

# College Catalog 2010/2011

School of Business    School of Allied Health

School of Digital Media    School of Information Technology



THE COLLEGE  
OF WESTCHESTER

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Catalog Effective September 2010. The catalog is subject to revision at anytime.

## Directory of Student Services

Department	Room	Phone	E-Mail
Academic Center	Fourth Floor, Room 406	(914) 831-0433	jcarlson@cw.edu
Admissions	Second Floor	(914) 831-0318	admissions@cw.edu
Career Services	Third Floor, Room 335	(914) 831-0288	jsondey@cw.edu
Counseling Center	Third Floor, Room 322	(914) 831-0463	dcusamano@cw.edu
Enrollment Services	Third Floor, Room 304	(914) 831-0372	ccea@cw.edu
Financial Assistance	Fourth Floor, Room 406	(914) 831-0473	dpepitone@cw.edu
Learning Center	Fourth Floor, Room 405	(914) 831-0366	agarcia@cw.edu
Student Accounts	Fourth Floor, Room 407	(914) 831-0407	cmangan@cw.edu
Student Success	Fourth Floor, Room 421	(914) 831-0369	jlilleston@cw.edu
Testing Center	Second Floor, Room 207	(914) 831-0438	ascordo@cw.edu

*Note: Please refer to Page 122 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 graduate 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 (A.O.S.) 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.*

*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 (A.A.S.) 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 (A.A.S.) degree in Business Administration Management/Marketing and to offer a new certificate in E-Commerce.*

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

*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.*

*2004 authorization was given to grant the Associate in Applied Science (A.A.S.) 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 (A.A.S.) 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 (B.B.A.) in Business.*

*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 (B.B.A.) in Accounting.*

### 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.
- Registered to award the Bachelor of Business Administration Degree (BBA), Associate in Applied Science Degree (A.A.S), and the Associate in Occupational Studies Degree (A.O.S.) 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.

### Affiliations

- American Association of Collegiate Registrars and Admissions Officers (AACRAO)
- American Association of Higher Education (AAHE)
- American Association of University Women (AAUW)
- American Council on Education (ACE)
- American Education Research Association

- American Library Association (ALA)
- American Institute of Certified Public Accountants (AICPA)
- American Management Association (AMA)
- American Psychological Association (APA)
- American Society for Information Science and Technology
- American Accounting Association
- American Society for Quality Control
- APC Colleges
- Association for Supervision and Curriculum Development (ASCD)
- Association for Institutional Research (AIR)
- Association for Supervision and Curriculum Development
- Association of Collegiate Business Schools and Programs (ACBSP)
- Association of Continuing Higher Education (ACHE)
- Association of Governing Boards of Universities and Colleges
- Better Business Bureau
- Business Teachers Association of New York State
- Career College Association
- CISCO Network Academy
- College/Reading and Learning (CRLA)
- Commission on Higher Education of the Middle States Association of Colleges and Schools
- Computing Technology Industry Association (CompTIA)
- Consortium of College and University Media Centers (CCUMC)
- Council for Higher Education
- Eastern Association of Student Financial Aid Administrators
- EDUCAUSE – A National Organization “Transforming Education Through Information Technologies”
- Greater Westchester Regional Chamber of Commerce
- Hispanic Business Professional (HBP)
- International Association of Administrative Professionals
- International Higher Education Technology Association
- Metropolitan New York Library Council (METRO)
- Microsoft Certified Partner
- Microsoft Office Specialist Training and Testing Center
- National Academic Advising Association (NACADA)
- National Association of Accountants
- National Association of College & University Business Officers (NACUBO)
- National Association of Colleges and Employers
- National Association of Enrolled Agents
- National Association of Public Administration
- National Association of Veterans’ Program Administrators
- National Association of Social Workers
- National Association of Student Financial Aid Administrators (NASFAA)
- National Association Photoshop Professionals (NAPP)
- National Business Education Association
- National College Testing Association (NCTA)
- National Council of Teachers of English (NCTE)
- National Guard Incentive Program
- New York College Learning Skills Association (NYCLSA)
- New York Library Association (NYLA)
- New York Software Industry Association (NYSIA)
- New York State Association of College Admission Counseling
- New York State Association of Two Year Colleges and Universities
- New York State Board of Regents
- New York State Department of Education – Division of Vocational Rehabilitation VESID Program
- New York State Department of Labor TRA Program
- New York State Disability Services Council (NYSDSC)
- New York State Education Department for the Training of Veterans
- New York State Financial Aid Administrators Association (NYSFAA)
- New York State Organization of Bursars and Business Administrators (NYSOBA)
- New York State Personnel and Guidance Association
- New York State Society of Certified Public Accounts (NYSSCPA)
- New York State Society for Clinical Social Workers
- New York State Teachers Association (NYSTA)
- North East Association for Institutional Research
- North East Regional Computer Program (NERCOMP)
- Phi Theta Kappa, Beta Pi Gamma Chapter
- Professional Association of Resume Writers & Career Coaches (PARWCC)
- Project Management Institute (PMI)
- Renaissance Executive Forums, Inc.
- RPI-Computer Science Department

- Rockland Business Association
- Sigma Beta Delta
- Society for College and University Planning (SCUP)
- Stamford Chamber of Commerce
- Student & Exchange Visitor Information System (SEVIS)
- Transfer Credit Practices of Designated Educational Institutions
- The Consortium of College and University Media Centers (METRO)
- The Society for Information Managements (SIM)
- United States Department of Homeland Security
- United States Department of Immigration
- Westchester Academic Libraries Director's Organization (WALDO)
- Westchester Business Council
- Westchester Council for Self-Esteem
- Westchester County Association
- Westchester County Business Education Association
- Westchester Education Coalition
- Westchester Hispanic Chamber of Commerce
- Westchester PC Users Group
- Westchester, Putnam, Rockland, Counseling Association (WPRCA)
- Westchester Information Technology Cluster (WITC)
- Workforce Investment Act, Authorized Training Provider

### **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 (CW) is a student-centered, academically and culturally diverse college, dedicated to meeting the educational needs of students and the requirements of employers through the delivery of a carefully constructed and distinctive curriculum. The College environment encourages personal excellence and provides students with a foundation of knowledge and skills highly transferable to the workplace and consistent with continuing education goals.

## **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 fulfill 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. Our faculty 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 extensive business 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 present student body represents 120 high schools, five states and six countries.

The breadth of racial, ethnic and socioeconomic backgrounds represented in the student body make The College of Westchester a genuinely diverse institution. There are nearly equal numbers of women and men enrolled and a sizable population of mature, non-traditional students that primarily attend evening and weekend classes due to the convenient schedule. The College of Westchester is committed to priorities that place our 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 is located in a five-story, 50,000 square foot building conveniently located in the southwest perimeter of White Plains. The facility, which was recently renovated to include an additional 20,000 square feet of space, is air-conditioned, appropriately lighted, and properly maintained to provide a comfortable learning environment. Ample student parking is available.

The College's academic facilities include twenty-two 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. 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 of Westchester, leading-edge technology defines the teaching-learning environment. Our 13 dedicated computer classrooms feature Pentium-based personal computers, outfitted with an extensive selection of current software applications and projectors to enhance learning. In addition, CW offers an Apple Macintosh lab with Mac Pro computers running Mac OS X for multimedia students. Our Microsoft Windows multimedia lab has Dell Precision computers with Dual Core Xeon processors. CW's file servers have Intel Xeon Processors which use Microsoft Windows 2003 R2 operating system. The college has a high speed 50 MB Internet connection along with wireless access (802.11g) through-out the building so users can connect to the Internet with their personal notebooks or other wireless devices.

### Location

The College of Westchester is located in White Plains, the "hub" of Westchester County and the county seat. White Plains boasts many outstanding features. Located in the center of the county, the following communities are only minutes away by automobile: Peekskill, Yonkers, Scarsdale, Mamaroneck, Rockland County and Greenwich, Connecticut. Hundreds of large corporations are located in the White Plains area, including International Business Machines (IBM), Kraft Foods, PepsiCo, Mastercard Worldwide, Citibank, TD Bank, NineWest Group, Starwood Hotels, Entergy, Eileen Fisher, The Ritz Carlton, Fuji Film USA, Bayer Corporation, Verizon Wireless. Smaller corporations, too numerous to mention, also play a large part in fueling Westchester's economy.

The Westchester Mall is just a few minutes away from The College and houses scores of restaurants and stores such as Nordstrom, FAO Schwarz, The Gap, and Neiman-Marcus. The City is home to many government and social service agencies, including the City Court of White Plains, the County Court, the Division of Motor Vehicles, the State Education Department, the Office

of Vocational Rehabilitation, the Department of Health, Parks and Recreation, County Administration Services, the Transportation Department, the Department of Public Works, the Veterans Service Agency and, White Plains Hospital. Most employ The College of Westchester graduates.

The County Center, located within short walking distance from The College of Westchester, features interesting shows and exhibits ranging from computer expos to concerts and major conferences and job fairs. The Council for the Arts in Westchester is also headquartered in White Plains. This cultural group assists, organizes and promotes exhibitions, musical soloists and concerts, theater productions, dance company productions, film exhibitions and special events. A large percentage of these programs are free of charge.

The New York Metro North Railroad Station, one of the busiest stations per capita in the East, and the very active Transportation Center, are both a short walk from The College of Westchester.

### **Ownership**

The College of Westchester is owned by The College of Westchester, Inc., organized under the laws of the State of New York. Chairman of the Board is Ernest H. Sutkowski, a Westchester area community and business participant for over forty years.

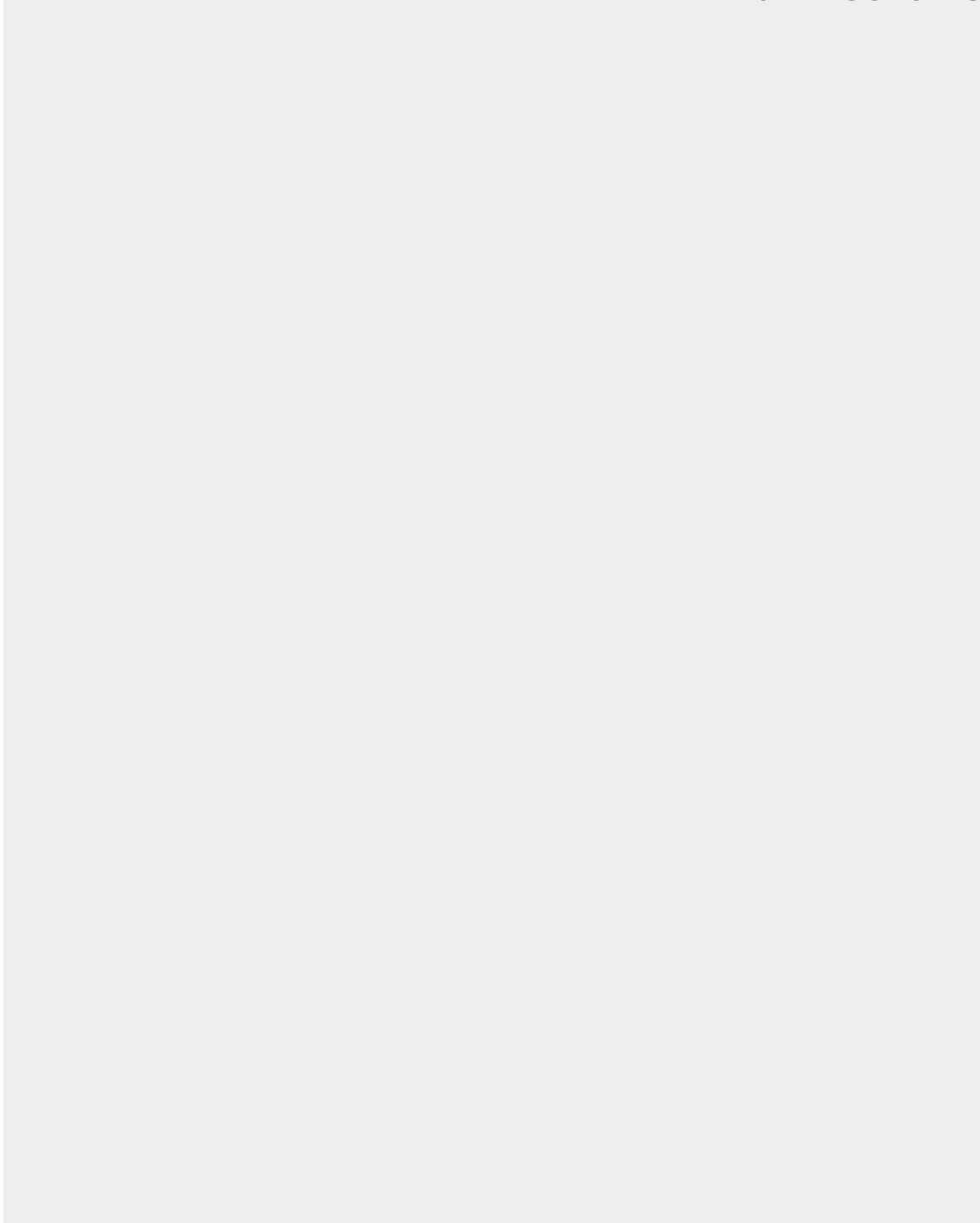
### **Board of Trustees**

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.

# Admissions



## Admissions

To properly assist in selecting the program best suited to the student's needs and abilities, 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 must submit an Application for Admission with a \$40 non-refundable application fee. Applicants for admission to degree or certificate programs must possess a high school diploma, its equivalent or a high school equivalency diploma (GED). An official high school transcript may also be required.

In some cases, non-high school graduates who have demonstrated an ability to benefit may be admitted as defined in federal regulations. These individuals may qualify for a high school equivalency diploma through The College of Westchester from the New York State Education Department, by successfully completing twenty-four semester hour credits in specified subject areas. Contact Admissions for more details.

## Bachelor Degree Admissions

Students may seek enrollment in the Bachelor of Business Administration (BBA) degree programs in one of the following ways:

1. **Freshman Acceptance:** Prospective students may apply for admission to a bachelor's degree program as a freshman with no college transfer credits. Applicants must meet the admissions requirements specified above.
2. **Two Year Transfer Acceptance:** Students with an earned associate degree or who have earned 60 or more semester credits from The College of Westchester\*\* or other accredited higher education institutions may be considered for acceptance into a bachelor's degree program. These applicants must meet the admissions requirements specified above and have a minimum grade point average of 2.5\* from their prior college(s). Other competencies may be required. (See BBA Competency Requirements)

3. **Transfer Acceptance:** Students who have attended other colleges but who do not possess an earned degree or who have less than a 2.5 cumulative grade point average may be considered for acceptance into a bachelor's degree program. Acceptance of transfer credit will be reviewed on a course-by-course evaluation for courses with a grade of C or higher. (See Transfer Credit Policy)

The BBA Application for Admission must be accompanied by a \$40 non-refundable application fee. This fee is waived for current CW students and CW alumni who have graduated within one year of their intended start date.

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

*\*\* Graduates of the MAM and MOSM programs at The College of Westchester might not meet full Two Year Transfer requirements into baccalaureate programs.*

### 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 may 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 thirteen start dates throughout the year. Please refer to page 117 for the Day College Academic Calendar, page 118 for the Evening College Academic Calendar, and page 119 for the Saturday College Academic Calendar.

### Registration/Orientation

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

### Assessment Testing

Applicants for matriculation to The College of Westchester must take an assessment test in writing and mathematics prior to registration. Students who do not achieve a satisfactory score in the writing assessment or mathematics components may be required to take Basics of Communications and/or Mathematics as part of their program. These courses carry institutional credit units that are not counted toward graduation credit requirements. (Some applicants may be exempt from assessment testing.)

### Transfer Students

Students seeking to transfer credits from another institution of higher education should request that an official transcript be mailed to Transfer Credits, Office of Admissions, The College of Westchester, 325 Central Park Avenue, Box 710, White Plains, New York 10602. Students who have attended another accredited college or university may obtain credit toward graduation for courses taken at that institution. Credit is transferable for comparable courses in the student's selected curriculum in which the applicant has obtained a grade of "C" (2.0) or higher. A maximum of 63% of the credits required for program completion may be transferable. Foreign students are required to have transcripts officially translated, in English, before submission to the college in order for the transfer credit review process to be executed. (See section on Academic Standards for complete information on transfer policies and procedures.)

### 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, or Microsoft Office Specialist certifications. Certifications may not be older than 3 years from the student's start date. The chairperson must be notified to verify that the certification is the most current.

### Summer Bridge Program

Accepted applicants that test into Basics of Mathematics or Basics of English on the College's placement test may opt to participate in the Summer Bridge Program. The Summer Bridge Program contains non-credit course content designed to improve the basic Math or English communication skills required for college.

Upon completion of the Summer Bridge Program, the student will be given the opportunity to test out of the required Basics of math or Basics of English class and be placed in college level Math and English classes when they matriculate. There is no assurance that applicants who attend or complete the Summer Bridge Program will automatically be exempt from their required Basics of Math or Basics of English class.

The program typically runs for 2 to 3 weeks during the month of August. The total fee for the 2011 Summer Bridge Program is \$250 which includes required text books. Applicants that successfully complete the Summer Bridge Program will have the \$250 fee credited to their student account and corresponding reduction of \$250 in tuition. The fee must be paid in full prior to the first day of class and is non-refundable after the first day of attendance. The \$200 Tuition Deposit cannot be applied to the Summer Bridge charges. Paid Summer Bridge participants who withdraw prior to attending, may request a refund of the \$250 fee. Notification of withdrawal and refund request must be made in writing to the Office of Admissions. Contact the Director of Admissions at 914-831-0200 for additional information.

### Jump Start Program

For a nominal fee, The College of Westchester offers high school juniors and seniors the opportunity to earn credits toward their college degree through the Jump Start Program. To learn more about these opportunities call the Admissions Office.

### **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 ACE recommendations. The College also accepts the evaluations of the American Council on Education (ACE) and the National Program on Non-Collegiate sponsored Instruction (NPONCI), New York Board of Regents, and grants credits for programs comparable to its curriculum.

More detailed information about the CLEP examinations and the locations of test centers can be obtained by visiting [www.collegeboard.com](http://www.collegeboard.com).

### **UExcel Examinations**

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. Credit will be awarded for the following courses: English Composition I, American Political Institutions or Global Political Systems, and Introduction to Psychology.

### **High School 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 as well as high schools such as Gorton, Greenwich, Lehman, Riverside, Saunders, Mount Vernon and Christopher Columbus.

### **American College Test Proficiency Examination Program (ACT PEP)**

The American College Test (ACT) offers a series of college level examinations four times a year at test centers throughout the country. The College of Westchester will accept many of the examinations offered as part of ACT PEP. Contact the Dean of Admissions for specific information concerning passing standards and credits awarded.

### **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 Math, Basics of Communications, College Mathematics, College Algebra, Computers and Technology, Keyboarding and Information Processing I and II, Accounting I and II, Microsoft Word 2007, Excel 2007, PowerPoint, and Medical Terminology. Appropriate electives in these areas would replace these courses to fulfill graduation credit requirements.

## **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.

## Day College

Effective Winter 2010 tuition and fees are as follows:

- \$680 per semester credit hour will be charged for all programs.
- \$100 per course for Computer and General Services Fee for all programs.
- \$450 per semester textbook charges for all programs.
- \$650 PC Kit Fee for students taking PC Technology (A+) course NET111.
- \$100 Medical Lab Fee for any course held in Medical Labs.
- \$100 Clinical Kit Fee for students taking Clinical Procedures course MSC103.
- \$ 24 Medical Scrubs Fee for students taking Medical Terminology course MED103

## Evening College and Saturday College

Effective Spring 2010 tuition and fees are as follows:

- \$680 per semester credit hour will be charged for all programs.
  - \$100 per course for Computer and General Services Fee for all programs.
  - \$650 PC Kit Fee for students taking PC Technology (A+) course NET111.
  - \$100 Medical Lab Fee for any course held in Medical Labs.
  - \$100 Clinical Kit Fee for students taking Clinical Procedures course MSC103.
  - \$ 24 Medical Scrubs Fee for students taking Medical Terminology course MED103.
- Textbooks purchased separately.

