPoint 3 Credit Hours**

In this course, students will examine the concepts and applications of Microsoft Word & PowerPoint. Students will use these technology tools to create business documents, marketing materials, and develop effective business presentations that will prepare them for today's information based business environment.

**OFT127 Spreadsheet Applications (Excel) 3 Credit Hours**

This course introduces Excel spreadsheet concepts using software in the Windows environment. Topics to be covered include: creating the Excel worksheet, formulas, functions, enhancing spreadsheets with graphs and charts, analyzing spreadsheet data (what-if analysis) and working with large worksheets.

**OFT233 Database Applications (Access) 3 Credit Hours**

Investigation and application of advanced database concepts will be covered including database administration, database technology, and selection and acquisition of database management systems. Through the introduction of Microsoft Access, the students will complete an in-depth practicum in database applications, including database design, relational tables, queries forms, and reports.

*Prerequisite: GEN115 or NET111 or DMD101 or permission to waive*

**OFT280 Microsoft Office Integration 3 Credit Hours**

This course will explore the integrating of MS Office components in order to solve business problems. Topics included are: sharing data between Word and Excel, linking Excel and Word documents, merge Access data into a Word Merge Letter, convert a Word Outline into PowerPoint presentation, convert Access database into Excel database and chart. Projects will integrate decision making and problem solving skills.

*Prerequisites: OFT122 and OFT127 or permission to waive (See Note 3)*

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**Note 1** Offered at least twice per academic year. **Note 2** Offered at least once per academic year. **Note 3** Offered only on sufficient demand.

## 2016/2017 Academic Calendar

### Day Division

#### Fall Semester 2016

<b>September</b>	12	Monday	Start of Fall Semester; Faculty Development Day
	13	Tuesday	Orientation
	14	Wednesday	Classes Begin
	21	Wednesday	End of Add/Drop Period
<b>November</b>	24 – 25	Thursday – Friday	Thanksgiving Vacation – No Classes
<b>December</b>	21	Wednesday	Last Day of Classes
	22	Thursday	Make-up Exam Day
	23	Friday	Faculty/Student Conferences; Fall Semester Grades Due
			End of Fall Semester
	24 – January 15	Saturday – Sunday	Recess – No Classes

#### Winter Semester 2017

<b>January</b>	16	Monday	Start of Winter Semester; Moodle Day
	17	Tuesday	Faculty Meeting; Orientation
	18	Wednesday	Classes Begin
	25	Wednesday	End of Add/Drop Period
<b>February</b>	20	Monday	Presidents' Day Holiday – No Classes
<b>April</b>	14	Friday	Good Friday Holiday – No Classes
	26	Wednesday	Last Day of Classes
	27	Thursday	Make-up Exam Day
	28	Friday	Faculty/Student Conferences; Winter Semester Grades Due
			End of Winter Semester
	29 – May 14	Saturday – Sunday	Recess – No Classes

#### Spring Semester 2017

<b>May</b>	15	Monday	Start of Spring Semester; Moodle Day
	16	Tuesday	Faculty Meeting; Orientation
	17	Wednesday	Classes Begin
	24	Wednesday	End of Add/Drop Period
	29	Monday	Memorial Day Holiday – No Classes
<b>June</b>	1	Thursday	Graduation Ceremony (Tentative date)
	2	Friday	No Classes
<b>July</b>	3 – 4	Monday – Tuesday	Independence Day Holiday – No Classes
<b>August</b>	23	Wednesday	Last Day of Classes
	24	Thursday	Make-up Exam Day
	25	Friday	Faculty/Student Conferences; Spring Semester Grades Due
			End of Spring Semester
	26 – September 10	Saturday – Sunday	Recess – No Classes

### Fall Semester 2017

<b>September</b>	11	Monday	Start of Fall Semester; Faculty Development Day
	12	Tuesday	Orientation
	13	Wednesday	Classes Begin
	20	Wednesday	End of Add/Drop Period
<b>November</b>	23 – 24	Thursday – Friday	Thanksgiving Vacation – No Classes
<b>December</b>	20	Wednesday	Last Day of Classes
	21	Thursday	Make-up Exam Day
	22	Friday	Faculty/Student Conferences; Fall Semester Grades Due
			End of Fall Semester
	23 – January 14	Saturday – Sunday	Recess- No Classes

### Adult Division

**Hours of Attendance:**

Evenings:	6:00 pm – 9:45 pm
Saturday First Class:	8:30 am – 12:15 pm
Saturday Second Class:	12:45 pm – 4:30 pm

### 2016 Fall Term I

<b>September</b>	22	Thursday	Orientation
	26	Monday	Start of Fall Term I – Classes Begin
<b>October</b>	9	Sunday	End of Add/Drop Period
<b>November</b>	19	Saturday	End of Fall Term I
	21	Monday	Fall Term I Grades Due
	20 – Dec 4	Sunday – Sunday	Recess – No Classes

### 2016 Fall Term II

<b>December</b>	1	Thursday	Orientation
	5	Monday	Start of Fall Term II – Classes Begin
	18	Sunday	End of Add/Drop Period
	24 – Jan 2	Saturday – Monday	Holiday Recess – No Classes
<b>January 2017</b>	3	Tuesday	Classes Resume
	16	Monday	Martin Luther King Jr. Day – No Classes
<b>February</b>	11	Saturday	End of Fall Term II
	13	Monday	Fall Term II Grades Due
	12 – 19	Sunday – Sunday	Recess – No Classes

*Note: Fall II Monday of Martin Luther King Day is a Hybrid meeting day.*

### 2017 Spring Term I

<b>February</b>	16	Thursday	Orientation
	20	Monday	Start of Spring Term I – Classes Begin
<b>March</b>	5	Sunday	End of Add/Drop Period
<b>April</b>	14 – 16	Friday – Sunday	Good Friday Holiday – No Classes
	17	Monday	Classes Resume
	22	Saturday	End of Spring Term I
	24	Monday	Spring Term I Grades Due
	23 – 30	Sunday – Sunday	Recess – No Classes

### 2017 Spring Term II

<b>April</b>	27	Thursday	Orientation
<b>May</b>	1	Monday	Start of Spring Term II – Classes Begin
	14	Sunday	End of Add/Drop Period
	29	Monday	Memorial Day Holiday –No Classes
	30	Tuesday	Classes Resume
<b>June</b>	1	Thursday	Graduation Ceremony (Tentative date)
	26	Monday	End of Spring Term II
	28	Wednesday	Spring Term II Grades Due
	27 – July 9	Tuesday – Sunday	Recess – No Classes

*Note: Spring II Saturday of Memorial day weekend and Thursday Graduation day are Hybrid meeting days.*

### 2017 Summer Term

<b>July</b>	6	Thursday	Orientation
	10	Monday	Start of Summer Term – Classes Begin
	23	Sunday	End of Add/Drop Period
<b>September</b>	2 – 4	Saturday – Monday	Labor Day Holiday – No Classes
	5	Tuesday	Classes Resume
	9	Saturday	End of Summer Term
	11	Monday	Summer Term Grades Due
	10 – 24	Sunday – Sunday	Recess – No Classes

### 2017 Fall Term I

<b>September</b>	21	Thursday	Orientation
	25	Monday	Start of Fall Term I – Classes Begin
<b>October</b>	1	Sunday	End of Add/Drop Period
<b>November</b>	18	Saturday	End of Fall Term I
	20	Monday	Fall Term I Grades Due
	19 – 26	Sunday – Sunday	Recess – No Classes

### 2017 Fall Term II

<b>November</b>	20	Monday	Orientation (Tentative date)
	27	Monday	Start of Fall Term II – Classes Begin
<b>December</b>	10	Sunday	End of Add/Drop Period
	23 – January 1	Saturday – Monday	Holiday Recess – No Classes
<b>January 2018</b>	2	Tuesday	Classes Resume
	15	Monday	Martin Luther King Jr. Day – No Classes
<b>February</b>	3	Saturday	End of Fall Term II
	5	Monday	Fall Term II Grades Due
	4 – 18	Sunday – Sunday	Recess – No Classes

*Note: Fall II Monday of Martin Luther King Day is a Hybrid meeting day.*

## Online Division:

### 2016 Fall Term I

<b>September</b>	26	Monday	Start of Fall Term I – Courses Begin
<b>October</b>	3	Monday	End of Drop Period
<b>November</b>	19	Saturday	End of Fall Term I
	22	Tuesday	Fall Term I Grades Due
	20 – December 4	Sunday – Sunday	Term break

### 2016 Fall Term II

<b>December</b>	5	Monday	Start of Fall Term II – Courses Begin
	12	Monday	End of Drop Period
	24 – Jan 2	Saturday – Monday	Holiday Recess*
<b>January 2017</b>	3	Tuesday	Courses Resume
<b>February</b>	11	Saturday	End of Fall Term II
	13	Monday	Fall Term II Grades Due
	12 – 19	Sunday – Sunday	Term break

### 2017 Spring Term I

<b>February</b>	20	Monday	Start of Spring Term I – Courses Begin
	27	Monday	End of Drop Period
<b>April</b>	14 – 16	Friday – Sunday	Good Friday, Easter Holiday*
	17	Monday	Courses Resume
	22	Saturday	End of Spring Term I
	24	Monday	Spring Term I Grades Due
	23 – 30	Sunday – Sunday	Term break

**Academic Calendar**

2017 Spring Term II

<b>May</b>	1	Monday	Start of Spring Term II – Courses Begin
	8	Monday	End of Drop Period
	29	Monday	Memorial Day Holiday*
	30	Tuesday	Courses Resume
<b>June</b>	1	Thursday	Graduation Ceremony (Tentative date)
	26	Monday	End of Spring Term II
	28	Wednesday	Spring Term II Grades Due
	27 – July 9	Tuesday – Sunday	Term break

2017 Summer Term

<b>July</b>	10	Monday	Start of Summer Term – Courses Begin
	17	Monday	End of Drop Period
<b>September</b>	4	Monday	Labor Day Holiday*
	9	Saturday	End of Summer Term
	11	Monday	Summer Term Grades Due
	10 – 24	Sunday – Sunday	Term break

2017 Fall Term I

<b>September</b>	25	Monday	Start of Fall Term I – Courses Begin
<b>October</b>	2	Monday	End of Drop Period
<b>November</b>	18	Saturday	End of Fall Term I
	20	Monday	Fall Term I Grades Due
	19 – 26	Sunday – Sunday	Term break

2017 Fall Term II

<b>November</b>	27	Monday	Start of Fall Term II – Courses Begin
	4	Monday	End of Drop Period
<b>December</b>	23 – Jan 1	Saturday – Monday	Holiday Recess*
<b>January 2018</b>	2	Tuesday	Courses Resume

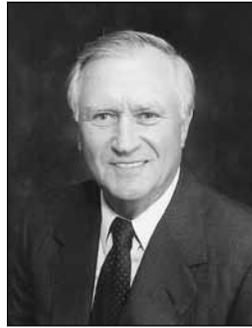
*The number of online weeks will vary each term, to account for holidays including Labor Day, Thanksgiving, Easter, Memorial Day and Independence Day.*

*\*Not all services may be available.*

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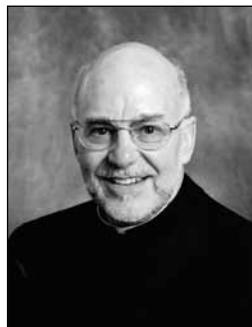
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AAS, SUNY Farmingdale

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*Adjunct Instructor, General Education*  
MS, Pace University  
BS, Mercy College  
AOS, The College of Westchester

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JD, MPA, Pace University  
MBA, Saint John's University  
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MBA, Iona College  
BS, Mercy College  
AAS, The College of Westchester

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MAT, SUNY Stony Brook  
BA, SUNY OSWEGO  
BSLAW, Saratoga University School of Law

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MBA, Iona College  
MA, MAEd, New York University  
BA, Hunter College  
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BA, SUNY Oneonta  
Certifications: Lotus Professional, MCSE

**CHRISTINA PUCCIARELLI**

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BA, Saint Francis College  
Diagnostic Medical Ultrasound Certificate, New York Methodist Center for Allied Health Education  
Graduate Studies, Lehman College

## Administration and Faculty

### WALTER RIVERA

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AA, Rockland Community College

### GLORIA SCHMIDT\*

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MPS, SUNY New Paltz  
BS, SUNY Empire  
AA, Rockland Community College

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*Adjunct Instructor, General Education*  
MAT, Quinnipiac University  
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*Adjunct Instructor, Business Administration*  
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### LAUREN STIPO\*

*Adjunct Instructor, Business Administration*  
MBA, Pace University  
BA, Adelphi University

### JUSTIN STONE

*Associate Professor, Business Administration*  
MBA, Iona College  
BBA, Hofstra University  
AA, Nassau Community College

### NEAL WASSERMAN\*

*Adjunct Instructor, Allied Health*  
MPH, New York Medical College  
BA, City University of New York/Lehman College

(\* indicates that faculty member also teaches online)

## Directions

### Northern Westchester/Putnam County

I-684 South to I-287 West to Exit 5. Left off ramp to traffic light. Left onto Tarrytown Road. At 4th light turn right onto Central Avenue. College is two blocks down on left.

### Rockland County/North Jersey

New York State Thruway across Tappan Zee Bridge to Exit 8 onto I-287 East to Exit 5. Straight off ramp to 4th light. Turn right onto Central Avenue. College is two blocks down on left.

### Connecticut

South on I-95 or Merritt Parkway to I-287 West to Exit 5. Left off ramp to traffic light. Left onto Tarrytown Road for four lights. Right onto Central Avenue. College is two blocks down on left.