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 are paid at the start of each

semester for the Day College. The materials become the property of the student and no refund is made for these items. Evening/Saturday students purchase textbooks 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 and book payments may be suspended or dismissed from the college. Reinstatement may occur only after financial obligations are met. Students are subject to subsequent increases in tuition, books 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.

## 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 student will not be issued until student's check has cleared the bank. Students should allow 30 days after bank clearance for receipt of disbursement check.

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.

## Withdrawals and Refunds for Day College:

We believe an equitable refund policy has been formulated in direct compliance with federal guidelines. 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 institutional charges. Institutional charges consist of tuition and fees. The Day College mandatory fees are as follows:

Application Fee (one-time fee).....	\$40.00
Computer and General Services Fee.....	\$100.00 per course
Graduation Fee .....	\$100.00
Other fee charges may include the following:	
Transcript Fee.....	\$10.00
Non-Sufficient Funds Fee .....	\$30.00

Tuition and fees are payable in full by the first day of class. Books and PC kit are non-returnable and non-refundable. Individuals who believe that circumstances warrant exception from the terms of this policy may contact the Director of Student Financial Services.

Effective October 7, 2000, the following institutional refund policy applies for the Tuition and Computer and General Services Fee:

#### **Refund formula for Day College:**

New student withdraws during add/drop period .....	100%
Continuing student withdraws on or before the first day of the semester .....	100%
Continuing student withdraws 1st week of the semester excluding 1st day .....	80%
Student withdraws 2nd week of the semester .....	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%

Once the student has notified Academics, either verbally or in writing of his or her intent to withdraw, that date will be used to calculate refunds. If the student does not officially withdraw from school, then The College will use the later of the midpoint of the semester or the date of an academically-related activity within that term to calculate the institutional refund policy.

Upon request to the Director of Student Financial Services, examples of application of this policy may be obtained.

#### **Withdrawals and Refunds for Evening College:**

We believe an equitable refund policy has been formulated in direct compliance with federal guidelines. 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 term institutional charges. Institutional charges consist of tuition and fees. The Evening College mandatory fees are as follows:

Application Fee (one-time fee) .....	\$40.00
Computer and General Services Fee .....	\$100.00 per course
Graduation Fee .....	\$100.00

Other fee charges may include the following:

Transcript Fee .....	\$10.00
Non-Sufficient Funds Fee .....	\$30.00

Tuition and fees are payable in full by the first day of class. Books and PC kit are non-returnable and non-refundable. Individuals who believe that circumstances warrant exception from the terms of this policy may contact the Director of Student Financial Services.

Effective May 8, 2004, the following institutional refund policy applies for the Tuition and Computer and General Services Fee:

#### **Percent Refunded Evening College (18 class sessions):**

New student withdraws during add/drop period .....	100%
Continuing student withdraws on or before The first day of the term .....	100%
Continuing student withdraws 2nd class Of the term .....	75%
Student withdraws 3rd class of the term .....	50%
Student withdraws 4th class of the term .....	25%
Student withdraws after the 3rd week of the term .....	0%

#### **Withdrawals and Refunds for Saturday College:**

We believe an equitable refund policy has been formulated in direct compliance with federal guidelines. 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 term institutional charges. Institutional charges consist of tuition and fees. The fees are mandatory as follows:

Application Fee (one-time fee) .....	\$40.00
Computer and General Services Fee .....	\$100.00 per course
Graduation Fee .....	\$100.00

Other fee charges may include the following:

Transcript Fee .....	\$ 10.00
Non-Sufficient Funds Fee .....	\$30.00

Tuition and fees are payable in full by the first day of class. Books and PC kit are non-returnable and non-refundable. Individuals who believe that circumstances warrant exception from the terms of this policy may contact the Director of Student Financial Services.

Effective May 8, 2004, the following institutional refund policy applies for the Tuition and Computer and General Services Fee:

**Percent Refunded Saturday College (9 class sessions):**

New student withdraws during add/drop period.....	100%
Continuing student withdraws on or Before the first day of the term .....	100%
Continuing student withdraws 2nd class of the term .....	70%
Student withdraws 3rd class of the term .....	30%
Student withdraws 4th class of the term .....	0%
Student withdraws after the 3rd week of the term .....	0%

For the Evening or Saturday College, once the student has notified Academics, either verbally or in writing of his or her intent to withdraw, that date will be used to calculate refunds. If the student does not officially withdraw from school, then The College will use the later of the midpoint of the term or the date of an academically-related activity within that term to calculate the institutional refund policy.

Upon request to the Director of Student Financial Services, examples of application of this policy may be obtained.

**Refund Policy for Financial Assistance Programs:**

Effective October 7, 2000, the following federal refund policy applies for the following student assistance programs known as Title IV funds (DL Loan Programs, Federal PELL Grant, Federal Supplemental Educational Opportunity Grant:

**Refund Policy:**

Student withdraws on or before the first day of the term.....	100%
New student withdraws during add/drop period.....	100%

Once the student has notified Academics verbally or in writing of the intent to withdraw, that date will be used to calculate refunds and the return of Title IV funds. The percentage of refund will be determined by the amount of Title IV funds the student has earned. If the student does not officially withdraw from school, then The College will use the later of the midpoint of the term, semester or the date of an academically-related activity within that term, or semester to calculate the return of Title IV funds.

Any refunds due to any federal programs will be made within 30 days of the date The College determines the student is no longer active.

Should a student with a subsidized or unsubsidized loan separate from The College and an overpayment exist, The College will repay those funds to the lending agencies on behalf of the student's account. Also, if student withdraws before the end of term or semester he/she will lose the institutional grant. 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, and if such credit balance exists as the result of institutional funds, the excess will be refunded to The College. Any credit balance of \$25 or less will not be refunded according to Federal Guidelines unless requested in writing.

For further explanation of this policy, please contact the Director of Student Financial Services.

**In the event a student finds it necessary to withdraw or is dismissed from The College, the "Withdrawals and Refunds" policy will apply and the following refund priority will be used:**

1. Unsubsidized William D. Ford Federal Direct Loan (DL)
2. Subsidized Stafford William D. Ford Federal Direct Loan (DL)
3. PLUS William D. Ford Federal Direct Loan (DL)
4. Federal Pell Grants
5. Academic Competitiveness Grants (ACG)
6. Federal Supplemental Educational Opportunity Grants (FSEOG)
7. Other Title IV Assistance for which a return of funds is required
8. Other Federal, State, Private or Institutional financial assistance
9. Student

# 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
Academic Competitiveness Grant	Federal Government	\$750 first academic year \$1300 second academic year
Federal Pell Grant	Federal Government	\$1176-\$5550 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	\$100-\$5,000 per award year
Aid for Part Time Study (APTS)	New York State	varies/dependent upon State funding
Federal Direct Subsidized Stafford Student Loan	Federal Government	\$3,500 1st academic year \$4,500 2nd academic year \$5,500 3rd & 4th academic year
Federal Direct Unsubsidized Stafford Student Loan	Federal Government	\$6,000 1st & 2nd academic year \$7,000 3rd & 4th academic year
Federal Direct PLUS Loan for Undergraduate Students	Federal Government	Cost of attendance per student less other financial assistance
Achievement Award	The College of Westchester	up to \$4,000 (varies based on credits)
Institutional Grant	The College of Westchester	up to \$3,000 (varies based on credits)
Joseph and Julia Sutkowski Memorial Scholarship	The College of Westchester	up to \$5,000 (varies based on credits)
Matching Scholarship	The College of Westchester	up to \$2,000 in second academic year
President's Scholarship	The College of Westchester	up to \$18,000 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 \$33,000 per Bachelors degree program
Other College of Westchester Grants/Scholarships	The College of Westchester	varies depending on eligibility
TFC Payment Plans	TFC Credit Corporation	Up to the cost of attendance
Alternative Funding	Various Lenders	Up to the cost of attendance

*Students must apply for all financial assistance for all academic years; as well as reapply for all federal and state funding on award year basis. The above funding is not available for all students. It is contingent upon the students' financial need as well as academic standing. In this section, you will find full descriptions on the above programs.*

## Federal Pell Grant Program

### Application Procedure

Applications and other materials are available through the Student Financial Assistance Office. Students may apply for a Pell Grant by filing a Free Application for Federal Student Aid (FAFSA). The application may be completed on-line 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. 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 Counselor, 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 Pell Grant.

### Selection of Recipients and Allocation of Awards

The Pell Grant program is commonly called an educational entitlement program. The applicant 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. Financial need is determined by a federal formula applied to all applicants. The formula was developed by the U.S. Department of Education and is reviewed annually by Congress. The expected family contribution (EFC) is calculated by this formula.

### Award Schedule

Current awards range from \$555 to \$5,550. The Pell Grant Award can be used for related educational expenses. The amount of the award will be determined by the family contribution, cost of attendance, and the number of credits enrolled per semester for our Day College students and per term for our Evening/Saturday College students.

### Responsibilities of Recipients

The student must continue to make satisfactory academic progress in the program in which enrolled. The student must not owe any refunds on prior Pell Grants or other awards paid, or are in default on repayment of

any student loan. Should the student be selected for a process called "verification," the student must have submitted all required documents to The College of Westchester. The Anti-Drug Abuse Act of 1988 allows the court to suspend Title IV eligibility if an individual is convicted of drug distribution or possession.

Source: Office of Student Financial Assistance, U.S. Department of Education, P.O. Box 84, 7th and D Streets SW, Washington, D.C. 20044.

## Federal Supplemental Educational Opportunity Grant Program (FSEOG)

### Application Procedure

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) and The College of Westchester Financial Assistance Application to the Financial Assistance Office at The College. FSEOG cannot be disbursed unless the Financial Assistance Office is in receipt of a valid student's Institutional Student Information Report (ISIR).

### Selection of Recipients and Allocation of Awards

The FSEOG 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. Students who have received a bachelor's degree are not eligible for an FSEOG.

### Award Schedule

Awards may range anywhere from \$100 to \$400 per award year. The FSEOG award can be used for related educational expenses. This federal grant is used to provide assistance to students who demonstrate exceptional need.

### Responsibilities of Recipients

The student must continue to make satisfactory academic progress. The student must not owe any refunds on prior federal or campus-based grants, or be in default on repayment of any student loan. Should the student be selected for a process called “verification,” the student must have submitted all required documents to The College of Westchester. Students who withdraw may lose FSEOG funds.

## Academic Competitiveness Grant (ACG)

### Application Procedure

Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA) and the The College of Westchester Financial Assistance Application to the Financial Assistance Office at The College.

The maximum award for a first year eligible undergraduate student is \$750; the maximum award for a second year eligible undergraduate student is \$1300.

To receive an ACG, you must:

- be Pell Grant-eligible during the same award year;
- be enrolled at least half-time;
- be a first-year or second-year undergraduate student or a student in a certificate program of at least one year in a degree program at a two-year or four-year degree-granting institution;
- have completed a rigorous secondary school program of study; and
- if a first-year student – have completed secondary school after Jan. 1, 2006; not have been enrolled in ACG-eligible program while at or below age of compulsory school attendance or
- if a second-year student – have completed secondary school after Jan. 1, 2005, and have at least a 3.0 grade point average as of the end of the first year of undergraduate study.

## Federal Work Study Program (FWS)

### Application Procedure

The Federal Work-Study Program (FWS) is a campus-based program funded by the federal government to assist college students who have financial need. Students interested in applying for this program must complete and submit the Free Application for Federal Student Aid (FAFSA) and the The College of Westchester Financial Assistance Application to the Financial Assistance Office at The College. FWS funds cannot be earned unless the Financial Assistance Office is in receipt of a valid student's Institutional Student Information Report (ISIR).

### Selection of Recipients and Allocation of Awards

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.

### Responsibilities of Recipients

The student must continue to make satisfactory academic progress. The student must not owe any refunds on prior federal or campus-based grants, or be in default on repayment of any student loan. Should the student be selected for a process called “verification,” the student must have submitted all required documents to The College of Westchester. Students who withdraw will lose FWS funds.

### Payment of Funds

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

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

### Application Procedure

The student should obtain a FAFSA application from The College, complete and sign the application and present it to a Financial Assistance Counselor at The College. The FAFSA information will be used to determine financial need and determine eligibility. Once the Financial Assistance Counselor has determined the student has need for the loan, the student must complete a loan promissory note which is available in the Financial Assistance Office. The note will then be mailed or transmitted to Direct Lending.

A counseling session is required, notifying the student of loan rights and responsibilities prior to completion of the loan promissory note. The College provides personal counseling and repayment literature for all students.

When the loan is approved, the student is notified by The United States Department of Education (DOE). Funds will be disbursed by electronic transfer to The College. The student will be notified promptly when the student account is credited. 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 (Evening/Saturday students).

### Selection of Recipients and Allocation of Awards

To be eligible for a William D. Ford Loan, the student must: (1) be a United States citizen or permanent resident alien; (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.

### Stafford Loans: Subsidized and Unsubsidized

For student borrowers, the William D. Ford (DL) is either subsidized or unsubsidized.

A subsidized/unsubsidized loan is awarded on the basis of financial need. If a student qualifies for a subsidized loan, the federal government pays interest on the loan ("subsidizes" the loan) until the student begins repayment.

If the student qualifies for an unsubsidized loan, interest will be charged from the time the loan is disbursed until it is paid in full. The student can choose to pay the interest or allow it to be capitalized. Please speak to a Financial Assistance Counselor for more details. A student may be eligible to receive both a subsidized and an unsubsidized loan for the same enrollment period. Dependent undergraduate students may borrow as follows:

- A first (freshman) year student enrolled in a program of study that is at least a full academic year may borrow up to \$3,500. Also additional unsubsidized Stafford loan eligibility of \$2,000, making a maximum 1st year total of \$5,500.
- A second (sophomore) year student enrolled in a program of study that is at least a full academic year may borrow up to \$4,500. Also additional unsubsidized Stafford loan eligibility of \$2,000, making a maximum 2nd year total of \$6,500.
- A third (junior) year student enrolled in a program of study that is at least a full academic year may borrow up to \$5,500. Also additional unsubsidized Stafford loan eligibility of \$2,000, making a maximum 3rd year total of \$7,500.
- A fourth (senior) year student enrolled in a program of study that is at least a full academic year may borrow up to \$5,500. Also additional unsubsidized Stafford loan eligibility of \$2,000, making a maximum 4th year total of \$7,500.

For periods of study less than a full academic year, please see a Financial Assistance Counselor to determine how much may be borrowed.

Independent undergraduate students or dependent students whose parents are denied a PLUS loan (parental loan) may borrow as follows:

- A first year student enrolled in a program of study that is at least a full academic year may borrow up to \$7,500 (\$3,500 subsidized and \$6,000 unsubsidized).
- A second year student enrolled in a program of study that is at least a full academic year may borrow up to \$8,500 (\$4,500 subsidized and \$6,000 unsubsidized).
- A third year student enrolled in a program of study that is at least a full academic year may borrow up to \$10,500 (\$5,500 subsidized and \$7,000 unsubsidized).

- fourth year student enrolled in a program of study that is at least a full academic year may borrow up to \$10,500 (\$5,500 subsidized and \$7,000 unsubsidized).
- The total aggregate debt a student can have outstanding from all DL programs loans is:
- \$31,000 as a dependent undergraduate student (no more than \$23,000 of which may be in subsidized loans.)
- \$57,500 as an independent undergraduate student (no more than \$23,000 of this money may be in subsidized loans.)

### Origination Fees

Currently there is a three percent (3%) processing fee deducted from all student loans borrowed. A portion of this fee goes to the federal government to help reduce the cost of the loans.

### 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.

During the grace period on a subsidized loan, a student does not have to pay any principal, and interest will not be charged. During the grace period on an unsubsidized loan, a student does not have to pay any principal, but interest will be charged. A student can either pay the interest or allow it to be capitalized.

After a student leaves school or drops below half-time enrollment, a student will receive information about repayment and will be notified when repayment begins. Students will be responsible for sending payments on a timely basis. The minimum monthly payment is \$50, with a standard repayment period of ten years. Income sensitive repayment is available.

### Deferments/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 Direct Lending to obtain a deferment or a 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.

### **Federal Direct Parent Loan for Undergraduate Students (PLUS)**

Parents of financially dependent undergraduate students may borrow up to the total cost of attendance minus financial assistance received by the student. PLUS promissory note forms may be obtained from Direct Lending or from The College's Student Financial Services Office.

A student should apply for a subsidized loan before the parent applies for a PLUS Loan. The interest rate is variable but it will not exceed 9%. There is a fee on the amount borrowed and the bank will reduce the check by the amount of the fee.

Repayment of the amount borrowed plus interest begins within 60 days after the final loan check is disbursed. There is no grace period on these loans. The minimum monthly payment is \$50. The standard repayment term is ten (10) years.

### **Alternative Lending (Loans)**

These loans are designed to provide an opportunity for students who experience a shortfall between the cost of school attendance and available financial aid. Additional alternative loans should be viewed as a last resort for students who do not have any other options for the financial assistance needed to continue their pursuit of their academic goals. These loans are based upon your credit-worthiness, or the credit-worthiness of a co-signer.

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

Students who have received recognition from an approved outside scholarship program are eligible to have their awards matched by The College of Westchester. Each matching scholarship may not exceed \$2,000 per year.

### **Eligibility Requirements**

- A. Candidates must be full-time students attending Day college and must maintain a cumulative GPA of 3.0.
- B. Students' awards are limited to actual tuition charges at The College of Westchester after all other financial assistance has been awarded.
- C. Students must complete applications for state and federal assistance programs.

- D. 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. This 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 will be awarded up to \$5,000 will vary based on credit load. This scholarship is limited to the balance of the student's tuition account after credit for all other scholarships/assistance has been applied. There is no additional application process as awards are based on official transcripts. Student must maintain a cumulative grade point average of 3.0 or better at the end of each academic term in order to receive subsequent awards. This scholarship is disbursed per credit at the completion of each academic term of enrollment and is used toward tuition only and does not cover fees or textbooks.

### **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 \$3,000 will vary based on credit load and is disbursed toward tuition only at the completion of each academic term.

For complete information on applying for this grant, please contact the office of Student Financial Assistance. Students must re-apply each year. Student must maintain a cumulative grade point average of 2.0 or better at the end of each academic term in order to receive subsequent awards.

**President's Scholarships*****(Freshman and Sophomore only)***

The College of Westchester will award scholarships ranging up to \$18,000 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. Scholarship awards are based on a competitive examination. High school academic average and financial need may also be considered. Students may not use this scholarship with any other College of Westchester scholarship. President's Scholarships are distributed equally over each academic semester of enrollment and are used toward tuition only and do not cover fees or textbooks. Student must maintain a 3.0 or better cumulative grade point average at the end of each academic term 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 \$4,000 will vary based on credit load and is disbursed towards tuition only at the completion of each academic term. Students must maintain a cumulative grade point average of 2.5 or better in order to receive subsequent awards.

**Bachelor's Achievement Scholarship*****(Junior and Senior only)***

The College of Westchester will award scholarships ranging up to \$15,000. Scholarship awards may be based on prior academic performance, future potential and financial need. Scholarships will be awarded on a per credit basis and will be credited toward tuition only at the completion of the semester and or term. Student must maintain a 2.5 or better cumulative grade point average at the end of each academic term in order to receive subsequent awards.

**CW School of Business Scholarship*****(Freshman through Senior years)***

The College of Westchester will award scholarships ranging up to \$33,000 for a Baccalaureate 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. Scholarship awards are based on a competitive examination. High school academic average and financial need may also be considered. Students may not use this scholarship with any other College of Westchester scholarship. CW School of Business Scholarships are distributed equally per credit each academic semester of enrollment and used toward tuition only not fees or textbooks. Students must maintain a 3.0 or better cumulative grade point average at the end of each academic term in order to receive subsequent awards.