### Lower Westchester/Bronx

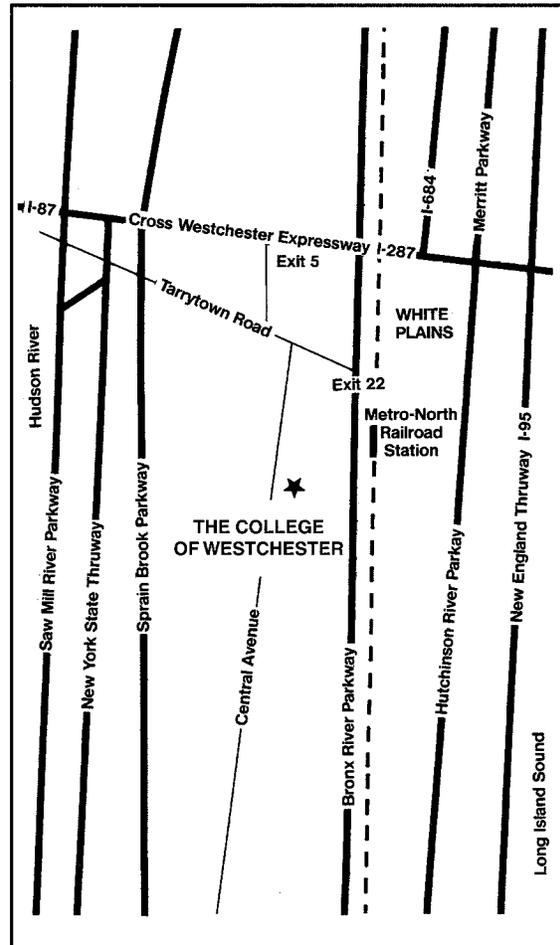
(A) WEST - Saw Mill River Parkway North to New York State Thruway to I-287 East then follow Rockland County directions.

(B) CENTRAL - Bronx River Parkway North to Westchester County Center Exit 22. Turn left. College is straight ahead 2 blocks on left.

(C) EAST - I-95 North to Exit 21 onto I-287 West then follow Connecticut directions.

### Public Transportation

The College is convenient to all public transportation. Many Westchester Bee-Line buses stop two blocks from The College at the County Center. #20 bus stops 1/2 block away. The White Plains Bus Depot/R.R. transportation center for all buses and Metro North, is a 10 minute walk from The College or a 5 minute ride on #20 bus. All Bronx subways have connecting buses to White Plains.



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# College Catalog Addendum

2016-2017

**Effective January, 2017**

## Historical Perspective

### **Page 5**

In 2016, approved by the State of New York Department of Education to voluntarily participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA).

## Online Programs and State Residency

### **Page 12**

The College of Westchester is approved by the State of New York Department of Education to voluntarily participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). This now allows for CW registered online programs to be accessible in almost all states. Approval does not mean approval or endorsement of the college or its programs by these states. Although Florida is not a member of NC-SARA, prospective students who are residents of Florida may apply for admission to The College's online programs due to not having physical presence in that state. All admissions acceptance criteria apply. CW does not presently accept students from Massachusetts, California, or Puerto Rico due to regulatory requirements in these states. Additional information may be obtained at <https://www.cw.edu/out-state-information>.

## Grievance Procedures

### **Page 78**

Out-of-state enrolled and prospective students (excluding Florida): Complaints pertaining to distance education programs being offered by out-of-state institution operating under a nationwide reciprocity agreement - known as the State Authorization Reciprocity Agreement (NC-SARA) - need to be filed with the State Portal Agency of the institution home state within two years of the incident about which the complaint is made. CW is a voluntary institutional member of NC-SARA and its State Portal Agency is the New York State Department of Education, attention Supervisor, Higher Education Programs., 89 Washington Avenue, Albany, NY 12234. The student must first follow the College's Grievance Procedure and then may file the complaint (except for complaints about grades or student conduct violation). Florida is not an NC-SARA member and therefore, enrolled and prospective students who are residents of Florida should file the complaint with the State of Florida. The student must first follow the College's Grievance Procedure and then may file the complaint (except for complaints about grades or student conduction violation). A list which includes the contact information for the relevant state agencies are located at <https://www.cw.edu/student-consumer-information>.

# College Catalog Addendum

2016-2017

**Effective February 1, 2017**

## Allied Health Course Descriptions

**Page 160**

### **MED103 Medical Terminology and Human Systems**

3 Credit Hours

Students will be introduced to the foundation of medical terminology through a thorough study of the roots, prefixes, and suffixes which form medical language. Students will also learn the vocabulary used in various medical specialties. Spelling, definitions, and pronunciation are stressed.

Students must receive a minimum grade of a C (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

### **MED111 Healthcare Law and Ethics**

3 Credit Hours

This course will introduce for discussion a variety of ethical issues that healthcare professionals may encounter during the course of their careers. Emphasis will be placed on the importance of ethical and professional behavior in the healthcare workplace. In depth discussions, textbook assignments and role playing will provide guidance to students in how to successfully manage patient relationships, protect patient privacy in compliance with the Health Insurance Privacy and Accountability Act as well as understand the distinct job responsibilities of the myriad of employees who comprise the typical health-care organization.

Students must receive a minimum grade of a C (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

### **MED208 Administrative Medical Practices**

3 Credit Hours

This course will provide the groundwork for understanding the rules and responsibilities of allied health care providers in an administrative role. The course will cover topics such as electronic health records management, written and oral communication skills, understanding the complexity of the health insurance industry, scheduling and monitoring patient appointments, and the overall administrative duties that impact a health care facility.

**Prerequisite:** MED103

Students must receive a minimum grade of a C (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

### **MSC110 Human Biology**

3 Credit Hours

This course introduces students to the basic concepts of human biology and chemistry in preparation for further study in the Allied Health Sciences. Biological concepts of cell theory, cell cycle, and cell reproduction will be explored and the major systems of the human body will be introduced.

Chemistry concepts of atoms, molecules, and elements will be introduced along with biological molecules. Appropriate medical terminology will be introduced and utilized to accurately communicate in the biological and medical sciences. Emphasis is placed on body system components and function as it relates to human diseases.

Students will take MED103 either as a co-requisite or prior to this course offering.

Students must receive a minimum grade of a C (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

### **MSC126 Anatomy and Physiology I**

3 Credit Hours

MSC 126 is the first semester of a two-semester course in Human Anatomy and Physiology. Both MSC126 and MSC131 are designed to provide students with a thorough understanding of the basic principles inherent in the study of human anatomy and physiology, and is intended for students majoring in the allied-health professions. The emphasis of this course will be on understanding the structural and functional relationships of the major organ systems of the human body and will form the basis for subsequent courses in the clinical sciences. A special effort will be made to understand the concept of homeostasis and how the individual organ systems of the body interact with each other in the maintenance of the normal functioning of the entire organism. It includes the study of structure and function of cells, tissues, and the integumentary, skeletal, muscle, nervous, endocrine, and special senses.

**Prerequisites:** MED103 and MSC 110

Students must receive a minimum grade of a C (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

### **MSC131 Anatomy and Physiology II**

3 Credit Hours

MSC 131 is the second semester of a two-semester course in Human Anatomy and Physiology. Both MSC 126 and MSC 131 are designed to provide students with a thorough understanding of the basic principles inherent in the study of human anatomy and physiology, and is intended for students majoring in the allied health professions. The emphasis of this course will be on understanding the structural and functional relationships of major organ systems of the human body and will form the basis for subsequent courses in the clinical sciences. An effort will be made to understand the concept of homeostasis and how the individual organ systems of the body interact with each other in the maintenance of the normal functioning of the entire organism. It includes the study of structure and function of cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive systems.

**Prerequisite:** MSC 126

Students must receive a minimum grade of a C (70%) to continue. Students may receive a grade of D (60-69%) but will be required to repeat the course.

### **MSC207 Clinical Procedures/Clinical Asepsis**

3 Credit Hours

This course is designed to give the medical assistant student knowledge and practice in skills required in a medical practice. Topics include managing the clinical environment, patient teaching, obtaining and documenting a medical history, obtaining vital signs, assisting with examinations, sterilizing equipment, and assisting with minor office surgery. MSC207 Clinical Procedures is a co-requisite for MSC209 Hematology and MSC212 Clinical Diagnostic Applications for the Day College. In the Adult Division, if the above courses are not offered at the same time, then MSC207 must be first and will be a prerequisite.

**Prerequisite:** MSC131 or permission to waive.

Students must receive a minimum grade of C (70%) to continue on to MSC301 Practicum. Students are expected to pass the written portion of the final with a minimum score of 70% to be eligible to take the practical exam. Students that receive a D as their final grade will be required to repeat the course.

### **MSC209 Hematology/Phlebotomy**

3 Credit Hours

The aim of the course is to expose the student to the most common phlebotomy skills required in most health care settings. Students will learn the skills involving the collection of blood specimens, the

importance of correct patient identification, complete specimen labeling, proper handling, and storage. Students will be expected to know how to draw blood using an evacuator tube system, butterfly, and syringe. Students will also be expected to perform dermal punctures (finger stick) obtaining and analyzing the blood using a capillary collection tube. Students will learn how to perform non-complex laboratory blood analysis with various diagnostic equipment. This course is taught through didactic, student laboratory, and clinical experiences.

**Prerequisites:** MSC131, MSC207 or permission to waive.

Students must receive a minimum grade of C (70%) to continue on to MSC301 Practicum. Students are expected to pass the written portion of the final with a minimum score of 70% to be eligible to take the practical exam. Students that receive a D as their final grade will be required to repeat the course.

### **MSC212 Clinical Diagnostic Applications**

3 Credit Hours

The aim of the course is to provide the laboratory experience for students to demonstrate clinical competencies applicable to all medical disciplines. Students will be demonstrate skill and competence in the following areas: Lab Equipment and Safety, Infection Control and Asepsis, EKG, Microbiology, Urinalysis and Pregnancy Testing, Fecal Occult Blood (Hemoccult) test, Vital Signs, Pain Assessment, Visual Screening, Hearing Examination, Surgical Instrumentation, Patient Examination and Preparation, Pulmonary Function Treatment and Testing, and Medical History.

**Prerequisite:** MSC131

Students must receive a minimum grade of C (70%) to continue on to MSC301 Practicum. Students are expected to pass the written portion of the final with a minimum score of 70% to be eligible to take the practical exam. Students that receive a D as their final grade will be required to repeat the course.

## Digital Media Course Description

Page 152

### **DMD320 Social Media for Marketing & Advertising**

3 Credit Hours

This course will explore the various facets of social media and its uses in the current digital landscape. Students will explore and analyze various social media tools and platforms and examine why and when each should be used. Students will apply various social techniques to real world cases to begin, or continue building, a social media portfolio. As a class, students will engage in discussions about the current social landscape and the place social media has in online communications, marketing and advertising, and personal branding. Students will acquire or expand upon the essential knowledge for a foundation in social media management, strategy and content creation.

**Prerequisite:** Junior level standing and for non DM majors, approval from DM Department Chairperson

# Computer Information Systems Course Description

## Page 148

Formerly OFT233 Database Applications (Access)

### **CIS233 Database Applications (Access)**

3 Credit Hours

Investigation and application of advanced database concepts will be covered including database administration, database technology, and selection and acquisition of database management systems. Through the introduction of Microsoft Access, the students will complete an in-depth practicum in database applications, including database design, relational tables, queries forms, and reports.

**Prerequisite:** GEN115 or NET111 or DMD101 or permission to waive

## Course Code Change

### Page 139

### **GEN105 Transformative Learning**

3 Credit Hours

This course will introduce learners to the value of change, personal growth and transformation. Learners will engage in activities designed to stimulate reflective thinking, create a positive personal outlook and foster "behaviors of success."

**Prerequisite:** None

## College Mission

### Page 6

The College of Westchester graduates individuals who have completed transformative and purposeful educational experiences that provide the foundation for successful, relevant professional careers. As an academically student-centered, culturally diverse college, CW is committed to providing the highest quality of education for all career and entrepreneurial-minded students through the delivery of a carefully constructed and focused curriculum, informed by regional employers. The College supports and encourages academic excellence, career advancement, professional integrity, financial responsibility, and good citizenship through a distinctive and highly personal campus environment.

## College Goals

### Page 6

#### *Academic Excellence*

CW ensures that students learn through an employer informed and career-relevant curriculum, effectively delivered by fully qualified and student-centered faculty engaged through continuous assessment and improvement.

### *Student Excellence*

CW students are accepted based on their potential and commitment to succeed. Students, with support and assistance from faculty, staff and peers remain committed to their education and to CW from enrollment through graduation, and throughout their career progression.

### *Operational Excellence*

CW's business operations and support services are clearly defined by standards of excellence, systematically measured, clearly communicated, and delivered by dedicated employees who embrace continuous improvement and The CW Way.

### *Business Excellence*

CW's competitive and financial strength is accomplished through planning and resource allocation that anticipates and supports institutional needs and meets regulatory compliance and accreditation requirements that facilitate student success.

# College Catalog Addendum

2016-2017

## Effective September 1, 2016

### Admissions

#### Page 9

The College of Westchester seeks to enroll students in certificate, associate and bachelor's degree programs\* who have potential to succeed academically and in their chosen profession. A personal interview is strongly recommended for all prospective students. Appointments can be arranged by contacting the Admissions Office at (914) 831-0200 or by visiting [www.cw.edu](http://www.cw.edu).

All candidates seeking admission to The College must submit an application for admission with a \$40 non-refundable fee. Responsibility for having all credentials forwarded to The College of Westchester rests solely on the applicant. The basic requirements for acceptance evaluation are listed below:

#### **For High School Applicants:**

A personal admission interview is strongly recommended  
Completed application for admission  
A current high school transcript  
Proof of high school graduation or the equivalent

#### **For Adult Applicants:**

A personal admission interview is strongly recommended  
Completed application for admission  
Proof of high school graduation or the equivalent

#### **For Online Division Applicants:**

A personal admission interview is strongly recommended  
Completed application for admission  
Proof of high school graduation or the equivalent

#### **For Transfer Applicants:**

A personal admission interview is strongly recommended  
Completed application for admission  
Proof of high school graduation or the equivalent  
Prior college transcripts  
*(Please refer to the Transfer Students section on page 71 for further information.)*

# Student Financial Services

## The College of Westchester Scholarships and Grants – Page 35

### **Matching Scholarships**

Students who have received an approved outside scholarship are eligible to have their awards matched by The College of Westchester. Each matching scholarship may not exceed \$2,000 per year. If the approved outside scholarship is awarded each year, the matching scholarship will be credited to the student's account in the same year. If the approved outside scholarship is awarded in the first year only, the matching scholarship will be matched in the student's second year.