**The College of Westchester Charitable Foundation Scholarship**

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

**Additional College of Westchester Scholarship/Grant Information**

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

**Other Scholarship Programs**

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

### **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.

## **New York State Tuition Assistance Program (TAP)**

### **Application Procedure**

Applications are available through the Student Financial Assistance Office of The College of Westchester. Applicants must apply annually to the New York State Higher Education Services Corporation (NYSHESC), 99 Washington Avenue, Albany, NY 12255. The application deadline is May 1 of each calendar year, but should be filed as early in the year as possible.

Before submitting the application, the applicant should review it with a college Financial Assistance Counselor or high school counselor if there are questions relating to completion of the application. After the application is submitted to NYSHESC, an Electronic TAP Assistance (ETA) form is sent to The College. The Student Financial Assistance Office will require the student to make necessary corrections and sign the form. The ETA is then

returned to NYSHESC for processing. The New York State Higher Education Services Corporation determines the applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant. The College of Westchester defers tuition payment on the basis of receipt of the award certificate. Funds are disbursed from the New York State Higher Education Services Corporation and received after The College of Westchester certifies student eligibility and attendance.

### **Selection of Recipients and Allocation of Awards**

The Tuition Assistance Program is an entitlement or educational gift program. A student is eligible to receive a maximum of three years of TAP toward a two-year degree. The applicant must: (1) be a New York State resident, (2) permanent resident alien, paroled refugee, or conditional admit ant to the United States; (3) be enrolled full-time and matriculated at an approved New York State postsecondary institution; (4) have, if dependent, a family net taxable income below \$80,000; if independent and single with no tax dependents, a net taxable income below \$10,000; (5) Once a student has accrued 24 TAP points, he/she must also have a minimum GPA of 2.0; (6) Students must be in good academic standing according to TAP guidelines, which include satisfactory academic progress and program pursuit requirements. All income data is subject to verification by the New York State Department of Taxation and Finance.

The definition of independent status is as follows:

NOTE: Independent status under federal aid programs does not necessarily ensure independent status for TAP. To be considered independent for TAP for 2010-2011, a student must meet one of the conditions below.

1. Thirty-five years of age or older on July 1, 2010.
2. Twenty-two years of age or older on June 30, 2010, and not: (a) reside in any house, apartment, or building owned or leased by parents for more than six weeks in calendar years 2009, 2010, 2011; (b) be claimed as a dependent by parents on their federal or state income tax returns for 2009, (c) be a recipient of gifts, loans, or other financial assistance in excess of \$750 from parents in calendar years 2009, 2010, 2011.

3. Under 22 years of age on June 30, 2010 and meeting all other requirements above, in addition, able to meet at least one of the following requirements: (a) both parents deceased, disabled or incompetent; (b) receiving public assistance other than Temporary Assistance for Needy Families (TANF) or food stamps; (c) a ward of the court; (d) rendered financially independent due to the involuntary dissolution of family resulting in relinquishment of parent's responsibility and control (documentation is required); (e) veteran of the armed forces.

### Award Schedule

The amount of the student's TAP award is based on tuition, net taxable income and dependency status. The income measure is the family's (or independent student's) net taxable income from the preceding tax year, and (for dependent students) child support from divorced or separated parents. This income is further adjusted to reflect other family members enrolled full-time in postsecondary study. TAP awards range from \$100 to \$5,000. Exact award schedules vary, therefore; students are encouraged to consult with a Financial Assistance Counselor for an estimate.

### Responsibilities of Recipients

Payments of student financial assistance will be suspended for any student who fails to maintain good academic standing. To maintain good academic standing, a student must pursue the program of study in which enrolled and make satisfactory academic progress toward program requirements (See Satisfactory Progress For Financial Aid Eligibility).

### 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.*

## Veterans Benefits

### State Programs

The following programs are registered by the New York State Education Department. Enrollment in other than registered programs may jeopardize a student's eligibility for certain aid awards. Where any question of eligibility exists, a student or pending student should see a college Financial Assistance Counselor.

COMPUTER NETWORK	
ADMINISTRATION .....	HEGIS CODE 5199
DIGITAL MEDIA .....	HEGIS CODE 5199
BUSINESS ADMINISTRATION	
MANAGEMENT/MARKETING.....	HEGIS CODE 5004
BUSINESS OFFICE SYSTEMS	
ADMINISTRATION .....	HEGIS CODE 5005
ACCOUNTING.....	HEGIS CODE 5002
BUSINESS SYSTEMS MANAGEMENT.....	HEGIS CODE 5103
DATABASE MANAGEMENT .....	HEGIS CODE 5103
COMPUTER NETWORKING	
SPECIALIST .....	HEGIS CODE 5199
DIGITAL MEDIA SPECIALIST .....	HEGIS CODE 5199
COMPUTER APPLICATIONS	
SPECIALIST .....	HEGIS CODE 5005
INTENSIVE ACCOUNTING/COMPUTER	
APPLICATIONS .....	HEGIS CODE 5002
BUSINESS OFFICE SPECIALIST .....	HEGIS CODE 5005
E-COMMERCE.....	HEGIS CODE 5099
MEDICAL ASSISTANT MANAGEMENT.....	HEGIS CODE 5214
MEDICAL ASSISTANT SPECIALIST.....	HEGIS CODE 5214
MEDICAL OFFICE SYSTEMS	
MANAGEMENT .....	HEGIS CODE 5005
MEDICAL OFFICE SPECIALIST.....	HEGIS CODE 5005
PHARMACY TECHNOLOGIST.....	HEGIS CODE 5214
BUSINESS ADMINISTRATION (BBA).....	HEGIS CODE 0506
ACCOUNTING (BBA) .....	HEGIS CODE 0502

### The Montgomery GI BILL – Active Duty – Chapter 30

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 GED or 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 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.....1,321.00  
 Three Quarters.....990.75  
 Half Time .....660.50

You can apply by filling out VA Form 22-1990, Application for Education Benefits or visiting the Veterans Certifying Official at the College located in the Student Financial Services Office.

#### The Post-9/11 GI Bill – Effective August 2009

The Post-9/11 GI Bill is for 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. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. This program will pay eligible individuals:

- tuition & fees directly to the school not to exceed the maximum in-state tuition & fees at a public Institution of Higher Learning. A monthly housing allowance based on the Basic Allowance for Housing for an E-5 with dependents at the location of the school.
- an annual books & supplies stipend of \$1,000 paid proportionately based on enrollment
- a one-time rural benefit payment for eligible individuals
- This benefit is payable only for training at an Institution of Higher Learning (IHL) If you are enrolled exclusively in online training you will not receive the housing allowance. If you are on active duty you will not receive the housing allowance or books & 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.

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

### **The Montgomery GI BILL – Selected Reserve – Chapter 1606**

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 GED 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 \$309 per month.

### **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 HESC.
- 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.

### 2010 – 2011 Awards

For the 2010-11 academic year, awards will be set at 98% of tuition or \$4,287.50, 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 Veteran's 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.

Apply for payment as follows:

- Undergraduate and Graduate Full-time & Part-time Study – Apply for payment by doing one of the following:
  1. Apply online by completing the Free Application for Federal Student Aid (FAFSA) – the form used by most 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.

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' & 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' & 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 arise 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 that 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 \$915 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**

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.

### **Reserve Educational Assistance Program (REAP)**

#### **Chapter 1607**

REAP is a new education program that provides up to 36 months of education benefits to members of the Selected Reserves, Individual Ready Reserve, and National Guard, who are called or ordered to active service in response to a war or national emergency as declared by the President or Congress.

Eligibility will be determined by the Department of Defense or the Department of Homeland Security as appropriate. Generally, a member of a reserve component who serves on active duty on or after September 11, 2001 under Title 10, US code, for at least 90 consecutive days under a contingency operation is eligible for REAP. There is no specific time frame to use REAP, however, your eligibility generally ends when you leave the Selected Reserves.

National Guard members are eligible if their active service extends for 90 consecutive days or more and their service is authorized by the President or Secretary of Defense as a national emergency and supported by federal funds.

The educational assistance allowance payable under REAP is a percentage of the Montgomery GI Bill – Active Duty (MGIB) rate based on the number of consecutive days served on active duty.

- Members who serve 90 days but less than a year will receive 40 percent of the MGIB 3 year rate
  - Members who serve one year but less than 2 years will receive 60 percent of the MGIB 3 year rate.
  - Members who serve 2 or more continuous years will receive 80 percent of the MGIB 3 year rate.

For further information, please contact The College of Westchester's Veteran's Coordinator at the Student Financial Services Office.

## Day College

### Satisfactory Progress for State Tuition Assistance Program (TAP) Eligibility

The regulations of the Commissioner of Education of The State of New York require that eligibility for continuation of the State Tuition Assistance Program (TAP) payments be based upon satisfactory program pursuit and academic progress. The regulations further place the responsibility of certification of minimum program pursuit and academic progress upon The College in which the student is enrolled. Failure by a student to meet the minimum requirements as specified will automatically result in the suspension of TAP for the next semester. A student who withdraws during any semester regardless of reason will automatically lose TAP benefits for the following semester.

While the TAP regulation provides for a one-time waiver during undergraduate study, a waiver will only be granted if a student has documented mitigating circumstances. Students must write a letter of appeal to the Director of Student Financial Services citing the circumstances which contributed to unsatisfactory program pursuit and/or academic progress.

Pursuit of progress: A letter grade of A, B, C, D, F would be received to fulfill the pursuit requirement. Grades of WD, WL, I, TO, or TR do not fulfill this requirement. For the first or second payment, students must have received a grade for at least 50% of normal full-time study (6 credits) pursued. For the third or fourth payment, students must have received a grade for at least 75% of normal full-time study (9 credits) pursued in the last semester. For the fifth or more payments, students must have received a grade for 100% of the full-time courses pursued in the last semester.

Satisfactory Academic Progress: Students are required to accumulate a specific number of credits and achieve a specified cumulative grade point average each semester, depending on the number of TAP the student has received (see chart below):

### Standard of Satisfactory Academic Progress for Determining Eligibility for Student Financial Aid Associate Degree and Certificate Programs

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

### Standard of Satisfactory Academic Progress for Determining Eligibility for Student Financial Aid Bachelor Degree

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

## Day College

### Satisfactory Progress for Federal and Institutional Financial Aid Eligibility

Federal regulations require eligibility for continuation of Title IV Federal Financial Aid is based upon maintaining satisfactory academic progress. The regulations further place the responsibility for establishing and monitoring minimum academic progress upon The College in which the student is enrolled. Failure by a student to meet the minimum requirements as outlined in the table below will automatically result in the suspension of Federal Title IV funding for the next semester. Students who believe that circumstances which contributed to unsatisfactory progress are unique enough to warrant special consideration may obtain a waiver application from the Academic Dean. See the Waiver Policy in the Academic Standards section.

The College has established the same satisfactory progress guidelines for institutional funding as those required of Title IV Federal Financial Aid.

Students are permitted one and one-half times (150%) the normal program length to complete studies. The College of Westchester measures academic progress at the end of each semester and places special emphasis on academic progress requirements. The College reserves the right, however, to dismiss a student if overall performance clearly demonstrates that he/she cannot profit from continued enrollment at The College of Westchester. The maximum time frame allowed for the completion of a degree or certificate is one and one-half times the program length which applies to full-time and part-time students.

### Standards of Academic Progress

*Qualitative Standard* – Students must maintain a specific cumulative grade point average by the completion of each semester of study. The prescribed minimum cumulative semester GPA is set forth below.

*Quantitative Standard* – Students are also expected to make satisfactory progress toward the completion of their degree by earning a certain percentage of credits attempted. The prescribed minimum percentage of credits is set forth below.

#### DAY COLLEGE – Standards of Progress

Credits Attempted	Academic Suspension if GPA Below:			Minimum Successful Course Completion %		
	120 credit Degree	48 credit Certificate	36 credit Certificate	120 credit Degree	48 credit Certificate	36 credit Certificate
0 – 6	0.0	0.0	0.0	0%	0%	0%
1 – 15	0.80	1.25	1.25	50%	50%	55%
16 – 30	1.25	1.3	1.5	55%	55%	60%
31 – 45	1.50	1.5	1.75	60%	60%	80%
46 – 60	1.75	1.8	2.0	65%	70%	
61 – 75	2.00	2.0		75%	80%	
76 – 90	2.0			80%		
91 – 105	2.0			80%		
106 – 120	2.0			80%		
121 – 180	2.0			80%		

## Evening/Saturday College

### Satisfactory Progress for Federal Financial Aid Eligibility

Federal regulations require eligibility for continuation of Title IV Federal Financial Aid be based upon maintaining satisfactory academic progress. The regulations further place the responsibility for establishing and monitoring minimum academic progress upon The College in which the student is enrolled. Failure by a student to meet the minimum requirements as outlined in the table below will automatically result in the suspension of Federal Title IV funding for the next term. Students who believe that circumstances which contributed to unsatisfactory progress are unique enough to warrant special consideration may obtain a waiver application from the Dean of Student Academic Services. See the Waiver Policy in the Academic Standards section.

The College has established the same satisfactory progress guidelines for institutional funding as those required of Title IV Federal Financial Aid.

Students are permitted one and one-half times (150%) the normal program length to complete studies. The College of Westchester measures academic progress at the end of each semester and places special emphasis on academic progress requirements. The College reserves the right, however, to dismiss a student if overall performance clearly demonstrates that he/she cannot profit from continued enrollment at The College of Westchester. The maximum time frame allowed for the completion of a degree or certificate is one and one-half times the program length which applies to full-time and part-time students.

### EVENING/SATURDAY COLLEGE – Standards of Progress

Credits Attempted	Academic Suspension if GPA Below:			Minimum Successful Course Completion %		
	120 credit Degree	48 credit Certificate	36 credit Certificate	120 credit Degree	48 credit Certificate	36 credit Certificate
0 – 6	0.0	0.0	0.0	0%	0%	0%
7 – 12	0.80	1.25	1.25	50%	50%	55%
13 – 24	1.25	1.5	1.75	55%	55%	60%
25 – 36	1.50	1.75	2.0	60%	60%	80%
37 – 48	1.75	2.0	2.0	65%	70%	80%
49 – 60	2.00	2.0		75%	80%	
61 – 72	2.0	2.0		80%	80%	
73 – 84	2.0			80%		
85 – 96	2.0			80%		
97 – 108	2.0			80%		
109 – 120	2.0					
121 – 180	2.0					

## 2010-2011 Average Student Cost of Attendance Budget

(Effective January 1, 2010)

### Day College 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.....	\$18,360
Books .....	\$900
General Student Services Fees .....	\$900
Housing.....	\$1,281
Transportation .....	\$2,710
Miscellaneous and Personal.....	\$6,330
TOTAL ESTIMATED COST .....	\$30,481

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

*One Academic Year, (27 credits) for all other students*

Other budgets may apply:

Tuition.....	\$18,360
Books .....	\$900
General Student Services Fees .....	\$900
Housing.....	\$12,106
Transportation .....	\$2,710
Miscellaneous and Personal.....	\$6,330
TOTAL ESTIMATED COST .....	\$41,306

### Evening/Saturday College 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.....	\$16,320
Books .....	\$800
General Student Services Fees .....	\$800
Housing.....	\$1,281
Transportation .....	\$2,710
Miscellaneous and Personal.....	\$6,330
TOTAL ESTIMATED COST .....	\$28,241

### Evening/Saturday College Student Expense Budget B (24 credits/4 terms)

*One Academic Year, for all other students*

Other budgets may apply.

Tuition.....	\$16,320
Books .....	\$800
General Student Services Fees .....	\$800
Housing.....	\$12,106
Transportation .....	\$2,710
Miscellaneous and Personal.....	\$6,330
TOTAL ESTIMATED COST .....	\$39,066

**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:

- \$650 PC Kit Fee for students taking PC Technology (A+) course NET111.
- \$100 Medical Lab Fee for any course held in Medical Labs.
- \$100 Clinical Kit Fee for students taking Clinical Procedures course MSC103.
- \$ 24 Medical Scrubs Fee for students taking Medical Terminology course MED103

*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 student consumer information, contact Student Financial Services at (914) 831-0473 for an appointment.*

# **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**

Each new student is assigned a Student Success Coach who oversees the student's success and progress at the College. The student success coach meets with each student in a group several times per semester/term during their Transformative Learning class. In addition, coaches meet with students in a one on one meeting to help them further understand their academic and personal goals. Coaches carefully monitor and support each of their students throughout their college experience.

#### **Academic Advising**

The Academic Center is a centralized advising office serving Day, Evening, and Saturday College students. Academic advising is designed to foster positive and productive faculty and student relationships, to aid in student retention, and to promote student success, both academically and professionally. The College of Westchester vigorously supports a strong academic advising program. Students meet with their academic advisors in the Academic Center regularly to discuss their schedules, their academic progress, as well as any other concerns or questions about achieving goals and success at The College of Westchester.

#### **The Counseling Center**

The Counseling Center is an excellent place for students to seek help with basic needs, to begin exploring personal concerns, family problems or psychological issues. The Counseling Center serves as a resource to assist students in developing to their potential. The Center is operated by social work staff that are available to talk with students confidentially.

#### **The Learning Center**

At The Learning Center, both professional and peer tutors provide individual and group tutoring for all course offerings, as well as workshops on a variety of study skills topics. Students who request tutoring should contact Learning Center personnel. The Learning Center is also available as a computer lab with eight computers to provide a comfortable atmosphere for students to work on their projects. Each computer is loaded with instructional software.

#### **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 provide tools for student account management, academic information, grades, class schedules, and more.

#### **Services to Students with Disabilities**

The College seeks to provide students with disabilities with the support services and other reasonable accommodations needed to ensure equal access to the programs and activities of the College. All accommodations are made on a case-by-case basis. A student requesting accommodations is asked to provide appropriate documentation and to meet with the Dean of Student Academic Services in the Academic Center or the Associate Dean of Evening/Saturday College to complete a Request for Accommodations form.

### Library

The College of Westchester Library, <http://library.cw.edu>, provides access to a wide variety of information resources in order to meet the research needs of students, faculty, and staff. The Library subscribes to core academic databases to include Mergent, EbscoHost, Proquest, Gale, Medline and more. In addition to online Library database availability throughout the campus, they are also accessible via remote access from off-campus, anywhere an Internet connection can be found (in or out of state). The Library Blog <http://cwlibrarynews.blogspot.com> provides Library news, hours and Web links to scholarship information and student resources. Librarians regularly visit classes to provide introductory or specific research competencies utilizing both print and electronic resources. The library provides a welcoming environment with comfortable spaces for individual and group study. There are well-equipped computer workstations with the latest software and full range of multimedia capabilities. Printing is free. All professional library staff have Masters degrees accredited by the American Library Association.

### 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 as well as IT practice sessions using PrepLogic software. 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. Professional 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. (Sales taxes are included in textbook charges.) A wide variety of school related items, such as notebooks, highlighters, computer books, locks and calendars are also available.

### 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. 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, handicap 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 committee, 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 to student organizations, the College of Westchester provides students with the opportunity to participate in a number of other activities. Every year, students enjoy such activities as holiday parties, the student/faculty/staff softball game, Club Days, 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 participating in non-profit organizations' walk-a-thons, blood drives, and food/clothing campaigns for the poor and homeless.

### **SGA Newspaper – Student Voices**

Published each semester, the SGA newspaper, Student Voices, is comprised of articles written completely by Day, Evening, and Saturday College students about all aspects of students' lives. All students are encouraged to participate.

## **Student Clubs**

### **The Accounting Society**

The Accounting Society is geared toward students considering a career in accounting or interested in the subject area. Activities include discussions of various employment opportunities, tutoring students who need extra help in accounting or math, field trips, business lunches and guest speakers.