### **Joseph and Julia Sutkowski Memorial Scholarships**

*(Freshman and Sophomore only)*

Students who have graduated from high school with an 80% or better cumulative grade average or who have completed a minimum of at least 24 credits at a prior college with a 3.0 or better GPA evidenced by an official transcript may be awarded up to \$5,000 per year. Students must maintain a 2.0 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards.

### **Institutional Grants**

The College makes available a number of institutional grants for new and continuing students. Grants are awarded based on financial need. Special consideration is given to students in critical need of assistance to continue studies. Up to \$5,000 may be awarded.

Students must re-apply each year. Students must maintain a 2.0 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards.

### **CW Program Grants**

The College offers grants to students enrolled in certain programs who are nearing the completion of their studies. These CW Program Grants are designed to reward students' persistence in their courses of study and help them reduce their student loan debt. Additional information on this grant is available from the office of Student Financial Assistance.

### **President's Scholarships**

*(Freshman and Sophomore in our Day Division only)*

The President's Scholarships range 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. Students must maintain a 2.5 cumulative GPA at the end of each academic semester in order to receive subsequent awards.

### **Achievement Award**

*(Freshman and Sophomore only)*

This grant is awarded at the discretion of the Achievement Award Committee which carefully considers a student's academic promise and their financial need. Award amounts range up to \$8,000 per year. Students must maintain a 2.0 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards.

### **Bachelor's Achievement Scholarship**

*(Junior and Senior only)*

Bachelor's Achievement Scholarships range up to \$15,000. Scholarship awards may be based on prior academic performance, future potential and financial need. Students must maintain a 2.0 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards.

### **CW School of Business Scholarship**

*(Freshman through Senior year for Day Division only)*

The School of Business 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. Students must maintain a 2.5 cumulative GPA at the end of each academic semester in order to receive subsequent awards.

### **Transfer Scholarship**

The College offers scholarships to students who transfer into CW with credits earned from prior colleges. Tuition scholarships range from 20 to 40 percent based on prior credits earned and cumulative grade point average. Scholarship percentage is applied to the remaining tuition balance after all eligible federal, state and third party grants and scholarships have been applied. Students must maintain a 2.5 cumulative GPA at the end of each academic term/semester in order to receive subsequent awards.

### **The College of Westchester Scholarship and Grant Requirements and Guidelines**

- Students' awards are limited to actual tuition charges at The College of Westchester after all other financial aid, grants and scholarships have been awarded.
- Most programs require that students apply for federal, state and other financial aid, and awards are calculated after outside grants / scholarships have need applied.
- Students must maintain a specific minimum grade point average in order to receive the grant / scholarship in each subsequent semester. See details below.
- Certain awards may require that you reapply each year or semester.
- Most scholarships require that students maintain full time attendance.
- CW scholarships and grants are awarded on a per credit basis and applied to the student account at the conclusion of the semester / term.
- CW grants and scholarships are used toward tuition only and do not cover fees or textbooks/electronic media.
- 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.

### **GPA Requirements**

CW scholarship and 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 the required cumulative GPA 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**

The College of Westchester Charitable Foundation (CWCF) is a 501(c)(3) non-profit charitable organization which awards scholarships to students who demonstrate academic promise. The Foundation annually invites CW students to submit application for consideration.

### **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.

### **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.

### **Part-time and Cooperative Employment Opportunities**

The College's Career Services administers part-time and cooperative employment opportunities which help students earn money to meet college expenses. To determine how you may qualify, contact the Admissions Office if prospective student or Career Services Office if a continuing student.

## **Company Tuition Reimbursement**

Many students who attend college receive tuition reimbursement from their employers. Company plans vary, granting up to 100% tuition reimbursement. Contact your supervisor or the personnel department at your place of employment to determine if your company has such a plan. The Student Accounts Office will help you complete any required forms.

## **Allied Health Program**

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### **Registered Medical Assistant (RMA) Certification Statement**

Prior to completion of the Practicum Medical Assistant Management course (MSC301), students will register for and be expected to sit for their Registered Medical Assistant (RMA) Certification exam. It is not a course or program requirement that students pass the RMA exam. However, students will receive an "INC" grade in the course and will not be eligible to graduate until the exam has been taken and the course completed.

## **Student Activities and Support Services**

**Security Report – Page 47**

### **Security Report for 2016**

(Based on 2015 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 2015, on the property surrounding the campus, the City of White Plains Police Department reported that there were six domestic disturbances, three drug abuse violations and a total of three unfounded crimes, which are reported crimes investigated by law enforcement authorities and found to be false or baseless. Statistics for 2016 will be available in October 2017 and located on the College's website at [http://library.cw.edu/student\\_resource.html](http://library.cw.edu/student_resource.html) and also Campus Cruiser at <http://cruiser.cw.edu> on the Academic Center page.

## CAMPUS CRIME STATISTICS

2013-2015

**Table One:** *Criminal Offenses on Campus Property*

<b>Offense</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible Sex Offenses	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
Hate Crimes*	0	0	0
Domestic Violence**	0	0	0
Dating Violence**	0	0	0
Stalking**	0	1	0

*\*Includes hate crimes in the following categories of bias: race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin)*

*\*\*Crime statistics required for Annual Security Report 2016 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.*

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

<b>Arrests Related To:</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possessions	0	0	0

**Table Three:** Statistics for number of persons referred for disciplinary action for Weapons, Drug Abuse and Liquor Law violations that occurred on Campus Property

<b>Offense</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Liquor law violations	0	0	0
Drug abuse violations	0	1	0
Weapons possession	0	0	0

**Table Four:** 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).

<b>Offense</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Murder	0	0	0
Manslaughter	0	0	0
Forcible & Nonforcible Sex Offenses	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
Hate Crimes*	0	0	0
Stalking**	1	0	0
Domestic Disturbances** (includes Dating Violence & Domestic Violence)	7	6	6

\*\*Includes hate crimes in the following categories of bias: race, religion, sexual orientation, gender, gender identity, disability, ethnicity and national origin)

\*\*Crime statistics required for Annual Security Report 2016 resulting from the Violence Against Women Act (VAWA) amendments to the Clery Act. Not collected prior to 2013.

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

<b>Arrests Related To:</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Liquor law violations	0	0	0
Drug abuse violations	1	1	3
Weapons possession	0	0	0

**Table Six:** *Statistics for number of persons referred for disciplinary action for Weapons, Drug Abuse and Liquor Law violations that occurred on property surrounding the Campus*

<b>Offense</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Liquor law violations	0	0	0
Drug abuse violations	0	0	0
Weapons possession	0	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, AlAnon, 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.