### **Allied Health Club**

Students interested in the medical fields are encouraged to participate in this club, including study groups, field trips and guest speakers to further understanding and build camaraderie in the business of medicine.

### **Basketball Team**

The CW Warriors Men's Basketball Team, which plays in a White Plains sports league, is supported by faculty/staff coaches and student managers. Try-outs take place in November and the team practices and plays weekly from December through March. Strict adherence to academic standards is followed as all players must remain academically eligible to play and remain on the CW Basketball Team. Family, friends, classmates, faculty, and staff have supported their past endeavors, cheering them on to a victorious season. Team members who earn a 3.5 grade point average, attend a minimum of eighty –five percent of all their classes, and adhere to the signed Student-Athlete Agreement will be nominated to the CW Student Athlete of the Semester award.

### **The Business Club**

The Business Club introduces its members to contemporary marketing practices and allows for practical experience in planning, organizing, executing marketing activities and developing business plans. It acquaints students with real life situations involving different aspects of marketing including promotion, pricing, product selection and development.

### **The Computer and Digital Media Club**

The Computer and Digital Media Club provides opportunities for students who are interested in computer technology to explore the fields of computer systems and Digital Media. Activities include discussions of various employment opportunities, field trips, guest speakers and special projects.

### **Creative Evolution (Fashion Club)**

Creative Evolution offers students who have a strong interest and passion for the fashion industry to collectively generate activities related to fashion creativity, style, and business. The club exists to provide a place where members can meet to share ideas, skills, and experiences in a positive learning and recreational environment.

### **The Music Club**

The Music Club brings together students who play musical instruments, sing, or simply have a deep interest in music of all kinds. The club provides an outlet for musicians to play together in both rehearsals and performances and provides a venue for sharing musical knowledge, skill, and enthusiasm.

### **Networking Club**

This group provides a community for students interested in Information Technologies to gather and exchange ideas and to learn more about the field, as well as to socialize with others who share a common interest. The Networking Club also sponsor the "PC Doctor" which offers reasonable priced computer services throughout the College.

### **Public Speaking and Debate Club**

Affiliated with the Toastmasters International national network, this club was created to give students an opportunity to further develop their skills of public speaking. It offers students the opportunity to strengthen their communication skills in a productive and stress-free environment, further preparing them for success in the workforce.

### **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 co-op 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 and physically attending 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.

## **Academic Excellence Initiatives: Recognizing Academic Excellence**

### **The Honors Program**

The Honors Program 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 accepted into the Honors Program will complete three Honors Projects while pursuing their degree. Students may complete a special project, paper, or other research beyond the regular coursework outlined in the course syllabus. Honors Program students may also participate in community service for an Honors Project. 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.

### **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 outstanding academic achievement with a minimum 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 purposes of Sigma Beta Delta are 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 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.

### **The College of Westchester Newsletter**

The College of Westchester publishes a newsletter several times during the year to keep the student body and the community informed of the accomplishments of the students and alumni.

### **Security Report**

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.

### **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: extends 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; from Central Avenue to the CW student parking lot on Fulton Street, and from house #107 to #129 on Robertson Avenue.

In 2008, there were no thefts on the College property reported to the White Plains police. In 2008, on the property surrounding the campus, the City of White Plains Police Department reported that there were four drug law violations. There were no hate crimes, larceny/theft, simple assault, intimidation, destruction, damage or vandalism of property reported for 2008 either on campus or on the property surrounding the campus.

Statistics for 2009 will be available in October 2010 and located on the College's website. Additional information on sexual assault can be found in the Library.

#### **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.

#### **Description of Campus Security Programs**

A variety of crime prevention information is available to students and employees. Student information is provided through their Transformative Learning course, new student orientation, and the student handbook. Employee information is available in the employee handbook and through various publications made available to the employees. Related programs on sexual assault, alcohol and drug abuse are available through various community organizations. These include the Bureau of Sex Crimes Analysis, Al-Anon, Alateen, Alcoholics Anonymous, and Daytop Village. The address and phone numbers for these and other community programs are available from the Counseling Center.

#### **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 Vice President of Academic and Student Affairs, Dean of Student Academic Services, or Dean of Evening/Saturday College as soon as possible. If necessary, such activity can be reported by calling the Vice President of Academic

and Student Affairs, Dean of Student Academic Services, or Dean of Evening/Saturday College at 914/831-0433 or 800/333-4924. When a report of an urgent situation is received, the Vice President of Academic and Student Affairs, Dean of Student Academic Services, or Dean of Evening/Saturday College will, if appropriate, contact Westchester County Fire, Emergency Medical, or Police personnel. If a reported situation is less severe, the Dean of Student 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 Director of Facilities.

#### **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 Student Academic Services may be contacted at 914-831-0416 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.

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 or staff with problems related to alcohol and drug use. Information about substance abuse and treatment programs is available in the Office of Academic and Student Affairs 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 who have been convicted of violating any criminal drug statute while on The College of Westchester property 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.

### 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 what 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.

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

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

This policy pertains to all allied health students (Medical Office, Medical Assisting) assigned to take classes in the Medical Labs (Room 423 and 401). 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 adopted 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 must be kept clean at all times. Only a solid, white, black, or blue undergarment can be worn under the scrub top.
2. A lab coat (also with the CW logo) will be worn in all clinical classes when performing Asepsis, Phlebotomy, EKG, Clinical Procedures, and Blood Typing.
3. Footwear must be a white sneaker, or white or blue clogs. 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 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.

Scrubs will be worn at all clinical extern sites as required by the dress code policy of the college and the requirements for externship. 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 in the lab.

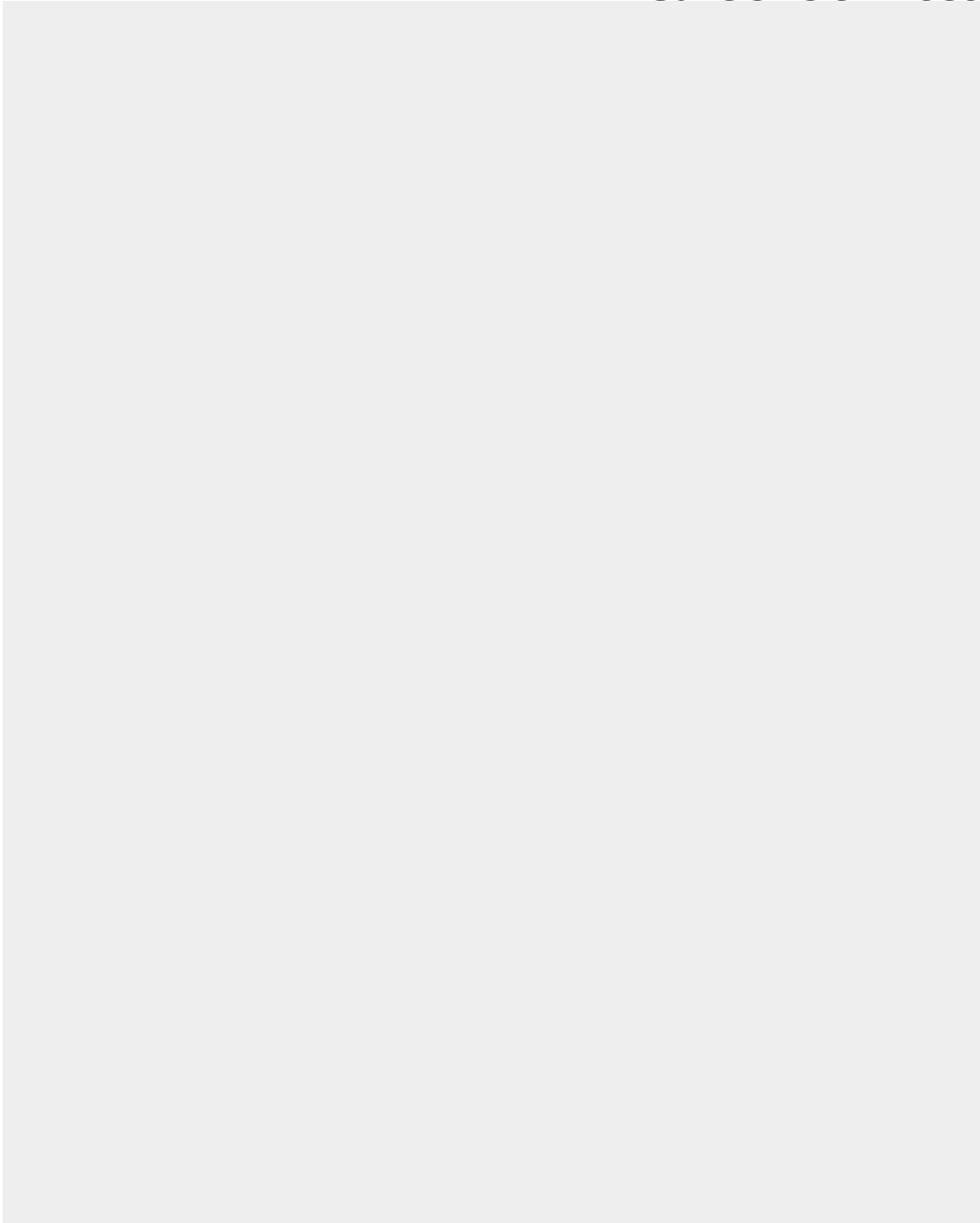
### **Policy Prohibiting Sexual Harassment**

The College of Westchester is committed to safeguarding the right of all students and employees to learn and work in an environment free from all forms of sexual harassment based on gender and/or sexual orientation. The College is further committed to providing an educational environment that promotes respect, dignity and equality. It shall be a violation of this policy for any student, employee or third party (college visitor, vendor, etc.) to sexually harass any student or employee of campus or at any college-sponsored activities, programs and events including those that take place at locations off-campus.

### **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, 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. The College carefully tracks and assists graduates with career selection, job placement and/or transfer to full time study upon completion of an associate degree. CW measures its success by determining the success rate of graduates in employment related to their field of study or successful transfer into a full time program of study.

The College of Westchester's success record for the period from July 1, 2008 through June 30, 2009 indicates that 93.44% of graduates (ready, willing and able to work or seek full time transfer) were employed in positions related to their studies or continued their college education full-time. This represents graduates who obtained employment or transfer on their own as well as those assisted by the Career Services staff.

### 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 fourth quarter (Day student) or fifth term

(Evening/Saturday student) to be considered eligible. Students must be approved by their Department Chairperson and their Academic Advisor. Students should then meet with the Assistant Director of Internship Programs and explore current opportunities. The employers ultimately decide upon which students they accept. Students that successfully complete the internships will receive credit towards their degree. The BBA Internship, a required element of CW's BBA programs, has been designed specifically to allow students to use their high-level classroom skills in real-life work situations.

Taken in a student's last semester, the BBA Internship is a required 3-credit course that is a semester long learning experience combining in-class seminars with out-of-class projects. 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

## Career Services for BBA Students

The career development in our BBA program has new information and insights into employer priorities. Our services will help graduates find a balance between school, work and the required internship through new opportunities, with top employers.

The Career Services department will continue to train and provide leadership in the areas of: career planning, career assessment, career and employment resources, job search strategies, experiential learning (internships), computerized career assessments (new), and internet applications (new). Additionally, the department will continue to help BBA students further develop their resumes, cover letters, job search strategies, interviews and decision-making skills. The Assistant Director of Internship Programs will assist students in securing more challenging cooperative education opportunities (Internships) and/or volunteer positions. In addition, the Career Services department is responsible for coordinating Career Week and Internship Fairs with several top employers.

# 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 classes in three different calendar formats: Day College, Evening College, and Saturday College. 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 College two semesters, and a minimum of twenty-four credits, are equal to one academic year. The Evening College and the Saturday College 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 College 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 semesters. Courses meet three times a week, twice a week, or one day each week. A minimum of twelve academic credits each semester is required for fulltime status.

Classes in the Evening College meet Monday, Tuesday, Wednesday, and Thursday evenings from 6:00 pm to 10:35 pm. Students may take classes on M/W, or T/TH, or both. Evening classes meet during two time periods: 6:00 p.m. to 8:15 p.m. and 8:20 p.m. to 10:35 p.m. Classes in the Evening College are offered five terms each year for nine weeks each term: Fall I, Fall II, Spring I, Spring II, and Summer. The Evening College is also on a semester credit hour basis. A minimum of six credits each term is required for fulltime status.

Classes in the Saturday College meet on Saturdays only from 8:15 a.m. to 5:45 p.m., except for holiday weekends when classes are not scheduled. Period one classes meet from 8:15 a.m. to 12:45 p.m. Period two classes meet from 1:15 p.m. to 5:45 p.m. The Saturday College meets five terms each year for nine weeks each term: Fall I, Fall II, Spring I, Spring II, and Summer. The Saturday College is on a semester credit hour basis and a minimum of six credits is required for fulltime status.

### Class Formats

Courses are offered in one of the following formats:

1. Traditional courses which consist of classroom instruction with technology elements including Blackboard for web-enhanced learning;
2. Hybrid courses which combine elements of online distance learning courses and traditional courses. A hybrid course is a normal CW course that is offered partially online and partially in a traditional face-to-face format. A hybrid course has regular class meetings on campus, though they are fewer in number;
3. Fully Online courses which do not meet in a classroom. Assignments are posted on line and students participate in discussion boards on line.

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

## Academic Programs

### Certificate Programs

The College of Westchester offers Certificate programs in a variety of majors, including Intensive Accounting, Computer Applications Specialist, Database Management, E-Commerce, Medical Assistant Specialist, Medical Office Specialist, Digital Media Technology, Networking Specialist, Pharmacy Technologist, and Business Office Specialist. 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 Education Department.

### Associate Degree

The College of Westchester offers both the Associate in Applied Science (A.A.S.) and the Associate in Occupational Studies (A.O.S.), both of which prepare students to enter the work force upon graduation. There are generally fewer liberal arts requirements for the A.O.S. 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 A.A.S. degree, courses in general education. The

Associate degree requires the completion of 66 academic credits. The Associate degree programs are registered by the New York State Education Department.

### **Bachelor Degree**

The College of Westchester offers two Bachelor of Business Administration (B.B.A.) degrees: a BBA in Business Administration and a BBA in Accounting. Students must complete a total of 120 credits to earn the Bachelor degree. Students who have earned an Associate degree at The College of Westchester are eligible to apply to the B.B.A. program if they have earned 66 academic credits and have achieved a minimum of a 2.5 grade point average. Students who are accepted will complete 54 credits in the Bachelor's program in addition to the 66 credits for the Associate degree for a total of 120 credits. A cumulative grade point average of 2.0 or better as well as completion of all required B.B.A. courses is compulsory for graduation.

#### **Bachelor of Business Administration – Business Administration Program Competencies**

*(For Two Year Transfer Students)*

Students accepted as two year transfers into the Bachelor of Business Administration – Business Administration degree must have achieved the following competencies:

- English Composition I and II (or equivalent courses)\*
- Financial Accounting I
- Introduction to Business Ventures
- An introductory Computer course
- Microsoft Excel
- Oral Communications
- Principles of Marketing
- Principles of Finance
- 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 following competencies:

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

- Cost Accounting
- Federal Taxation
- Principles of Marketing (for students who take Marketing/Management elective)
- Principles of Finance
- Statistics
- Macroeconomics
- Business Law
- 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 expected to achieve these competencies within the first two semesters 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.

### **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.

### Grading System

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

Grade	Value	Numerical Credit Hour	Grade Point Value Per
A	Excellent	93-100	4.00
A-		90-92	3.75
B+		87-89	3.30
B	Good	83-86	3.00
B-		80-82	2.75
C+		77-79	2.30
C	Average	73-76	2.00
C-		70-72	1.75
D	Minimum Passing Grade	65-69	1.00
F	Failure	Below 65	0.00
UF	Unauthorized Failure***		
FR	Failed Course/Retake		
P	Pass		
WD	Withdrawal, No Credit		
DP	Dropped Course, No Credit		
I	Incomplete		
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.

### Grade Point Average – Computation Example

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
$\frac{36 \text{ Quality Points}}{12 \text{ Credits}} = 3.0 \text{ Grade Point Average}$			

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.

Students may register for a course with the audit option without receiving any credit or a grade. Students who audit may choose not to participate in class assignments and requirements. Students must pay regular college tuition and fees. Transcripts will reflect AUD for audit. The College of Westchester reserves the right to make changes in the schedule of class hours or in the courses of study.

### Class Standing

Class standing is determined by the number of semester hours which a student has satisfactorily completed. Students who have earned fewer than 24 semester hours are classified as freshman. Sophomore status is granted to a student who has earned a minimum of 24 semester hours of credit. Junior and senior standing require a minimum of 60 and 90 semester hours of credit respectively, and a record which indicates ability to fulfill all program and general College requirements for a degree.

### Academic Standing

The College of Westchester expects all students to maintain a cumulative grade point average of at least 2.0. Academic standing is computed at the end of every semester. Any student whose GPA falls below 2.0 will have academic sanctions imposed and financial aid may be affected. No student will be graduated with a cumulative GPA below 2.0. Satisfactory academic progress is measured by a qualitative standard; students must maintain a minimum GPA. Satisfactory progress to maintain eligibility for financial aid includes both a qualitative and quantitative standard. Please refer to the Financial Assistance section of the catalog for further information.

### Standards of Academic Progress

In order to be in good academic standing a student must maintain a cumulative grade point average that meets minimum academic qualitative standards. The prescribed minimum cumulative semester GPA is set forth below.

**Day College**

CREDITS ATTEMPTED	ACADEMIC SUSPENSION IF GPA BELOW:			MINIMUM SUCCESSFUL COURSE COMPLETION %		
	120 Credit Degree	48 Credit Certificate	36 Credit Certificate	120 Credit Degree	48 Credit Certificate	36 Credit Certificate
0 – 6	0.0	0.0	0.0	0%	0%	0%
1 – 15	0.80	1.25	1.25	50%	50%	55%
16 – 30	1.25	1.3	1.5	55%	55%	60%
31 – 45	1.50	1.5	1.75	60%	60%	80%
46 – 60	1.75	1.8	2.0	65%	70%	
61 – 75	2.00	2.0		75%	80%	
76 – 90	2.0			80%		
91 – 105	2.0			80%		
106 – 120	2.0			80%		
121 – 180	2.0			80%		

**Evening/Saturday College**

CREDITS ATTEMPTED	ACADEMIC SUSPENSION IF GPA BELOW:			MINIMUM SUCCESSFUL COURSE COMPLETION %		
	120 Credit Degree	48 Credit Certificate	36 Credit Certificate	120 Credit Degree	48 Credit Certificate	36 Credit Certificate
0 – 6	0.0	0.0	0.0	0%	0%	0%
7 – 12	0.80	1.25	1.25	50%	50%	55%
13 – 24	1.25	1.5	1.75	55%	55%	60%
25 – 36	1.50	1.75	2.0	60%	60%	80%
37 – 48	1.75	2.0	2.0	65%	70%	80%
49 – 60	2.00	2.0		75%	80%	
61 – 72	2.0	2.0		80%	80%	
73 – 84	2.0			80%		
85 – 96	2.0			80%		
97 – 108	2.0			80%		
109 – 120	2.0					
121 – 180	2.0					

### **Academic Probation**

A student whose cumulative 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. In the Associate degree program, if the student is placed on Academic Probation a second time, it is considered Final Probation. If the student fails to meet academic standards in the subsequent semester, he/she may be Academically Suspended.

### **Academic Suspension**

Academic Suspension is a temporary separation from The College, imposed when a student has failed to maintain satisfactory academic standing and a judgment is made that studies should be interrupted for a year before reinstatement would be considered. Suspended students should present official documentation as evidence of their ability to continue their studies successfully when applying for reinstatement after one year. Students may appeal their Academic Suspension (see Appeal for Academic Waiver).

### **Academic Dismissal**

Academic Dismissal is the ultimate sanction imposed when termination of matriculation is indicated because the student has not met Standards of Academic Progress and the student will not be able to meet academic standards within the required length to complete studies (no more than one and one-half the normal time frame in credit hours attempted).

### **Academic Standards for Junior Entry Students in the BBA Degree Program**

Students who have entered the Bachelor of Business Administration (BBA) degree program as juniors (with a completed Associate degree) must achieve a minimum 2.0 cumulative average at the end of each semester. Junior entry students may only be placed on Academic Probation once. If the student fails to meet academic standards in the subsequent semester, he/she may be Academically Suspended from the program.

### **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 Standards 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.
- 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 Standards 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 Student 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 College policy to provide a complimentary unofficial transcript at graduation. Other requests will be processed upon payment of a \$10.00 fee for each additional official

transcript. 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 (See Graduation Requirements). If a student requests a duplicate degree, the cost is \$30.00.

### **Graduate Exit Interview**

All potential graduates are required to meet with Financial Services, Career Services, and Academic Affairs in order to be cleared to graduate and to receive his/her diploma.

### **Honors and Awards**

Eligibility for honors and awards is determined at the end of each semester.

### **President's List**

At the completion of each 12 credit increment, matriculated students who have a grade point average of 4.0 (A) will be eligible for the President's List.

### **Dean's List**

At the completion of each 12 credit increment, matriculated 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.

### **School Spirit Award –**

#### **Day College Associate Degree Award**

The School Spirit Award is designed to recognize the contributions of Day College 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.

### **Perfect Attendance Award**

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

### **Outstanding Determination Award –**

#### **Day College 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.

### **Student of the Semester**

Each semester a student is selected by the faculty to receive the Student of the Semester award. This award is presented to a student with a minimum 3.8 cumulative average who has demonstrated excellent academic progress and overall academic achievement. The student selected for this award will be recognized at Club Day.

### **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.

### **Commencement 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. 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 Evening/Saturday student in its department who has demonstrated the qualities of academic excellence and student leadership.

#### **The Lynne Vahey Memorial Office Technology Award**

The Lynne Vahey Memorial Award was established in 2004. This award is named in memory of Mrs. Lynne Vahey who was an Assistant Dean and respected Faculty member of The College of Westchester in the Office Technology Department. The award recognizes an outstanding Business Office Systems Management graduate. The student selected for this award must have the characteristics exemplified by excellence in computer applications (Microsoft Office), overall commitment to The College and to other students, and student leadership and/or community service.

#### **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 Computer Information Systems Award**

The Computer Information Systems Award was established in 2004. The award recognizes outstanding graduates who have demonstrated the following: academic excellence in all computer information system courses, overall commitment to The College and to other students, student leadership, and involvement in the computer club and/or community service.

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

The John F. Sterling Award was established in 1986. This award recognizes outstanding Business Administration-Management/Marketing 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 student 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 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 Medical Office Systems 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.

#### **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 and recorded on official transcripts may be awarded credit under the following conditions:

1. A maximum number of transfer credits accepted is equal to sixty-three percent of the student's academic program at The College of Westchester
2. A grade of C 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. Computer courses that have been completed within the last three years are acceptable for transfer. Any computer 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.

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 Student 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 Park Avenue, Box 710, White Plains, New York 10602.

### Transfer Credit Policy for the Bachelor Degree

1. Freshman Acceptance: Prospective students may apply to the BBA degree program as first time freshmen with no college transfer credits. Applicants must meet all the admissions standards and requirements published in the College catalog.
2. Two Year Transfer Acceptance: Students with a completed Associate degree from The College of Westchester\*\* or other accredited higher education institutions may be accepted into the BBA degree program. 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 competencies may be required. (See BBA Competency Requirements.)
3. Transfer Acceptance: Students who have attended other colleges but who do not possess an earned degree or who have less than a 2.5\* grade point average may be considered for acceptance based on a course-by-course evaluation of their transfer credits for courses with a grade of C or higher. (See Transfer Credit Policy)

*\*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 Medical Office Systems Management (MOSM) programs at The College of Westchester might not meet complete transferability requirements into this baccalaureate program.*

### Transfer Agreements

Credits from The College of Westchester readily transfer into higher educational programs depending on the major. Students should consult with the Dean of Student Academic Services with questions regarding current transfer agreements with other schools.

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

Students must maintain at least 12 credits per semester in the Day College to be considered full-time. Students in the Evening College and Saturday College must maintain at least 6 credits each term to be considered full-time.

A student wishing to change courses may do so only within the designated days of the drop/add period and receive a grade of "DP" (dropped, no credit).

In the Day College the first five business days of the semester, starting with the first day of class, are designated for drop/add. Course changes will not be permitted after the end of the drop/add period which ends on the fifth business day. A student must start class no later than the second class session. A student may request permission to withdraw during the 6th through the 20th day of classes of the semester and receive a grade of "WD" (withdrawal, no credit). After the twentieth day of classes, a withdrawal will result in an "F" grade for the course.

In the Evening College, a student wishing to change courses may do so only within the first three class sessions and receive a "DP" (dropped, no credit). Course changes will not be permitted after the first three class meetings. A student must start by the third class session or the student will not be permitted to begin the term. A student may request permission to withdraw from a course during the 4th through the 6th class sessions of the term and receive a grade of "WD" (withdrawal, no credit). After the 6th class session, a withdrawal will result in an "F" grade for the course.

In the Saturday College, a student wishing to change courses may do so only within the first two classes of a term and receive a "DP" (dropped, no credit). Course changes will not be permitted after the first two class sessions of the term. A student must start classes by the second Saturday or the student will not be permitted to start the term. A student may request permission to withdraw from a course during the third class session of the term and receive a grade of "WD" (withdrawal, no credit). After the third class session, a withdrawal will result in an "F" grade for the course.

The Dean of Student Academic Services and/or the Dean of Evening/Saturday College will have the authority to grant exceptions in situations with documented mitigating circumstances.

If a student drops or withdraws from all courses during a session, the student has withdrawn from the school. The student should refer to the guidelines and policy noted under "Withdrawal from The College." Having to withdraw from classes may alter a student's date of program completion.

### **Repeat Policy**

Upon completion of a failed 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.

The Dean of Student Academic Services and/or the Dean of Evening/Saturday College will have the authority to grant exceptions in situations where students have documented mitigating circumstances. If either dean grants an exception, it will be noted in the student's academic record.

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

Students who are failing or at risk of failing any required major medical courses at the midpoint of the semester may receive tutoring. If the student fails the course in spite of tutoring, the student will be allowed to repeat the course once and must continue to receive tutoring. If, after the second attempt with continued tutoring, 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 would be recommended.

### **Incomplete Grades**

If for serious reasons, students are unable to complete one or more requirements of a course, they should speak with their individual faculty members to request an "Incomplete" grade. All outstanding work must be completed by the last day of the drop/add period in the subsequent session or the "I" may turn into an "F." For purposes of determining a student's academic progress, incomplete grades are treated as "F" grades when calculating the student's grade point average and minimum successful course completion percentage.

### **Grade Changes**

After one full semester in the Day, or two Terms in the Evening or Saturday College, 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. Special extenuating circumstances may be appealed to the Academic Standards and Student Life Committee.

### **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 (10) 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 Academic Standards Committee within ten (10) days of the department chairperson's decision. The Academic Standards Committee, which is made up of appointed faculty and administrators, is the final decision making body for student appeals. All other academic appeals, other than appeals of assigned grade, should be made in writing to the Academic Standards Committee. The decision of the Academic Standards Committee 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 as cell phone, I-pods, 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.

### **Copyright Infringement**

"Copyright infringement (or copyright violation) is the unauthorized or prohibited use of works covered by copyright law, in a way that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works." ([http://en.wikipedia.org/wiki/Copyright\\_infringement](http://en.wikipedia.org/wiki/Copyright_infringement))

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 College’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.

### **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, or indecent conduct.

10. Assault and/or sexual assault.
11. Willful failure or refusal to testify as a witness after having been directed to appear at an 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; use of cooking equipment in unauthorized areas of the residence halls; reckless operation of a motor vehicle.
13. 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.
14. 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.
15. Failure to honor financial obligations to the College or to any element thereof.
16. Conduct which violates College or student government regulations established for any specific area or department by those having jurisdiction over it.
17. Failure to comply with the Rules of Maintenance of Public Order.

### Discipline 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 accused of any other major offense, may be immediately dismissed from The College.

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. The Dean of Student Academic Services or a designee may immediately suspend a student accused of a breach of discipline or who represents a potential danger pending the convening of the committee. 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.

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 by the Dean of Student Academic Services. The accused student may appeal the Committee's decision to the Vice President of Academic and Student 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 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.

### **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 Student Academic Services, in writing, citing the basis for grievance, within one month of the incident in question. If the request is approved, the Vice President of Academic and Student Affairs will meet with the student and any affected 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 Department of Education. Details on filing a complaint may be obtained from the Office of the Dean of Student Academic Services. Students who file a grievance are hereby assured that no adverse action will be taken against them for filing a complaint.

### **Returning Students**

After a student leaves the College for any reason and then decides to return after a period of time, the administration must evaluate his/her previous course work and academic standing to determine the student's eligibility to resume academic studies. Ordinarily, students who are returning to the College will be held to the graduation requirements in place at the time he/she restarts. Students may be referred to an admissions counselor to discuss re-enrollment depending on individual circumstances. All students who wish to return must first make an appointment with the Financial Aid office. After the student receives financial clearance, the student will meet with an academic advisor to discuss the class schedule.

### **Non-Credit Developmental Courses – Associate Degree**

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. A student must successfully pass the developmental course before progressing to the next

level of coursework. 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, work, 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 the Dean of Student Academic Services or Dean of Evening/Saturday College, not to exceed 180 days in a twelve month period. Each leave of absence will be evaluated on a case by case basis.

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. An interview with the Dean of Student Academic Services or Dean of Evening/Saturday College is required as part of the application. 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.

### **Involuntary Leaves of Absence**

The Director of the Counseling Center and/or the Dean of Student 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 Student Academic Services. It is subject only to a written appeal to the Vice President of Academic and Student Affairs within five business days after written notification. The Director of the Counseling Center and/

or the Dean of Student 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.

### **Withdrawal from The College**

All schools and colleges have students who withdraw before completing programs. Major reasons for withdrawal could include health problems, relocation, academic difficulties, financial or family problems, or a change in career plans.

If a student finds it necessary to withdraw from The College, he/she must come to the Academic Center to meet with an academic advisor to complete the appropriate withdrawal forms. A student should also meet with a member of the Student Financial Assistance Office to discuss any financial obligations to The College and complete the financial assistance exit interview. If a student is unable to visit The College to officially withdraw, a written notification of intent to withdraw specifying the effective date must be mailed to the Dean of Student Academic Services.

If a student in the Day College withdraws through the first four weeks of the semester, a grade of WD (withdrawal no credit) will be given. After the fourth week of the semester, withdrawal will result in an "F" grade for the courses.

In the Evening College a student may request permission to withdraw from a course during the 4th through the 6th class sessions of the term and receive a grade of "WD" (withdrawal, no credit). After the 6th class session, a withdrawal will result in an "F" grade for the course.

In the Saturday College a student may request permission to withdraw from a course during the third class session of the term and receive a grade of "WD" (withdrawal, no credit). After the third class session, a withdrawal will result in an "F" grade for the course.

Please refer to the Withdrawals and Refunds and Financial Assistance sections of the catalog.

### **Retention**

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 2006 and the summer immediately preceding, 51% have graduated. Graduation rates are calculated based on 150% of the normal program length.

### **Family Educational Rights and Privacy Act**

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

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

4. 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; photographs; 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 Student 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 Student Academic Services.

#### **Nondiscrimination Policy/Affirmative Action and Title IX/Equal Opportunity/Section 504**

The College of Westchester is an equal opportunity employer and conforms to the regulations and policies of Affirmative Action, Title IX 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 Vice President of Academic and Student Affairs.

# College-Wide Core Competencies

## College-Wide Core Competencies

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

### College-Wide General Education Competencies

#### Professional Competency

- Knowledge of the technical, social and professional skills essential in one's chosen profession
- A healthy work ethic conducive to success in business
- Social, scientific and technological literacy

#### Critical and Competent use of Technology

- The effective application of computers and other technologies appropriate to the discipline
- Awareness of the impact of technology on business and society
- The ethical use of technology and intellectual property

#### Communication Skills

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

#### Problem Solving

- 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.

#### Professional Image & Ethical Awareness

- Awareness of current ethical dilemmas in business
- Awareness of a growing global business community and a respect for the dignity and worth of individuals
- Good judgment in personal appearance and wardrobe appropriate to the world of business.

#### Critical Thinking

- A process of inquiry and logical deduction
- The ability to identify and evaluate sources of information
- The ability to evaluate information for accuracy, relevancy and credibility.

#### Teamwork & Leadership

- The ability to work effectively with others in a constructive manner 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.

### College-Wide Computer Competencies

College-wide computer competency for students is an understanding of the concepts, terminology and operations that relate to general computer use. This functionality includes the ability to solve problems, adapt to new situations, keep information organized, and communicate effectively with other computer literate people.

The following competencies are required for students:

- Working knowledge of computing concepts, components, and operations to accomplish educational and career tasks
- Use of the appropriate components of an integrated productivity software package involving word processing, spreadsheet, presentation, and/or communication applications
- Ability to access, retrieve, and apply networked information resources, e.g., on-line catalog, virtual libraries, the Internet and world wide web
- Use of telecommunication software, e.g., electronic mail, bulletin boards, and/or news groups, to communicate with faculty, students, and information providers.

# School of Business

The School of Business offers associate and bachelor level programs through the Departments of Accounting, Business Administration and Office Technology. 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 as part of their course 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.

## **Accounting Department**

Anne Bikofsky, C.P.A., M.B.A., B.B.A.

*Professor*

*Chairperson, Accounting*

## **Business Department**

Michael LaSala, M.B.A., B.S., A.A.S.

*Associate Professor*

*Chairperson, Business Administration*

## **Office Technology Department**

Lorraine Mastracchio, M.S., B.A.

*Professor and Senior Chairperson*

*Office Technologies & Academic Enrichment Program*

# Accounting

## Bachelor Degree Program (BBA) – Hegis Code 0502

The accounting curriculum places a strong emphasis on accounting concepts, ethics and practical business knowledge. The Bachelor 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.

## Accounting Outcomes

Graduates of the Accounting BBA degree should be able to:

- Apply and discuss Generally Accepted Accounting Principles (GAAP)
- Prepare and analyze financial statements
- Compare and contrast individual and corporate taxation concepts
- Practice fundamental cost accounting principles
- Create financial reports based upon cost projections
- Effectively utilize accounting information systems
- Evaluate internal control systems for accounting
- Identify legal and professional issues in accounting
- Develop proficient use of accounting and business software applications
- Apply general business principles
- Demonstrate mastery of financial management concepts
- Develop analytical skills and teamwork
- Enhance critical thinking, problem solving and leadership skills
- Strengthen oral and written communication and research skills
- Model ethical and professional behavior

Course #	Accounting/ Major 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
ACC311	Intermediate Accounting II.....	3
ACC330	Financial Statement Analysis.....	3
ACC335	Advanced Federal Income Taxation.....	3
ACC345	Advanced Cost Accounting.....	3
ACC347	Accounting Information Systems.....	3
ACC350	Accounting Ethics and Professional Responsibility.....	3
ACC415	Auditing.....	3
ACC470	BBA Accounting Internship.....	3
	Total Accounting Credits.....	45

## Business/ Major Courses

BUS112	Principles of Marketing.....	3
BUS150	Business Law.....	3
BUS203	Principles of Management.....	3
BUS214	Principles of Finance.....	3
BUS338	Intermediate Finance.....	3
BUS346	Advanced Business Law.....	3
	Total Business Credits.....	18

## General Education/Major Courseess

ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN157	Statistics.....	3
GEN183	Macroeconomics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN250	Ethics and Professionalism.....	3
GEN305	Mathematical Concepts & Statistical Applications.....	3
GEN321	Writing Effective Business Documents.....	3
GEN330	Adult Development & Learning in the Workplace.....	3
GEN342	Writing for The Business Professions.....	3
GEN364	Intermediate Macroeconomic Theory.....	3
	Total General Education Credits.....	39

Technology/Major Courses		Semester Credits
OFT115	Emerging Information Technology.....	3
OFT127	Spreadsheet Applications (Excel).....	3
Total Technology Credits.....		6

**Electives**

Elective (1) – 100/200 Level .....	3
Electives (2) – 300/400 Level .....	6
General Education Elective (1) – 300/400 Level.....	3
Total Electives.....	12

**Suggested 100/200 Level Electives**

ACC202	Computerized Accounting II .....	3
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting.....	3
BUS123	Human Resources Management .....	3
BUS151	E-Commerce Retailing.....	3
BUS216	Money and Banking .....	3
BUS220	Advertising.....	3
BUS227	Business Etiquette/Customer Service .....	3
BUS230	Principles of Selling.....	3
BUS245	Investments and Personal Finance .....	3
MMT150	Publishing Design & Layout (InDesign).....	3
OFT233	Database Applications (Access).....	3

Suggested 300/400 Level Electives		Semester Credits
ACC325	Advanced Accounting.....	3
ACC405	Accounting Theory & Problems .....	3
BUS305	Marketing Management .....	3
BUS310	Direct Marketing.....	3
BUS320	Operations Management .....	3
BUS335	Investment Analysis and Portfolio Management .....	3
BUS340	Advanced Finance.....	3
BUS350	Options and Futures .....	3
BUS405	The Service Industry: The Changing World of Business .....	3
BUS410	Seminar: Critical Issues in Business .....	3
CIS310	Business Processes Analysis.....	3
CIS343	Introduction to SQL.....	3
CIS420	Advanced SQL .....	3

**General Education Electives**

GEN310	Environmental Science.....	3
GEN324	American Culture and the Media .....	3
GEN340	Anatomy of Leadership.....	3
GEN350	Quantitative Business Analysis .....	3
GEN355	Applied Statistical Analysis.....	3
GEN363	Conflict, Communications and Resolution.....	3
GEN365	Global Economics and Trade .....	3
GEN370	Consumer Behavior and Culture.....	3

**120 CREDITS REQUIRED FOR GRADUATION**

## Accounting (Two-Year Transfer)

### Bachelor Degree Program (BBA) – Hegis Code 0502

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 from the College of Westchester. It is expected that students enter this program at the junior-year level. +

Course #	Accounting/Major Courses	Semester Credits
ACC311	Intermediate Accounting II.....	3
ACC330	Financial Statement Analysis .....	3
ACC335	Advanced Federal Taxation.....	3
ACC345	Advanced Cost Accounting.....	3
ACC347	Accounting Information Systems.....	3
ACC350	Accounting Ethics and Professional Responsibility.....	3
ACC415	Auditing.....	3
ACC470	BBA Accounting Internship .....	3
Total Accounting Credits .....		24

### General Education Courses

GEN305	Mathematical Concepts and Statistical Applications.....	3
GEN321	Writing Effective Business Documents.....	3
GEN330	Adult Development and Learning in the Workplace .....	3
GEN342	Writing for The Business Professions.....	3
GEN364	Intermediate Macroeconomic Theory.....	3
Total General Education Credits.....		15

### Business Courses

BUS338	Intermediate Finance .....	3
BUS346	Advanced Business Law .....	3
Total Business Credits.....		6

### Electives

Electives (2) – 300/400 Level .....	6
General Education Electives (1) – 300/400 Level.....	3
Total Electives.....	9

### Semester Credits

### General Education Electives

GEN310	Environmental Science.....	3
GEN324	American Culture and the Media .....	3
GEN340	Anatomy of Leadership.....	3
GEN350	Quantitative Business Analysis .....	3
GEN355	Applied Statistical Analysis.....	3
GEN363	Conflict, Communications and Resolution.....	3
GEN365	Global Economics and Trade .....	3
GEN370	Consumer Behavior and Culture.....	3

### Other Electives

ACC325	Advanced Accounting.....	3
ACC405	Accounting Theory & Problems.....	3
BUS305	Marketing Management .....	3
BUS310	Direct Marketing.....	3
BUS320	Operations Management.....	3
BUS335	Investment Analysis and Portfolio Management .....	3
BUS340	Advanced Finance.....	3
BUS350	Options and Futures .....	3
BUS405	The Service Industry: The Changing World of Business .....	3
BUS410	Seminar: Critical Issues in Business .....	3
CIS310	Business Processes Analysis.....	3
CIS343	Introduction to SQL.....	3
CIS420	Advanced SQL .....	3

### 120 CREDITS REQUIRED FOR GRADUATION

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

+See page 49 for a complete list of required competencies needed for completion of this Program. Also, please note that at least 24 of the credits that are transferred into the Bachelor's Degree Program must be General Education courses.