# School of Allied Health

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## Healthcare Services Administration

### Bachelor of Business Administration (BBA) – (Ground)

#### HEGIS Code 1202

The Bachelor's Program in Healthcare Services Administration is designed to prepare individuals to develop, plan and manage healthcare operations and services within various healthcare facilities. This program includes instruction in health care management, public policy, law and ethics, long term care administration, and healthcare delivery both in the United States and abroad. The focus on long term care administration will also prepare students to work in numerous elder care organizations and health system. Students will receive instruction in the current healthcare system including managed care and the delivery of care to a growing aging population.

Applicants to this program as transfer students from institutions other than CW should see the Office of Bachelor Studies and Returning Students for evaluation of transferability. See full acceptance requirements in Admissions section of this catalog. All entering students must satisfy Program Competencies as noted below.

#### Program Learning Outcomes

Graduates of the Bachelor's Healthcare Services Administration program should be able to:

- Appropriately understand and utilize the technical language common in healthcare organizations including those that pertain to the areas of basic science, and regulatory agencies
- Effectively apply methodologies and techniques related to the management processes including program planning, implementation, and evaluation.
- Effectively apply methodologies and techniques related to management processes in the development, management and evaluation of human resources.
- Effectively apply methodologies and techniques related to financial management processes.
- Understand and effectively work within the governing structure of healthcare organizations including the role of the governing board, administrators, risk management and committees.
- Interpret and apply legal and ethical principles across the health care continuum.
- Demonstrate an understanding of selected federal and state health policy issues.

<b>Course No.</b>	<b>Medical/Healthcare Courses</b>	<b>Semester Credits</b>
MED103	Medical Terminology.....	3
MSC110*	Human Biology.....	3
MED201	Introduction to Medical Coding.....	3
MED208	Administrative Medical Practice.....	3
MED111	Healthcare Law and Ethics.....	3
MED221	Medical Information Management.....	3
MED215	Health Information Technology.....	3
MED203	Advanced Medical Coding.....	3
MED212	Medical Billing.....	3
MED206	Hospital Reimbursement.....	3
HCA310	US Healthcare.....	3
HCA320	Global Healthcare Delivery Systems.....	3
HCA330	Healthcare Economics and Finance.....	3
HCA340	Managed Care.....	3
HCA350	Human Resource Management in Healthcare.....	3
HCA400	Public Health Issues and Practices.....	3

HCA420	Long Term Care Administration .....	3
HSA470**	BBA Healthcare Services Administration Internship .....	3
	<b>Total Medical/Healthcare Credits .....</b>	<b>54</b>

**Accounting/Business**

BUS203	Principles of Management.....	3
BUS123	Human Resources Management .....	3
BUS410	Seminar: Critical Issues in Business.....	3
ACC107	Financial Accounting I.....	3
ACC320	Accounting for Managers.....	3
	<b>Total Accounting and Business Credits .....</b>	<b>15</b>

**General Education**

GEN125	English Composition I.....	3
ACE110	Transformative Learning .....	3
GEN127	English Composition II .....	3
GEN129	Oral Communications.....	3
GEN157	Statistics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN330	Adult Development and Learning in the Workplace .....	3
GEN342	Writing for the Business Professions.....	3
GEN421	Business Communications & Research Methods .....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN115	Digital Literacy in the Workplace .....	3
OFT122	Office Applications: Word and PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
	<b>Total General Education Credits .....</b>	<b>39</b>

**Electives**

Electives (4)	.....	12
	<b>Total Elective Credits.....</b>	<b>12</b>

<b>Total Credits</b>	.....	<b>120</b>
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<b>Course No.</b>	<b>Electives</b>	<b>Semester Credits</b>
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.....	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit 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 Tax.....	3
ACC345	Advanced Cost Accounting.....	3
ACC350	Accounting Ethics and Professional Responsibility.....	3
BUS103	Introduction to Business Ventures.....	3

BUS112	Principles of Marketing.....	3
BUS150	Business Law.....	3
BUS216	Money and Banking.....	3
BUS230	Principles of Selling.....	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
BUS305	Marketing Management.....	3
BUS314	Principles of Finance.....	3
BUS320	Operations Management.....	3
BUS325	Management Applications & Theory.....	3
BUS338	Intermediate Finance.....	3
BUS340	Advanced Finance.....	3
BUS346	Advanced Business Law.....	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.....	3
DMD131	Introduction to Game Design.....	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout.....	3
DMD160	Web Page Development I.....	3
DMD165	2D Web Animation.....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II.....	3
DMD225	Interactive Design & Development.....	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
DMD310	Interface Design & Usability.....	3
DMD320	Social Media for Marketing & Advertising.....	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
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
GEN415	Honors Research Seminar.....	3
HCA310	US Healthcare.....	3
HCA320	Global Healthcare Delivery Systems .....	3
HSC330	Healthcare Economics and Finance .....	3
HCA340	Managed Care .....	3
HCA350	Human Resource Management in Healthcare .....	3
HCA360	Healthcare Management.....	3
HCA405	Critical Issues in Healthcare.....	3
HCA410	Aging Population and Healthcare.....	3
HCA420	Long Term Care Administration .....	3
HCA430	Quality Improvement in Healthcare.....	3
MED303	Internship in Health Information Management.....	3
MSC126	Anatomy and Physiology I.....	3
MSC131	Anatomy and Physiology II.....	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
OFT127	Spreadsheet Applications (Excel).....	3
OFT233	Database Applications (Access) .....	3
OFT280	Microsoft Office Integration.....	3

\*MSC110 course satisfies the General Education requirements.

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

HSA470A	Preparation Workshop for BBA Healthcare Services Administration Internship	0
HSA470B	BBA Healthcare Services Administration Internship .....	3

### 120 CREDITS REQUIRED FOR GRADUATION

[BBA Healthcare Services Administration Federal Program Disclosure Information – Day Division](#)  
[BBA Healthcare Services Administration Federal Program Disclosure Information – Adult Division](#)

## Healthcare Services Administration

### Bachelor of Business Administration Program Competencies

*(For Two Year Transfer Students)*

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

- English Composition I and II *(or equivalent course)*
- Oral Communications
- Financial Accounting I
- Introduction to Business Ventures or Healthcare Law and Ethics
- Human Resource Management
- Administrative Medical Practices
- Medical Terminology
- An introductory computer course
- Spreadsheet Applications (Excel)

If a student has not met one or more of these competencies at the time of enrollment, he/she will be expected 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.

# Health Services Administration

## **Bachelor of Business Administration (BBA) – (Online)**

### **HEGIS Code 1202**

The Bachelor's Program in Health Services Administration is designed to prepare individuals to develop, plan and manage healthcare operations and services within various healthcare facilities. This program includes instruction in health care management, public policy, law and ethics, long term care administration, and healthcare delivery both in the United States and abroad. The focus on long term care administration will also prepare students to work in numerous elder care organizations and health system. Students will receive instruction in the current healthcare system including managed care and the delivery of care to a growing aging population.