# Accounting

## Associate Degree Program (A.A.S.) – 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 are essential. Graduates continuing their education may transfer credits to baccalaureate studies.

## Program Learning Outcomes

Graduates of the Accounting Associate degree program should be able to:

- Apply Generally Accepted Accounting Principles (GAAP)
- Prepare financial statements
- Compare and contrast individual and corporate taxation concepts
- Practice fundamental cost accounting principles
- Develop proficient use of accounting and business software applications
- Apply general business principles
- Develop analytical skills and teamwork
- Distinguish ethical from unethical behavior
- Improve oral, written communication, and critical thinking skills

Course #	Accounting/Major Courses	Semester Credits
ACC107	Financial Accounting I .....	3
ACC108	Financial Accounting II .....	3
ACC131	Computerized Accounting I .....	3
ACC206	Federal Income Taxation .....	3
ACC211	Intermediate Accounting I .....	3
ACC220	Practical Applications in Accounting .....	3
ACC221	Cost Accounting I .....	3
BUS112	Principles of Marketing .....	3
BUS150	Business Law .....	3
BUS203	Principles of Management .....	3
BUS214	Principles of Finance .....	3
OFT115	Emerging Information Technology .....	3
OFT127	Spreadsheet Applications (Excel) .....	3
Elective (1)	.....	3
Total Credits	.....	42

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

## Accounting Suggested Electives

ACC129	Corporate and Partnership Taxation .....	3
ACC202	Computerized Accounting II .....	3
ACC229	Fraud and Forensics .....	3
ACC230	Not for Profit Accounting .....	3
ACC301	Internship in Accounting .....	3

## General Education Suggested Electives

GEN131	Critical Thinking .....	3
GEN147	College Mathematics .....	3
GEN151	College Algebra .....	3
GEN167	Contemporary Social Issues .....	3
GEN171	American Political Institutions .....	3
GEN241	Interpersonal & Group Dynamics .....	3

## Other Electives

BUS123	Human Resources Management .....	3
BUS151	E-Commerce Retailing .....	3
BUS216	Money and Banking .....	3
BUS220	Advertising .....	3
BUS227	Business Etiquette/Customer Service .....	3
BUS230	Principles of Selling .....	3
BUS245	Investments and Personal Finance .....	3
MMT150	Publishing Design & Layout (InDesign) .....	3
OFT233	Database Applications (Access) .....	3

## 66 CREDITS REQUIRED FOR GRADUATION

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

## Intensive Accounting/ Computer Applications

### Certificate Program – 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
BUS112	Principles of Marketing..... 3
ACC108	Financial Accounting II..... 3
GEN125	English Composition I..... 3
GEN127	English Composition II..... 3
OFT115	Emerging Information Technology..... 3
OFT127	Spreadsheet Applications (Excel)..... 3
ACC206	Federal Income Taxation ..... 3
ACC131	Computerized Accounting I ..... 3
GEN224	Professional Communications and Career Development ..... 3
ACC220	Practical Applications in Accounting ..... 3
Elective (1)	..... 3
Total Credits	..... 36

### Suggested Electives (1 required)

	Semester Credits
ACC129	Corporate and Partnership Taxation ..... 3
ACC202	Computerized Accounting..... 3
ACC211	Intermediate Accounting I..... 3
ACC221	Cost Accounting..... 3
ACC229	Fraud & Forensics ..... 3
ACC230	Not or Profit Accounting ..... 3
BUS112	Principles of Marketing..... 3
BUS123	Human Resources Management ..... 3
BUS203	Principles of Management..... 3
BUS214	Principles of Finance ..... 3
BUS216	Money and Banking..... 3
BUS220	Advertising..... 3
BUS230	Principles of Selling..... 3
BUS245	Investments and Personal Finance ..... 3
GEN157	Statistics ..... 3
MMT150	Publishing Design & Layout (InDesign)..... 3
OFT122	Office Applications: Microsoft Word & PowerPoint..... 3
OFT233	Database Applications (Access)..... 3

### 36 CREDITS REQUIRED FOR GRADUATION

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

# Business Administration

## Bachelor Degree Program (BBA) – Hegis Code 0506

The Bachelor of Business Administration (BBA) degree 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 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, experiential, 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 Business Administration BBA degree program should be able to:

- Explain how businesses are organized and operate
- Develop public speaking and writing skills
- Practice the decision making process
- Analyze and interpret business-related current events and case studies
- Evaluate various marketing and sales techniques
- Develop skills used to manage people and processes
- Create a comprehensive business plan
- Strengthen research, planning and analytical skills
- Enhance critical thinking skills
- Interpret the impact of business decisions
- Demonstrate fundamental management, leadership and decision making skills
- Effectively apply Project Management tools and techniques

Course #	Business/ Major Course	Semester Credits
BUS103	Introduction to Business Ventures.....	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management.....	3
ACC107	Financial Accounting I.....	3
BUS214	Principles of Finance.....	3
BUS230	Principles of Selling.....	3
BUS280	Business Applications and Leadership.....	3
BUS305	Marketing Management.....	3
BUS320	Operations Management.....	3
BUS325	Management Applications & Theory.....	3
BUS338	Intermediate Finance.....	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	BBA Internship.....	3
Total Business Credits.....		48

### Out of Major Courses

ACC320	Accounting for Managers.....	3
CIS310	Business Processes Analysis.....	3
Total Credits.....		6

### Technology Courses

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

### General Education Courses

ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN147	College Mathematics.....	3
GEN157	Statistics.....	3
GEN181	Microeconomics or	
GEN183	Macroeconomics.....	3
GEN224	Professional Communications and Career Development.....	3
GEN305	Mathematics Concepts and Statistical Applications.....	3

General Education Courses		Semester Credits
GEN321	Writing Effective Business Documents.....	3
GEN330	Adult Development and Learning in the Workplace .....	3
GEN342	Writing for the Business Professions .....	3
GEN363	Conflict, Communication and Resolution.....	3
Total General Education Credits.....		39

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

#### Electives

Business Electives (3) – 100/200 Level.....	9
Gen. Ed. Electives (1) – 300/400 Level.....	3
Elective (1) – 100/200 Level .....	3
Electives (1) – 300/400 Level .....	3
Total Electives.....	18

#### Suggested 100/200 Level Electives

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

#### Concentration in Entertainment, Music & Sports Management

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

#### Concentration in Fashion/Retail Merchandising

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

#### Concentration in Hotel & Resort Management

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

Concentration in Finance		Semester Credits
BUS150	Business Law .....	3
BUS216	Money and Banking.....	3
BUS245	Investments and Personal Finance .....	3

#### Other Electives

ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting.....	3
BUS123	Human Resources Management .....	3
BUS151	E-Commerce Retailing.....	3
BUS220	Advertising.....	3
BUS227	Business Etiquette/Customer Service.....	3

#### Suggested 300/400 Level Electives

##### Business/Other Electives

ACC330	Financial Statement Analysis.....	3
BUS310	Direct Marketing.....	3
BUS335	Investment Analysis and Portfolio Management .....	3
BUS340	Advanced Finance.....	3
BUS346	Advanced Business Law .....	3
BUS350	Options and Futures .....	3
CIS343	Introduction to SQL.....	3
CIS420	Advanced SQL .....	3

#### General Education Electives

GEN310	Environmental Science.....	3
GEN324	American Culture and the Media .....	3
GEN340	Anatomy of Leadership.....	3
GEN350	Quantitative Business Analysis .....	3
GEN355	Applied Statistical Analysis.....	3
GEN364	Intermediate Macroeconomic Theory.....	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3

#### 120 CREDITS REQUIRED FOR GRADUATION

## Business Administration (Two-Year Transfer)

### Bachelor Degree Program (BBA) – Hegis Code 0506

The Bachelor of Business Administration (BBA) degree 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 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, experiential, job specific curriculum that will prepare them for a wide variety of business career tracks – in addition to graduate school.

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 from the College of Westchester. It is expected that students enter this program at the junior-year level. +

Course #	Business/Major Courses	Semester Credits
BUS305	Marketing Management.....	3
BUS320	Operations Management.....	3
BUS325	Management Applications & Theory.....	3
BUS338	Intermediate Finance.....	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	BBA Internship.....	3
Total Business Credits.....		27

### Out of Major Courses

ACC320	Accounting for Managers.....	3
CIS310	Business Processes Analysis.....	3
Total Credits.....		6

General Education Courses		Semester Credits
GEN305	Mathematical Concepts and Statistical Applications.....	3
GEN321	Writing Effective Business Documents.....	3
GEN330	Adult Development and Learning in the Workplace.....	3
GEN342	Writing for the Business Professions .....	3
GEN363	Conflict, Communication and Resolution.....	3
Total General Education Credits .....		15

### Electives

Gen. Ed. Electives (1) – 300/400 Level.....	3
Electives (1) – 300/400 Level.....	3
Total Electives.....	6

Students will complete 2 Elective courses in this program, 1 of which must be a General Education course.

### Suggested Business/Other Electives

ACC330	Financial Statement Analysis.....	3
BUS310	Direct Marketing.....	3
BUS335	Investment Analysis and Portfolio Management.....	3
BUS340	Advanced Finance.....	3
BUS346	Advanced Business Law.....	3
BUS350	Options and Futures.....	3
CIS343	Introduction to SQL.....	3
CIS420	Advanced SQL.....	3

### Suggested General Education Electives

GEN310	Environmental Science.....	3
GEN324	American Culture and the Media.....	3
GEN340	Anatomy of Leadership.....	3
GEN350	Quantitative Business Analysis.....	3
GEN355	Applied Statistical Analysis.....	3
GEN364	Intermediate Macroeconomic Theory.....	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3

### 120 CREDITS REQUIRED FOR GRADUATION

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

*\*Graduates of the MAM and MOSM programs at the College of Westchester might not meet complete transferability requirements into this baccalaureate program.*

*+See page 49 for a complete list of required competencies needed for completion of this Program. Also, please note that at least 24 of the credits that are transferred into the Bachelor's Degree Program must be General Education courses.*

## Business Administration – Management/Marketing

### Associate Degree Program (A.A.S.) – Hegis Code 5004

The Business Administration – Management/Marketing associate degree program develops 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. Concentrations 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 program.

### Program Learning Outcomes

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

- Explain how businesses are organized and operate
- Develop public speaking and writing skills
- Practice the decision making process
- Analyze and interpret business-related current events and case studies
- Evaluate various marketing and sales techniques
- Develop skills used to manage people and processes
- Create a comprehensive business plan

Course #	Business/Major Courses	Semester Credits
BUS103	Introduction to Business Ventures .....	3
BUS112	Principles of Marketing.....	3
BUS203	Principles of Management.....	3
BUS214	Principles of Finance .....	3
BUS230	Principles of Selling.....	3
BUS280	Business Applications and Leadership .....	3
OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
ACC107	Financial Accounting I .....	3
Business Electives (3).....		9
Electives (1) .....		3
Total Credits .....		42

Course #	General Education Courses	Semester Credits
GEN125	English Composition I .....	3
GEN127	English Composition II.....	3

Course #	General Education Courses	Semester Credits
GEN129	Oral Communications.....	3
GEN147	College Mathematics .....	3
GEN157	Statistics.....	3
GEN181	Microeconomics or	
GEN183	Macroeconomics .....	3
GEN224	Professional Communications and Career Development .....	3
ACE110	Transformative Learning.....	3
Total General Education Credits .....		24

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

Course #	Suggested Electives	Semester Credits
<b>Concentration in Entertainment, Music, &amp; Sports Management</b>		
BUS253	Entertainment, Music & Sports Marketing .....	3
BUS255	Entertainment, Music & Sports Management .....	3
BUS275	Event Planning & Promotion .....	3

<b>Concentration in Fashion/Retail Merchandising</b>		
BUS271	Visual Merchandising & Retailing .....	3
BUS273	Merchandise Planning, Control & Buying ....	3
BUS275	Event Planning & Promotion .....	3

<b>Concentration in Hotel, Resort Management</b>		
BUS261	Front Office Operations & Reservations Systems .....	3
BUS263	Hotel/Resort Strategic Marketing .....	3
BUS275	Event Planning & Promotion .....	3

<b>Concentration in Finance</b>		
BUS150	Business Law .....	3
BUS216	Money and Banking.....	3
BUS245	Investments and Personal Finance.....	3

<b>Other Electives</b>		
ACC229	Fraud and Forensics.....	3
ACC230	Not for Profit Accounting.....	3
BUS123	Human Resources Management .....	3
BUS151	E-Commerce Retailing.....	3
BUS220	Advertising.....	3
BUS277	Business Etiquette/Customer Service .....	3
BUS301	Internship Business Administration .....	3
GEN370	Consumer Behavior and Culture.....	3

**66 CREDITS REQUIRED FOR GRADUATION**

# Business Office Systems Administration (BOSA)

## Associate Degree Program (A.O.S.) – Hegis Code 5005

The Business Office Systems Administration program prepares students for various professional level employment opportunities. As the reliance on technology continues to expand in offices, the role of the office professional has greatly evolved. This major will give hands-on experience that will make the graduate an “in-demand” professional in the business environment while preparing to meet the challenges of evolving technologies and job responsibilities. With expert Microsoft Office skills, graduates are qualified to seek employment within a variety of industries.

## Program Learning Outcomes

Graduates in the Business Office Systems Administration degree program should be able to:

- Develop a repertoire of office management support skills that can be a valuable asset to any career
- Find, retrieve and evaluate data
- Collect, organize, and analyze information from a variety of online sources
- Use technology to visually and textually communicate knowledge Comply with technology standards of use—ethical, legal.
- Demonstrate knowledge of software applications
- Communicate effectively verbally and in writing
- Think critically in order to solve office productivity issues

Course #	Information Technology & Business Courses	Semester Credits
BUS103	Introduction to Business Ventures .....	3
BUS277	Business Etiquette/Customer Service .....	3
ACC107	Financial Accounting I .....	3
OFT102	Keyboarding & Information Processing I .....	3
OFT107	Word & Information Processing II .....	3
OFT115	Emerging Information Technology .....	3
OFT122	Office Applications: Microsoft Word & PowerPoint .....	3

Course #	Information Technology & Business Courses	Semester Credit
OFT127	Spreadsheet Applications (Excel) .....	3
OFT209	Advanced Word Processing Applications (Microsoft Word) .....	3
OFT231	Desktop Publishing (Microsoft Publisher) ....	3
OFT270	Office Administration .....	3
OFT280	Microsoft Office Integration .....	3
Electives (4)	.....	12
Total Credits	.....	48

## General Education Courses

ACE110	Transformative Learning .....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Oral Communications .....	3
GEN224	Professional Communication & Career Development .....	3
GEN250	Ethics and Professionalism .....	3
General Education Credits	.....	18

## Suggested Electives

BUS112	Principles of Marketing .....	3
BUS123	Human Resources Management .....	3
BUS150	Business Law .....	3
BUS151	E-Commerce Retailing .....	3
BUS203	Principles of Management .....	3
BUS275	Event Planning & Promotion .....	3
GEN131	Critical Thinking .....	3
GEN161	Psychology .....	3
GEN241	Interpersonal and Group Dynamics .....	3
GEN324	American Culture and the Media .....	3
GEN363	Conflict, Communication and Resolution ....	3
MMT101	Visual Storytelling .....	3
OFT229	Corporate Travel and Conference Planning .....	3
OFT233	Database Applications (Access) .....	3
OFT305	Internship Business Office Systems Administration .....	3

## 66 CREDITS REQUIRED FOR GRADUATION

***Not currently accepting applications for this program; if interested, please speak to an Admissions Counselor.***

## Business Office Specialist

### Certificate Program -- Hegis Code 5005

The Business Office Specialist program provides students with an opportunity to become proficient in the rapidly expanding word processing field through keyboarding, communication, and word processing skills. Graduates can apply these skills in today's sophisticated automated workplace through employment as word processing specialists, administrative assistants, secretaries, or receptionists. Credits are transferable to the associate degree program Business Office Systems Administration.

Course No.	Semester Credits
GEN125 English Composition I .....	3
OFT102 Keyboarding & Information Processing I.....	3
OFT115 Emerging Information Technology.....	3
GEN127 English Composition II.....	3
OFT107 Word & Information Processing II .....	3
GEN224 Professional Communications and Career Development .....	3
OFT122 Office Applications: Microsoft Word & PowerPoint.....	3
OFT209 Advanced Word Processing Applications (Microsoft Word).....	3
OFT127 Spreadsheet Applications (Excel).....	3
Elective (3) .....	9
Total Credits .....	36

### Suggested Electives (2 required)

	Semester Credits
ACC107 Financial Accounting I .....	3
BUS112 Principles of Marketing.....	3
BUS150 Business Law .....	3
BUS277 Business Etiquette/Customer Service .....	3
GEN131 Critical Thinking .....	3
GEN161 Psychology.....	3
GEN250 Ethics and Professionalism.....	3
OFT229 Corporate Travel and Conference Planning .....	3
OFT231 Desktop Publishing (Microsoft Publisher).....	3
OFT233 Database Applications (Access) .....	3
OFT270 Office Administration .....	3
OFT280 Microsoft Office Integration.....	3

### 36 CREDITS REQUIRED FOR GRADUATION

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

***Not currently accepting applications for this program; if interested, please speak to an Admissions Counselor.***

# Computer Applications Specialist

## Certificate Program – Hegis Code 5005

The Computer Applications Specialist program provides students with the opportunity to become proficient in office computer applications and to gain technical office procedures skills for the rapidly expanding business environment. Graduates are qualified to seek employment in a wide range of industries as word processing specialists, computer applications specialists, or office managers. Credits are transferable to the associate degree program Business Office Systems Administration.

Course No.	Semester Credits
OFT115	Emerging Information Technology..... 3
BUS103	Introduction to Business Ventures ..... 3
GEN125	English Composition I ..... 3
OFT102	Keyboarding & Information Processing I ..... 3
OFT107	Word & Information Processing II ..... 3
GEN127	English Composition II ..... 3
OFT122	Office Applications: Microsoft Word & PowerPoint..... 3
OFT127	Spreadsheet Applications (Excel)..... 3
OFT209	Advanced Word Processing Applications (Microsoft Word)..... 3
OFT231	Desktop Publishing (Microsoft Publisher) .... 3
GEN224	Professional Communications and Career Development ..... 3
OFT270	Office Administration..... 3
General Education Elective (1) .....	3
Electives (3) .....	9
Total Credits .....	48

## Suggested Electives (3 required)

ACC107	Financial Accounting I..... 3
BUS112	Principles of Marketing..... 3
BUS150	Business Law ..... 3
BUS277	Business Etiquette/Customer Service..... 3
MMT101	Visual Storytelling ..... 3
MMT150	Publishing Design & Layout (InDesign)..... 3
OFT280	Microsoft Office Integration..... 3

## Semester Credits

## Suggested General Education Electives (1 required)

GEN157	Statistics..... 3
GEN161	Psychology..... 3
GEN250	Ethics and Professionalism..... 3

## 48 CREDITS REQUIRED FOR GRADUATION

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

***Not currently accepting applications for this program; if interested, please speak to an Admissions Counselor.***

## E-Commerce Specialist

### Certificate Program – Hegis Code 5099

The E-Commerce certificate program prepares students in a short period of time for careers as support personnel in the development of marketing strategies and site development or as entrepreneurs, developing “.com” businesses. The program is designed to take students from basic marketing concepts to the highly specialized marketing techniques that are developing in the E-Commerce marketplace. Credits are transferable to the associate degree program, Business Administration – Management/Marketing

Course No.		Semester Credits
BUS103	Introduction to Business Ventures .....	3
OFT115	Emerging Information Technology.....	3
BUS112	Principles of Marketing.....	3
BUS151	E-Commerce Retailing.....	3
GEN129	Oral Communications.....	3
CIS131	DHTML/JavaScript.....	3
OFT233	Database Applications (Access).....	3
CIS280	E-Commerce Market Planning .....	3
CIS284	E-Commerce Web-Site Development .....	3
Electives (3)* .....		9
Total Credits .....		36

### Suggested Electives (3 required)

Suggested Electives (3 required)		Semester Credits
ACC107	Financial Accounting I .....	3
BUS220	Advertising.....	3
BUS203	Principles of Management.....	3
BUS123	Human Resources Management.....	3
GEN125	English Composition I .....	3
GEN127	English Composition II.....	3
GEN147	College Mathematics .....	3
GEN157	Statistics .....	3
GEN181	Microeconomics.....	3
GEN183	Macroeconomics .....	3
OFT127	Spreadsheet Applications (Excel).....	3

### 36 CREDITS REQUIRED FOR GRADUATION

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

*\*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.*

*Not currently accepting applications for this program; if interested, please speak to an Admissions Counselor.*

# 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 Assisting Management and Medical Office Systems Management 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, M.P.A., B.S., RRT, CPFT, CCMA  
*Program Director/Chairperson Allied Health*

# Medical Assistant Management

## Associate Degree Program (A.A.S.) – 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 large hospitals to small physicians' offices. Because the program combines both administrative skills and clinical skills, the types of positions for which these graduates will qualify include but are not limited to: clinical medical assistant, EKG technician, phlebotomist, medical administration assistant, medical biller and medical coder.

## Program Learning Outcomes

Graduates of the Medical Assisting program should be able to:

- Demonstrate competency in the performance of administrative and clinical skills
- 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 patient's, families, and other health professionals in a medical environment including preventative and treatment regimes as prescribed by the physician
- Apply acquired knowledge in administrative, medical science, and clinical coursework to perform as a medical assistant

Course #	Medical/Major Courses	Semester Credits
MED103	Medical Terminology & Human Systems .....	3
MED111	Medical Ethics, HIPAA and Patient Dynamics .....	3
MED208	Administrative Medical Practices .....	3
MSC101	Cell Physiology, Integumentary, and Musculoskeletal Systems .....	3
MSC103	Clinical Procedures/Asepsis .....	3
MSC105	Urinary, Reproductive and Digestive Systems .....	3
MSC109	Hematology/Phlebotomy .....	3
MSC201	Respiratory, Circulatory and Lymphatic Systems .....	3
MSC203	Electrocardiography .....	3
MSC205	Nervous, Endocrine and Special Senses .....	3
MSC301	Practicum (Medical Assistant Management) .....	6
OFT115	Emerging Information Technology .....	3
OFT122	Office Applications: Microsoft Word & PowerPoint .....	3
PHT107	Pharmacology .....	3
Total Medical Credits .....		45

Course #	General Education	Semester Credits
ACE110	Transformative Learning .....	3
GEN125	English Composition I .....	3
GEN127	English Composition II .....	3
GEN129	Oral Communications .....	3
GEN224	Professional Communications and Career Development .....	3
Electives (2) .....		6
Total General Education Credits .....		21

Course #	Suggested Electives (2 Required)	Semester Credits
BUS112	Principles of Marketing .....	3
BUS123	Human Resources Management .....	3
GEN161	Psychology .....	3
GEN167	Contemporary Social Issues .....	3
GEN363	Conflict, Communication and Resolution .....	3
MED201	Introduction to Medical Billing & Coding .....	3
MED203	Advanced Medical Billing & Coding .....	3
MED221	Medical Information Management .....	3
OFT102	Keyboarding & Information Processing I .....	3
OFT127	Spreadsheet Applications (Excel) .....	3

**66 CREDITS REQUIRED FOR GRADUATION**

# Medical Office Systems Management

## Associate Degree Program (A.O.S.) – Hegis Code 5005

The Medical Office Systems Management program prepares students for various medical office professional level employment opportunities. Graduates of this program are qualified to seek medical office administration, medical administration assistant, or office management positions in which administrative skills and knowledge of medical billing and medical coding procedures are most important.

## Program Learning Outcomes

Graduates of the Medical Office program should be able to:

- Apply diagnostic and procedural coding using resources such as CPT, ICD-9CM, and HCPCS
- Demonstrate the ability to analyze all medical reports to properly identify all procedures and diagnoses
- Successfully process medical insurance claims both manually and electronically
- Apply knowledge of the medical insurance industry by accurately recording co-payments, deductibles, and coinsurance
- Demonstrate knowledge and adherence to HIPAA regulations
- Perform administrative functions germane to the daily operations of a medical office

Course #	Medical/Major Courses	Semester Credits
MED103	Medical Terminology and Human Systems.....	3
MED111	Medical Ethics, HIPAA and Patient Dynamics.....	3
MED201	Introduction to Medical Billing and Coding.....	3
MED203	Advanced Medical Billing and Coding.....	3
MED208	Administrative Medical Practices.....	3
MED221	Medical Information Management.....	3
MSC101	Cell Physiology, Integumentary, and Musculoskeletal Systems.....	3
Total Medical Credits.....		21

Course #	General Education	Semester Credits
ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3

GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3
GEN224	Professional Communications and Career Development.....	3
Total General Education Credits.....		15

## Office Technology

OFT102	Keyboarding & Information Processing I.....	3
OFT115	Emerging Information Technology.....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
OFT127	Spreadsheet Applications (Excel).....	3
OFT209	Advanced Word Processing Applications (Microsoft Word).....	3
Total Office Technology Credits.....		15

## Business

BUS123	Human Resources Management.....	3
BUS203	Principles of Management.....	3
ACC107	Financial Accounting I.....	3
Electives (2)	.....	6
Total Business Credits.....		15

## Suggested Electives

ACC108	Financial Accounting II.....	3
BUS112	Principles of Marketing.....	3
BUS150	Business Law.....	3
GEN131	Critical Thinking.....	3
GEN363	Conflict, Communication and Resolution....	3
GEN167	Contemporary Social Issues.....	3
GEN145	Scientific and Technological Literacy.....	3
OFT107	Word & Information Processing II.....	3
MSC105	Urinary, Reproductive and Digestive Systems.....	3
MSC201	Respiratory, Circulatory and Lymphatic Systems.....	3
MSC205	Nervous, Endocrine and Special Senses.....	3
PHT107	Pharmacology.....	3
MED303	Internship: Medical Office Systems Management.....	3

## 66 CREDITS REQUIRED FOR GRADUATION

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

*\*First and Second Academic Year suggested course sequencing only. Refer to course description for prerequisites. MSC courses satisfy the General Education requirements.*

# Medical Assistant Specialist

## Certificate Program – 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 in a variety of positions, including but not limited to medical administration assistant, medical assistant and medical receptionist.

Course #	First Academic Year	Semester Credits
OFT115	Emerging Information Technology.....	3
MED111	Medical Ethics, HIPAA and Patient Dynamics.....	3
MED103	Medical Terminology & Human Systems.....	3
MSC103	Clinical Procedures/Clinical Asepsis .....	3
OFT122	Office Applications: Microsoft Word & PowerPoint.....	3
MED208	Administrative Medical Practices .....	3
MSC101	Cell Physiology, Integumentary, and Musculoskeletal Systems .....	3
MSC109	Hematology/Phlebotomy .....	3
MSC201	Respiratory, Circulatory and Lymphatic Systems.....	3
MSC203	Electrocardiography .....	3
	Electives (2) .....	6

## Suggested Electives

Suggested Electives		Semester Credits
GEN129	Oral Communications.....	3
MED201	Introduction to Medical Billing & Coding .....	3
MED203	Advanced Medical Billing & Coding.....	3
MED221	Medical Information Management .....	3
MSC105	Urinary, Reproductive and Digestive Systems.....	3
MSC205	Nervous, Endocrine and Special Senses.....	3
OFT209	Advanced Word Processing Applications (Microsoft Word) .....	3
PHT107	Pharmacology.....	3

## 36 CREDITS REQUIRED FOR GRADUATION

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

*\*Students who have not previously pass 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 Evening/Saturday College students only.***

# Medical Office Specialist

## Certificate Program – 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 medical practice management applications as well as on medical billing and coding. Upon graduation, students will be qualified to seek entry level employment in a variety of healthcare settings, including but not limited to medical practices, hospitals and healthcare consulting companies.

Course No.	Semester Credits
OFT115	Emerging Information Technology..... 3
MED111	Medical Ethics, HIPAA and Patient Dynamics..... 3
GEN125	English Composition I..... 3
OFT122	Office Applications: Microsoft Word & PowerPoint..... 3
MED103	Medical Terminology and Human Systems..... 3
MED208	Administrative Medical Practices ..... 3
MED201	Introduction to Medical Billing and Coding ..... 3
OFT127	Spreadsheet Applications (Excel)..... 3
MED203	Advanced Medical Billing and Coding..... 3
MED221	Medical Information Management ..... 3
Electives (2)*	..... 6

## Suggested Electives (2 required)

	Semester Credits
ACC107	Financial Accounting I..... 3
BUS112	Principles of Marketing..... 3
BUS150	Business Law ..... 3
BUS203	Principles of Management..... 3
GEN167	Contemporary Social Issues ..... 3
MED303	Internship Medical Office Systems Management..... 3
MSC101	Cell Physiology, Integumentary, and Musculoskeletal Systems ..... 3
OFT233	Database Applications (Access)..... 3

## 36 CREDITS REQUIRED FOR GRADUATION

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

*\*Students who do not possess minimum Keyboarding skills are required to take Keyboarding & Information Processing I as an elective.*

***This certificate is currently offered for Evening/Saturday College students only.***

## Pharmacy Technologist

### Certificate Program – Hegis Code 5214

The Pharmacy Technologist program prepares students for employment opportunities as pharmacy technicians in pharmacies, hospitals, clinics and other healthcare settings. The curriculum includes development of customer service skills as well as instruction in pharmacology, pharmacy operations and industry software. Students will learn through a combination of coursework in the on-site CVS mock store/lab and through externships. The students will also be prepared for the certification exam (PTCE).

Course #	Semester Credits
OFT115	Emerging Information Technology..... 3
MED111	Medical Ethics, HIPAA and Patient Dynamics..... 3
MED103	Medical Terminology & Human Systems ..... 3
GEN125	English Composition I..... 3
GEN129	Oral Communications..... 3

Course #	Semester Credits
PHT107	Pharmacology..... 3
GEN127	English Composition II..... 3
OFT122	Office Applications: Microsoft Word & PowerPoint ..... 3
PHT115	Introduction to Pharmacy Operations ..... 3
GEN224	Professional Communications and Career Development..... 3
OFT127	Spreadsheet Applications (Excel) ..... 3
PHT211	Advanced Pharmacy Operations..... 3

### 36 CREDITS REQUIRED FOR GRADUATION

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

***Not currently accepting applications for this program; if interested, please speak to an Admissions Counselor.***

# School of Digital Media

The mission of the School of Digital Media is to prepare students to become employable as creative and adaptable media specialists. The School of Digital Media offers an Associate degree with concentrations in game design, web design & development, graphic design, and digital video & animation. Successful completion of the graduation requirements prepares the student for numerous job opportunities and rewarding careers.

Marc Hess, M.S., B.A.

(Certifications: Macromedia Flash 5 Developer, Flash MX Designer,  
Dreamweaver MX Developer, CIW Foundations, CIW Site Designer)

*Assistant Professor*

*Chairperson, Digital Media*

# Digital Media

## Associate Degree Program (A.A.S.) – 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.

## Program Learning Outcomes

Graduates of the Digital Media program should be able to:

- Demonstrate technical proficiency in the use of hardware and software technology essential in the digital media field
- Develop a sound conceptual and theoretical foundation
- Develop strong communication and presentation skills
- Manage the phases and components of various design and production projects
- Display conceptual knowledge of visual design theories
- Develop a proficiency to master new industry tools
- Create a portfolio that demonstrates skills and creativity
- Develop an awareness of career paths in digital media
- Contribute to a project team as a member or manager

Course #	Digital Media/Major Courses	Semester Credits
MMT101	Visual Storytelling .....	3
MMT105	Digital Illustration.....	3
MMT107	Digital Imaging.....	3
MMT265	Project Management & Portfolio Development .....	3
BUS103	Introduction to Business Ventures .....	3
BUS112	Principles of Marketing.....	3
OFT122	Office Applications: Microsoft Word & Power Point .....	3
	Digital Media Electives (6) .....	18
	Total Credits .....	39

### General Education Courses

ACE110	Transformative Learning.....	3
GEN125	English Composition I.....	3
GEN127	English Composition II.....	3
GEN129	Oral Communications.....	3

### General Education Courses

GEN191	Art History .....	3
GEN193	Studio Art/Drawing .....	3
GEN224	Professional Communications and Career Development .....	3
	General Education Electives (2) .....	6
	Total General Education Credits.....	27

### Digital Media Suggested Electives

MMT113	Digital Video & Sound .....	3
MMT121	3D Modeling & Animation I.....	3
MMT123	Digital FX & Motion Graphics (After Effects) .....	3
MMT131	Introduction to Game Design.....	3
MMT141	Game Design & Development I.....	3
MMT150	Publishing Design & Layout (InDesign).....	3
MMT160	Web Page Development I (Dreamweaver).....	3
MMT165	2D Web Animation (Flash).....	3
MMT201	Digital Media Authoring.....	3
MMT205	3D Modeling & Animation II.....	3
MMT225	Interactive Design & Development (Flash Scripting) .....	3
MMT230	Web Page Development II .....	3
MMT241	Game Design & Development II.....	3
MMT250	Graphic Design Projects .....	3
MMT301	Internship in Advanced Digital Media Studies.....	3

### General Education Suggested Electives

GEN131	Critical Thinking .....	3
GEN145	Scientific and Technological Literacy .....	3
GEN147	College Mathematics .....	3
GEN161	Psychology.....	3
GEN171	American Political Institutions .....	3
GEN179	Global Political Systems.....	3
GEN181	Microeconomics.....	3
GEN183	Macroeconomics .....	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN250	Ethics and Professionalism .....	3
GEN321	Writing Effective Business Documents.....	3
GEN324	American Culture and the Media .....	3
GEN365	Global Economics and Trade.....	3
GEN370	Consumer Behavior and Culture.....	3

### Computer Information Systems Suggested Electives

CIS131	DHTML/JavaScript.....	3
CIS263	C++ .....	3
CIS267	Web Programming and Scripting.....	3
CIS273	Advanced C++ .....	3
CIS284	E-Commerce Web-Site Development.....	3

**66 CREDITS REQUIRED FOR GRADUATION**

# Digital Media Specialist

## Certificate Program – Hegis Code 5199

The Digital Media 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
MMT101 Visual Storytelling .....	3
BUS103 Introduction to Business Ventures .....	3
GEN125 English Composition I .....	3
GEN193 Studio Art/Drawing .....	3
MMT105 Digital Illustration .....	3
MMT107 Digital Imaging .....	3
GEN129 Oral Communications .....	3
GEN127 English Composition II .....	3
GEN191 Art History .....	3
BUS112 Principles of Marketing .....	3
Digital Media Electives (4) .....	12
General Education Electives (1) .....	3
Elective (1) .....	3

## Digital Media Electives (4 required)

Students choose elective track through faculty advisement.

MMT113 Digital Video & Sound .....	3
MMT121 3D Modeling & Animation I .....	3
MMT123 Digital FX & Motion Graphics (After Effects) .....	3
MMT131 Introduction to Game Design .....	3
MMT141 Game Design & Development I .....	3
MMT150 Publishing Design & Layout (InDesign) .....	3

Digital Media Electives	Semester Credits
MMT160 Web Page Development I (Dreamweaver) .....	3
MMT165 2D Web Animation (Flash) .....	3
MMT201 Multimedia Authoring .....	3
MMT205 3D Modeling & Animation II .....	3
MMT225 Interactive Design & Development (Flash Scripting) .....	3
MMT230 Web Page Development II .....	3
MMT241 Game Design & Development II .....	3
MMT250 Graphic Design Projects .....	3
MMT301 Internship in Advanced Digital Media Studies .....	3

## General Education Suggested Electives

GEN131 Critical Thinking .....	3
GEN167 Contemporary Social Issues .....	3
GEN181 Microeconomics .....	3
GEN241 Interpersonal and Group Dynamics .....	3
GEN250 Ethics and Professionalism .....	3

## Computer Information Systems Suggested Electives

CIS131 DHTML/JavaScript .....	3
CIS263 C++ .....	3
CIS267 Web Programming and Scripting .....	3
CIS273 Advanced C++ .....	3
CIS284 E-Commerce Web-Site Development .....	3

## 48 CREDITS REQUIRED FOR GRADUATION

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

*\*Students who pursue a sequence of Game Design & Development are required to test out of College Algebra. 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.*

# 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 certified 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.

**Grace Bonanno, ABD, M.S., B.S.**

(Certifications: MCSE, CCNA, CCAI, Network +, MCSA, Security+)

*Professor*

*Chairperson, Computer Networking*

## Business Systems Management

### Associate Degree Program (A.O.S.) – Hegis Code 5103

The Business Systems Management program prepares students to become competent and ready to face the challenges in the highly diversified business world. Instruction in business, marketing and technology gives students the needed flexibility and marketability for the constant, changing marketplace. Graduates of this program are qualified to seek entry-level or trainee positions in the multifaceted business and information technology field. Students may choose to do a concentration in Web Development, Database Management or a combination of the courses for the Business Systems Management degree.