Applicants to this program as transfer students from institutions other than CW should see the Office of Bachelor Studies and Returning Students for evaluation of transferability. See full acceptance requirements in Admissions section of this catalog. All entering students must satisfy Program Competencies as noted below.

### Program Learning Outcomes

Graduates of the Bachelor's Health Services Administration program should be able to:

- Appropriately understand and utilize the technical language common in healthcare organizations including those that pertain to the areas of basic science, and regulatory agencies
- Effectively apply methodologies and techniques related to the management processes including program planning, implementation, and evaluation.
- Effectively apply methodologies and techniques related to management processes in the development, management and evaluation of human resources.
- Effectively apply methodologies and techniques related to financial management processes.
- Understand and effectively work within the governing structure of healthcare organizations including the role of the governing board, administrators, risk management and committees.
- Interpret and apply legal and ethical principles across the health care continuum.
- Demonstrate an understanding of selected federal and state health policy issues.

<b>Course No.</b>	<b>Medical/Healthcare Courses</b>	<b>Semester Credits</b>
MED103	Medical Terminology.....	3
MSC110*	Human Biology.....	3
MED201	Introduction to Medical Coding.....	3
MED208	Administrative Medical Practice.....	3
MED111	Healthcare Law and Ethics.....	3
MED221	Medical Information Management.....	3
MED215	Health Information Technology.....	3
MED203	Advanced Medical Coding.....	3
MED212	Medical Billing.....	3
MED206	Hospital Reimbursement.....	3
HCA310	US Healthcare.....	3
HCA320	Global Healthcare Delivery Systems.....	3
HCA330	Healthcare Economics and Finance.....	3
HCA340	Managed Care.....	3
HCA350	Human Resource Management in Healthcare.....	3
HCA400	Public Health Issues and Practices.....	3
HCA420	Long Term Care Administration.....	3
HSA480	BBA Health Services Administration Capstone.....	3

**Total Medical/Healthcare Credits..... 54**

**Accounting/Business**

BUS203	Principles of Management.....	3
BUS123	Human Resources Management.....	3
BUS410	Seminar: Critical Issues in Business.....	3
ACC107	Financial Accounting I.....	3
ACC320	Accounting for Managers.....	3
<b>Total Accounting and Business Credits .....</b>		<b>15</b>

**General Education**

GEN125	English Composition I.....	3
ACE110	Transformative Learning.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN157	Statistics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions.....	3
GEN421	Business Communications & Research Methods.....	3
GEN363	Conflict, Communication and Resolution.....	3
GEN115	Digital Literacy in the Workplace.....	3
OFT122	Office Applications: Word and PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
<b>Total General Education Credits .....</b>		<b>39</b>

**Electives**

Electives (4) .....	12
<b>Total Elective Credits.....</b>	<b>12</b>

**Total Credits .....** **120**

<b>Course No.</b>	<b>Electives</b>	<b>Semester Credits</b>
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.....	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit 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 Tax.....	3
ACC345	Advanced Cost Accounting.....	3
ACC350	Accounting Ethics and Professional Responsibility.....	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS150	Business Law.....	3

BUS216	Money and Banking .....	3
BUS230	Principles of Selling .....	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
BUS305	Marketing Management.....	3
BUS314	Principles of Finance.....	3
BUS320	Operations Management.....	3
BUS325	Management Applications & Theory .....	3
BUS338	Intermediate Finance.....	3
BUS340	Advanced Finance .....	3
BUS346	Advanced Business Law.....	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
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DMD150	Publishing Design & Layout .....	3
DMD160	Web Page Development I .....	3
DMD165	2D Web Animation .....	3
DMD175	Foundations of Interactive Design .....	3
DMD205	3D Modeling & Animation II.....	3
DMD225	Interactive Design & Development .....	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
DMD310	Interface Design & Usability .....	3
DMD320	Social Media for Marketing & Advertising.....	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
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
GEN415	Honors Research Seminar.....	3
HCA310	US Healthcare.....	3
HCA320	Global Healthcare Delivery Systems.....	3
HSC330	Healthcare Economics and Finance.....	3
HCA340	Managed Care.....	3
HCA350	Human Resource Management in Healthcare.....	3
HCA360	Healthcare Management.....	3
HCA405	Critical Issues in Healthcare.....	3
HCA410	Aging Population and Healthcare.....	3
HCA420	Long Term Care Administration.....	3
HCA430	Quality Improvement in Healthcare.....	3
MED303	Internship in Health Information Management.....	3
MSC126	Anatomy and Physiology I.....	3
MSC131	Anatomy and Physiology II.....	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

OFT127	Spreadsheet Applications (Excel).....	3
OFT233	Database Applications (Access).....	3
OFT280	Microsoft Office Integration.....	3

\*MSC110 course satisfies the General Education requirements.

## 120 CREDITS REQUIRED FOR GRADUATION

[BBA Health Services Administration Federal Program Disclosure Information – Day Division](#)  
[BBA Health Services Administration Federal Program Disclosure Information – Adult Division](#)

## Health Services Administration

### Bachelor of Business Administration Program Competencies

*(For Two Year Transfer Students)*

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

- English Composition I and II *(or equivalent course)*
- Oral Communications
- Financial Accounting I
- Introduction to Business Ventures or Healthcare Law and Ethics
- Human Resource Management
- Administrative Medical Practices
- Medical Terminology
- An introductory computer course
- Spreadsheet Applications (Excel)

If a student has not met one or more of these competencies at the time of enrollment, he/she will be expected 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.

## **CW is now accepting applications for the Health Information Administration Online program with an effective start date of Spring 2017.**

## Health Information Administration

### Associate in Occupational Studies Degree (AOS) – (Online)

#### HEGIS Code 5213

The AOS degree in Health Information Administration is a fully online program that prepares health information administration (HIA) professionals to work in a variety of administrative medical office

settings including both private practice and larger health care facilities. Graduates of this program are trained to organize, analyze, and technically evaluate patient health information in both electronic and hard copy formats, maintain and use health information indexes, and to facilitate storage and retrieval of medical records. Graduates may seek employment in medical office management positions where knowledge of medical terminology and medical billing and coding are most important.

### Program Learning Outcomes

Graduates of the Associate Health Information Administration program should be able to:

- Demonstrate the ability to collect patient health information and analyze medical reports for the correct diagnosis and procedures, as is necessary for accurate reimbursement and billing.
- Apply the concepts of computer based and other electronic technology related to health care, including the use of industry specific software applications and other tools and techniques for collecting, storing, and retrieving health care data.
- Participate in health information analysis tasks such as abstracting, interpreting, and presenting statistics and relevant health care data.
- Accurately assign diagnostic and procedural codes, and use the appropriate classification systems to correlate the completeness and accuracy of this type of data to reimbursement data.
- Apply knowledge of the medical insurance industry by accurately recording co-payments, deductibles, and coinsurance while successfully processing medical insurance claims both manually and electronically.
- Establish and maintain systems designed to protect the confidentiality and privacy of health records and apply principles of legal and ethical behavior relative to health information.
- Effectively monitor all administrative processes germane to the daily operation of medical facility while exercising leadership and motivation to Health Information Administration professionals.

<b>Course No. Medical Courses</b>	<b>Semester Credits</b>
MSC110 Human Biology*.....	3
MED103 Medical Terminology and Human Systems .....	3
MED111 Healthcare Law and Ethics .....	3
MED201 Introduction to Medical Coding.....	3
MED203 Advanced Medical Coding.....	3
MED206 Hospital Reimbursement.....	3
MED208 Administrative Medical Practices.....	3
MED212 Medical Billing.....	3
MED215 Health Information Technology.....	3
MED221 Medical Information Management.....	3
<b>Total Medical Credits.....</b>	<b>30</b>
 <b>General Education and Office Technology Courses</b>	
ACE110 Transformative Learning.....	3
GEN115 Digital Literacy in the Workplace.....	3
GEN125 English Composition I.....	3
GEN127 English Composition II.....	3
GEN129 Oral Communications.....	3
GEN224 Professional Communications and Career Development.....	3
OFT122 Office Applications: Microsoft Word & PowerPoint .....	3
OFT127 Spreadsheet Applications (Excel) .....	3
<b>Total General Education and Office Technology Credits.....</b>	<b>24</b>

**Business Courses**

BUS123	Human Resources Management.....	3
BUS203	Principles of Management.....	3
ACC107	Financial Accounting I.....	3
	<b>Total Business and Accounting Credits.....</b>	<b>9</b>

**Electives**

	Electives (1).....	3
	<b>Total Elective Credits.....</b>	<b>3</b>

**Course No. Electives****Semester Credits**

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.....	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit 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 Tax.....	3
ACC345	Advanced Cost Accounting .....	3
ACC350	Accounting Ethics and Professional Responsibility .....	3
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS150	Business Law .....	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
BUS314	Principles of Finance.....	3
BUS320	Operations Management .....	3
BUS325	Management Applications & Theory.....	3
BUS338	Intermediate Finance.....	3
BUS340	Advanced Finance.....	3
BUS346	Advanced Business Law .....	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

DMD105	Digital Illustration.....	3
DMD107	Digital Imaging.....	3
DMD113	Digital Video & Sound.....	3
DMD121	3D Modeling & Animation I.....	3
DMD123	Digital Video & Effects.....	3
DMD131	Introduction to Game Design .....	3
DMD141	Game Design & Development I.....	3
DMD150	Publishing Design & Layout.....	3
DMD160	Web Page Development I .....	3
DMD165	Digital Animation & Motion Graphics .....	3
DMD175	Foundations of Interactive Design.....	3
DMD205	3D Modeling & Animation II .....	3
DMD225	Interactive Design & Development .....	3
DMD227	HTML5, CSS, & 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
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
GEN301	Internship: General Education .....	3
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HCA340	Managed Care.....	3
HCA350	Human Resource Management in Healthcare.....	3
HCA360	Healthcare Management.....	3
HCA400	Public Health Issues and Practices.....	3
HCA405	Critical Issues in Healthcare .....	3
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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

*\*\*MSC110 course satisfies the General Education requirement.*

## Course Descriptions

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### **HSA470      BBA Healthcare Services Administration Internship      3 Credit Hours**

THIS COURSE IS FOR DAY DIVISION STUDENTS – GROUND PROGRAM ONLY

The Internship is a capstone course involving the culmination project in the Healthcare Services Administration BBA program. It will provide students an opportunity to demonstrate they have achieved the goals for learning established within the program. The Internship course integrates coursework, knowledge, skills, and practical learning to enable the student to demonstrate a broad mastery of learning across the curriculum for future employability and further career advancement. Prerequisites: Students must complete all Healthcare Services courses required of the program leading to HSA470. The internship course must be taken in the final semester of the BBA HSA program.

**HSA470A      Preparation Workshop for BBA Healthcare Services Administration Internship**

THIS COURSE IS FOR ADULT DIVISION STUDENTS – GROUND PROGRAM ONLY

This course is a non-credit workshop which occurs in the term prior to the BBA Healthcare Services Administration Internship assignment. The purpose of this workshop is to complete the internship site selection process, which may entail a formal interview with the prospective site supervisor. Students must complete this workshop in order to enroll in the HSA470B – BBA Healthcare Services Administration Internship.

*Prerequisites: completion of all course requirements preceding this course.*

**HSA470B      BBA Healthcare Services Administration Internship      3 Credit Hours**

THIS COURSE IS FOR ADULT DIVISION STUDENTS – GROUND PROGRAM ONLY

This course is a continuation of HSA470A. The Internship is the capstone course for the BBA in Healthcare Services Administration. Students will be placed in a workplace setting where they will have the opportunity to apply their skills and knowledge to typical tasks they may encounter in actual employment. They will be expected to report to and/or communicate with their worksites as if they were employees and will be subject to supervision, coaching, performance feedback, and responsibility for assignments appropriate to their preparation and employee level. Work schedules will be combined with class meetings. The first meeting will be jointly conducted by professors from Career Development Services and Allied Health Department. The purpose of these classes is to reflect upon Internship experiences and assignments, review and discuss journal entries, organize thoughts, ideas and materials for the internship paper, receive and offer support to fellow internship students, gain greater self-awareness of one's preparation and readiness for work using their skill set.

*Prerequisites: HSA470A and completion of 42 of the 54 credits required in the BBA program and a GPA of at least 2.0.*

**HSA480      Health Services Administration Capstone Course      3 Credit Hours**

(ONLINE PROGRAM ONLY)

This course brings together many of the theories and applications introduced throughout the BBA in Health Services Administration program. The course affords students the opportunity to apply all of the acquired knowledge and skills necessary for them to perform effective managerial applications relative to the health care field. Students will review various case studies, perform comparative analyses, and conduct field research to examine the challenges facing healthcare decision making based on an individual's socioeconomic status. An individual's socioeconomic status may include the administration of care for the aging population.

*Prerequisites: All Health Services Administration (HSA) courses must be completed prior to the Capstone course.*

**GEN421      Business Communication and Research Methods      3 Credits**

This course will emphasize the necessary written, oral, and visual communication needed for today's global business environment. The course is designed to provide a basic understanding of the importance of professionalism in the workplace, especially in the competitive business environment. Both interpersonal skills as well as research skills will be developed throughout the course. Throughout the semester, students will learn how utilizing creative skills and being flexible will be valuable in many career scenarios.

**Prerequisite:** GEN342 and Junior Level Status or Permission of the Department Chairperson.

**Formerly GEN421 Technical Business Communications**

## **Effective November 1, 2016**

Effective November 1, 2016, The College of Westchester is no longer accepting new admissions applications for the AAS-Digital Media degree.

## **Effective January 2017**

The following changes will be made to the Digital Media Programs:

Three course name changes:

DMD123 Digital FX and Motion Graphics will change to Digital Video and Effects

DMD165 2D Web Animation will change to Digital Animation & Motion Graphics

DMD227 HTML5 & Javascript will change to HTML5, CSS & Javascript