Course No.	Semester Credits
ACE110	Transformative Learning..... 3
GEN125	English Composition I..... 3
GEN129	Oral Communications..... 3
GEN151	College Algebra..... 3
GEN127	English Composition II..... 3
OFT233	Database Applications (Access)..... 3
GEN224	Professional Communications and Career Development..... 3
CIS165	Visual BASIC..... 3
ACC107	Financial Accounting I..... 3
BUS103	Introduction to Business Ventures..... 3
BUS112	Principles of Marketing..... 3

### Database Management Concentration

OFT115	Emerging Information Technology..... 3
CIS280	E-Commerce Market Planning..... 3
OFT235	Advanced Database Management and Report Writing (Access and Crystal Reports)..... 3
BUS203	Principles of Management..... 3
CIS250	Advanced Visual BASIC..... 3
CIS343	Oracle I – Introduction to SQL..... 3
BUS214	Principles of Finance..... 3
CIS420	Advanced SQL..... 3
CIS310	Business Processes Analysis..... 3
Electives (2)	..... 6

### Course No. Semester Credits

#### Web Development Concentration

OFT115	Emerging Information Technology..... 3
CIS280	E-Commerce Market Planning..... 3
MMT107	Digital Imaging..... 3
MMT160	Web Page Development I..... 3
CIS131	DHTML/JavaScript..... 3
CIS284	E-Commerce Web-Site Development..... 3
MMT165	2D Web Animation..... 3
CIS267	Web Programming and Scripting..... 3
CIS310	Business Processes Analysis..... 3
Electives (2)	..... 6

#### Suggested Electives (2 required)

ACC108	Financial Accounting II..... 3
BUS245	Investments and Personal Finance..... 3
BUS280	Business Applications and Leadership..... 3
CIS263	C++..... 3
CIS273	Advanced C++..... 3
CIS265	JAVA..... 3
GEN131	Critical Thinking..... 3
GEN157	Statistics..... 3
NET115	Networking Essentials (Network+)..... 3
NET111	PC Technology (A+)..... 3
NET117	Operating Systems Technologies (A+)..... 3
OFT122	Office Applications: Microsoft Word & Power Point..... 3
OFT127	Spreadsheet Applications (Excel)..... 3

### 66 CREDITS REQUIRED FOR GRADUATION

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

*\*First and Second Academic Year suggested course sequencing only. Refer to course description for prerequisites.*

***Not currently accepting applications for this program; if interested, please speak to an Admissions Counselor.***

# Computer Network Administration

## Associate Degree Program (A.A.S.) – 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 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
- Analyze and evaluate user, application, host, and network requirements
- Establish logical design goals
- Create a physical design plan
- Promote ethical and professional standards in the workplace
- Develop critical thinking and problem-solving skills

Course #	Networking/Major 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
NET223	Network Infrastructure Implementation.....	3
NET261	Cisco Switching Basics.....	3
NET263	Cisco WAN Technologies.....	3
BUS103	Introduction to Business Ventures .....	3
OFT233	Database Applications (Access).....	3
Electives (2)	.....	6
Total Networking/Major Course Credits.....		42

Course #	General Education 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
General Education Elective (1)	.....	3
Total General Education Credits .....		24

## Suggested Electives

ACC107	Financial Accounting I .....	3
BUS203	Principles of Management.....	3
BUS123	Human Resources Management .....	3
MMT101	Visual Storytelling .....	3
NET115	Networking Essentials (Network+) .....	3
NET225	Managing a Network Environment .....	3
NET231	Advanced Active Directory Services.....	3
NET281	Windows Exchange Server .....	3
NET283	Network Security.....	3
NET285	Wireless Technologies.....	3
NET305	Internship Network Administration .....	3
OFT235	Advanced Database Management and Report Writing.....	3

## General Education Suggested Electives

GEN131	Critical Thinking .....	3
GEN145	Scientific and Technological Literacy .....	3
GEN147	College Mathematics .....	3
GEN157	Statistics.....	3
GEN161	Psychology.....	3
GEN181	Microeconomics.....	3
GEN183	Macroeconomics .....	3
GEN241	Interpersonal and Group Dynamics.....	3
GEN324	American Culture and the Media .....	3
GEN365	Global Economics and Trade .....	3

## 66 CREDITS REQUIRED FOR GRADUATION

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

# Computer Networking Specialist

## Certificate Program – 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
OFT233	Database Applications (Access).....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
Electives (2)**	.....6

## Suggested Electives (2 required)

	Semester Credits
ACC107	Financial Accounting I.....3
BUS103	Introduction to Business Ventures.....3
BUS112	Principles of Marketing.....3
BUS123	Human Resources Management .....3
OFT235	Advanced Database Management and Report Writing (Access and Crystal Reports).....3
GEN125	English Composition I.....3
GEN127	English Composition II.....3
MMT101	Visual Storytelling .....3
NET115	Networking Essentials (Network+) .....3
NET225	Managing a Network Environment.....3
NET231	Advanced Active Directory Services.....3
NET281	Windows Exchange Server .....3
NET283	Network Security.....3
NET285	Wireless Technologies.....3
NET305	Internship Network Administration .....3
OFT127	Spreadsheet Applications (Excel).....3

## 48 CREDITS REQUIRED FOR GRADUATION

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

*\*\*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.*

# Database Management

## Certificate Program – Hegis Code 5103

This program is designed as a comprehensive study of business applications programming in microcomputer environments preparing students for a variety of career opportunities. Credits are transferable to the associate degree program, Business Systems Management.

Course No.	Semester Credits
OFT115	Emerging Information Technology.....3
GEN151	College Algebra.....3
CIS165	Visual BASIC.....3
GEN125	English Composition I.....3
ACC107	Financial Accounting I.....3
BUS103	Introduction to Business Ventures.....3
GEN127	English Composition II.....3
OFT233	Database Applications (Access).....3
CIS343	Oracle I – Introduction to SQL.....3
OFT235	Advanced Database Management and Report Writing (Access and Crystal Reports).....3
CIS310	Business Processes Analysis.....3
GEN224	Professional Communications and Career Development.....3
CIS420	Advanced SQL.....3
Electives (3)	.....9

## Suggested Electives (3 required)

	Semester Credits
ACC108	Financial Accounting II.....3
BUS214	Principles of Finance.....3
CIS131	DHTML/JavaScript.....3
CIS263	C++.....3
CIS265	JAVA.....3
NET115	Networking Essentials (Network+).....3
NET111	PC Technology (A+).....3
NET117	Operating Systems Technologies (A+).....3
NET143	Windows Client Administration.....3
NET151	Windows Server Administration.....3
OFT122	Office Applications: Microsoft Word & Power Point.....3
OFT127	Spreadsheet Applications (Excel).....3

## 48 CREDITS REQUIRED FOR GRADUATION

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

***Not currently accepting applications for this program; if interested, please speak to an Admissions Counselor.***

### 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. Refer to Course descriptions and prerequisites for course sequencing.
- 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, concentrations or courses are offered in all divisions. For more detailed offerings, contact an admissions counselor.

## Course Descriptions

In addition to the required number of credits for each program, please refer to page 19 for other graduation requirements. Please refer to page 6 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** - *Some networking and computer courses are designed to help students prepare for Microsoft and other Certification Exams. Completion or passing of these courses is no assurance that students will pass the Certification Exams.*

## Academic Enrichment

### ACE106      Basics of Mathematics      3 Institutional Credits

This course 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.

*Formerly GEN111*

### ACE108      Basics of Communications      3 Institutional Credits

This course 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. By placement only. This course must be taken in the first term. Course 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.

*Formerly GEN101*

### 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."

*Formerly GEN103*

## 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*

**ACC129 Corporate and Partnership Taxation 3 Credit Hours**

This course is an introductory course in which basic Federal income taxation principles and concepts pertaining to partnerships and corporations are applied. The Internal Revenue Code, methods and forms required to complete tax returns will also be introduced. The course will be taught in conjunction with simulated case projects, both manual and computerized.

*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 Peachtree, 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 (See Note 1)*

**ACC202 Computerized Accounting II 3 Credit Hours**

This course is a continuation of Computerized Accounting I into advanced phases with an emphasis on the use of various other types of computerized programs. The focus of this course is to expose the student to the different computer applications used in accounting. It also provides hands-on experience, culminating with the completion of a specifically designed practice set on the computer. This course integrates all aspects of manual accounting with the computer.

*Prerequisite: ACC131 or permission to waive (See Note 3)*

**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 (See Note 1)*

**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 (See Note 1)*

**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*

**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 (See Note 1)*

**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.

**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*

**ACC301 Internship in Accounting 3 Credit Hours**

This course offers the advanced student hands-on experience in the office environment. In addition, students will be able to expand on their classroom knowledge through the one-on-one help provided to their peers. After completion of this course, students should gain positive interpersonal and leadership skills and the occupational competence that enables an individual to procure a job.

*Prerequisite: Prior approval by the Accounting 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*

**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, 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*

**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*

**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 tract 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.

*Prerequisites: 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) appropriate values and ethical reasoning are integrated throughout the course material.

*Prerequisite: 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*

**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*

**ACC470      BBA Accounting Internship      3 Credit Hours**

The Internship is the capstone course for the BBA in Accounting Program. This is a credit-bearing course which will be graded Pass or Fail. Students in their fourth and final term will be assigned to pre-selected employers, who will offer them the opportunity to work on a new or existing project team. The BBA Internship is equivalent to 120 contact hours. Students will be

subject to the policies and procedures of the workplace assignment and the CW Code of Conduct while at an employer offsite. Internship performance feedback will factor into the final grade, along with mandatory class meetings, and the submission of a portfolio, which includes a three page reflective paper and two work-related artifacts (see Course Requirements.)

*Prerequisites: Completions 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.

**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.

*Prerequisite: BUS103 or MED111 or permission to waive*

**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. (See Note 2)

**BUS151 E-Commerce Retailing 3 Credit Hours**

This course will introduce students to the world of Electronic Commerce. A twofold approach will be used to cover the topic. First, from the business perspective, topics will include the development of on-line catalogs, consumer demographics, funds transfer and security, non-sale commerce, targeted marketing, customers' lists, banner advertising and linking to search engines. The second perspective will be E-Commerce from the consumer's point of view, covering such topics as gathering product information for making on-line purchases, evaluating an on-line seller and using search engines.

*Prerequisite: BUS112 or permission to waive (See Note 2)*

**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.

*Prerequisite: BUS103 or MED111 or permission to waive*

**BUS214 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*

**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)

**BUS220 Advertising 3 Credit Hours**

An introductory study of advertising as a vital element in successful marketing programs. Examines planning, executing and evaluating results of advertising programs within the framework of advertising campaign strategy.

*Prerequisite: BUS112 or permission to waive*

**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.

*Prerequisite: BUS103 or permission to waive*

**BUS245 Investments and Personal Finance 3 Credit Hours**

This course presents a survey of the basic principles of investment including the relevant aspects of personal and business finance. Stocks and bonds, mutual funds, taxes, security bonds, security markets and real estate investing are examined. (See Note 3)

**BUS253 Entertainment, Music & Sports Marketing 3 Credit Hours**

The elements of product, price, promotion and place are applied to the EMS concentration. 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.

**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.

**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.

**BUS263 Hotel/Resort Strategic Marketing 3 Credit Hours**

The elements of product, price, promotion and place are applied to the HR concentration. 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.

**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.

**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.

**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.

**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.

**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, and BUS214 or permission to waive*

**BUS301 Internship Business Administration 3 Credit Hours**

This course offers students hands-on experience in a business environment. Students will use and strengthen management, marketing, selling, computer and leadership skills. In addition, it should develop the occupational competence required to procure a job and strengthen the base for advanced education.  
*Prior approval by the Business Administration 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*

**BUS310      Direct Marketing      3 Credit Hours**

This course will explore the shift in traditional forms of advertising to the benefits of the growing field of direct marketing. The student will examine the use of direct mail, catalogs, infomercials, telemarketing, and the internet to inform and persuade consumers who are becoming increasingly more difficult to reach. Trends, research methods and analysis, message creation, print and broadcast media and delivery mechanics are studied and incorporated in course projects and case studies.

*Prerequisites: BUS112, and Junior Level Status or Permission of the Department Chairperson*

**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.

*Prerequisites: Junior level status and BUS103, GEN305 and OMT115 or MMT101 or NET111*

**BUS325      Management Applications & Theory      3 Credit Hours**

This course explores the rich field of management theory and practice, as both a science and an art. The course also addresses the role of managers in the current world of

rapid business change, increased competitive forces, and increased expectations for the successful performance of employees and organizations. The focus is on some of the ways and means of achieving desired business goals. The student will leave this course with a solid background in the nature and work of management and managers. Applications of concepts to current workplace issues will also be stressed. Junior level status and BUS203

**BUS335      Investment Analysis and Portfolio Management      3 Credit Hours**

The primary goal of this course is to provide students with a thorough understanding of how to manage their money. Students will learn what investing is, how and where to invest, and why investing is important in the short and long term. In addition to investment research and analysis, students will also learn about directives and equity portfolio management. Contemporary investment issues will be addressed.

*Prerequisites: BUS214 and Junior Level Status or Permission of the Department Chairperson*

**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 Principles of Finance (BUS 214), Financial Accounting I (ACC107) and familiarity with Library databases.*

**BUS340      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 BUS214*

**BUS346      Advanced Business Law      3 Credit Hours**

Bailments, checks, drafts, holders in due course, transfers and warranties all interact to provide us with a functioning business/economic system. These terms and devices, their liabilities and protections are discussed and examined in conjunction with debtor/creditor relationships, secured transactions, bankruptcy, agency, and insurance.

*Prerequisites: BUS150 and Junior level status*

**BUS350      Options and Futures      3 Credit Hours**

This course examines derivatives and futures and tools in the environment of risk management. The student becomes acquainted with investment concepts, global capital markets, the functioning of commodity, currency and interest rate markets, market indicators, and information sources. In addition, time will be spent learning analysis and valuation of these devices. Rigorous statistical analysis and integration of financial reporting and risk management techniques will be explored. Materials covered will include: option pricing models (binomial and Black-Scholes-Merton), basic and advanced option strategies, forwards, futures, swaps and advanced topics in strategy.

*Prerequisites: Junior level status with BUS340, GEN305 and GEN364 or Permission of the Department Chairperson*

**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.

*Prerequisites: Junior level status and BUS305 and BUS320*

**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.

*Prerequisite: Junior Level Status*

**BUS440      Applied Project Management Concepts      3 Credit Hours**

This course will reinforce the concepts learned in Introduction to Project Management 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.

*Prerequisites: Junior level status and BUS370*

**BUS470      BBA Internship**

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 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.

*Prerequisite: BUS370, BUS440 and the Internship must be taken in the final semester of a student's BBA program and is a pass/fail course.*

## Computer Information Systems

### **CIS131      DHTML/JavaScript      3 Credit Hours**

This course will teach students to create dynamic Web pages. They will learn to write and use the JavaScript scripting language to develop applications using layers, objects, functions, and events that will improve the functionality of their Web pages. The students will also learn Dynamic HTML to further enhance Web pages with Cascading Style Sheets, object and event models, filters, and transitions.

*Prerequisite: OFT115 or NET111 or MMT101 or permission to waive*

### **CIS165      Visual BASIC      3 Credit Hours**

This course is an introduction to the Visual BASIC programming language. The student will be using Visual BASIC, an object-oriented event driven language, to learn programming concepts. Topics to be covered include: If...Then...Else, Select case, and For...Next, as well as how to create and manipulate sequential access files, random access files and arrays.

*Prerequisite: NET111 or permission to waive*

### **CIS250      Advanced Visual BASIC      3 Credit Hours**

This course is a more detailed study of Visual BASIC programming techniques. Topics included are: Repetition structure, For...Next loop, Control Arrays, Advanced Formatting, The Do...While and Do...Until Loops, Variable Arrays, Sorting, Menus, Passing, Parameters, Data Validation and Error Trapping.

*Prerequisite: CIS165 or permission to waive*

### **CIS263      C++      3 Credit Hours**

This is an introductory course in computer programming using the C++ language. The course will emphasize the analysis of problems, the careful selection of an appropriate algorithm, and the implementation of the algorithm in C++. Topics covered will include input/output commands, control statements, looping, subroutines, string processing, and arrays.

*Prerequisite: MMT101 or OFT115 or NET111 or permission to waive*

### **CIS265      JAVA      3 Credit Hours**

This course will use the Sun Integrated Development Environment (IDE) to build high performance Windows and Web applications. Students will learn methods, classes and objects; input, selection and repetition; arrays and strings; applets; inheritance; and file input and output.

*Prerequisite: CIS263 or permission to waive*

### **CIS267      Web Programming and Scripting      3 Credit Hours**

This course will cover the middle tier of Web Page Development. The server-side technologies for developing Web pages will be covered. Students will learn Perl, a scripting and shell language. They will use these programs to create CGI programs for Web Server execution. Active Server Page scripting languages will also be introduced.

*Prerequisite: CIS131, CIS263 or CIS265 or permission to waive*

### **CIS273      Advanced C++      3 Credit Hours**

This course is a continuation of the prerequisite using the C++ programming language with standard programming principles. Emphasis is placed on advanced arrays, file management and processing techniques, data structures, and sub-programs, interactive processing, sort and merge routines, and libraries. At the conclusion of this course, students should be able to design, code, test, debug and document programming solutions.

*Prerequisite: CIS263 or permission to waive*

### **CIS280      E-Commerce Market Planning      3 Credit Hours**

This course is a seminar designed to provide students with an understanding of the economic impact of the Internet on commerce and product development. The Four Principles of Marketing, Product, Price, Promotion and Placement, will form the core of the course material. The course will culminate with the development of an E-Commerce strategic market plan.

**CIS284 E-Commerce Web-Site Development 3 Credit Hours**

This course is designed as an extension of E-Commerce Market Planning. Using the strategic market plan developed in E-Commerce Market Planning, students will plan and create a web-site, which demonstrates web development principles. Students will use marketing strategies to plan and create a web-site using an appropriate software application. They will be concerned with structuring content, communicating ideas, focus, product marketing plan, and other web strategies when creating and evaluating their web pages.

**CIS301 Internship Business Systems Management 3 Credit Hours**

The objective of this course is to give the Business Systems Management student a work experience in programming to enhance his/her career objectives. *Prior approval by the Computer Information Systems Chairperson is required before registration.*

**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 MMT101 or NET111*

**CIS343 Introduction to SQL 3 Credit Hours**

This course is designed to provide students with a strong working knowledge of relational databases such as Access and Oracle. Students will learn how to create and maintain database objects, and how to store, retrieve, and manipulate data. *Prerequisites: An earned Associate degree or demonstrated proficiency in writing and third semester standing and OFT233*

**CIS420 Advanced SQL 3 Credit Hours**

This course introduces the advanced features of the SQL language and how it can be used to query a database in order to answer business questions.

Students will examine the following advanced features: querying with unions, advanced joins and sub queries, add, update and remove data, manipulate tables, views and various indexes, data integrity with transactions, and creation of databases.

*Prerequisites: An earned Associate degree or demonstrated proficiency in writing and third semester standing and CIS343*

## General Education

**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 and editing.

*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. *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, separating fact from opinion; analyzing arguments and testing hypotheses. (See Note 2)

**GEN143 Business Mathematics 3 Credit Hours**

This course is designed to provide students with the opportunity to evaluate problems of decision making including interest, commission, distribution of overhead, mark-ups, discounting and interest bearing notes.

This course includes the mathematics of accounting and finance and an introduction to statistics, all of which follow a review of fundamental processes.

*Prerequisite: Proficiency exam and/or ACE106 or permission to waive*

**GEN145 Scientific and Technological Literacy 3 Credit Hours**

A course 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 3)

**GEN147 College Mathematics 3 Credit Hours**

This course will provide complimentary sessions to Basics of Math in fundamental mathematics. A thorough review of ratios, percentages, proportions, descriptive statistics, word problems, and an introduction to algebra will be covered. The course provides a sound understanding in basic math concepts that is necessary for future math courses.

*Prerequisite: Proficiency exam and/or ACE106*

**GEN151 College Algebra 3 Credit Hours**

Topics include the fundamentals of algebra including 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*

**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 (See Note 2)*

**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 3)

**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 3)

**GEN171 American Political Institutions 3 Credit Hours**

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**

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; individual and social choice, specialization and trade, supply and demand and prices are discussed. Examines the study of scarcity and choice, marginal concepts and provides an understanding of command and market economics, private property and factors of production.

**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. (See Note 2)

**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 genre 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.

**GEN193      Studio Art/Drawing      3 Credit Hours**

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.

**GEN219      Business & Professional Communications      3 Credit Hours**

An advanced course focused on the preparation and execution of presentations and the conducting of business meetings. Students will utilize their oral communications skills and incorporate appropriate visual aids to demonstrate effective business and professional communications.  
*Prerequisites: GEN129 and GEN127 or permission to waive (See Note 3)*

**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 is 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: GEN 127 or permission to waive*

**GEN231      Intermediate College Algebra      3 Credit Hours**

This course is a continuation of Introduction to College Algebra. Emphasis is placed on basic concepts and fundamentals of algebraic equations, terminology and fundamental operations. Students will be introduced to algebraic fractions, factoring, exponents and radicals, linear and quadratic equations and their graphs and exponential and logarithmic functions. The use of a graphing calculator will enable the student to expedite the solving of specific algebraic problems.  
*Prerequisite: GEN151 or permission to waive (See Note 3)*

**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. 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. (See Note 1)

**GEN301      Research Internship      3 Credit Hours**

This course offers students the working experience of volunteer Information Services that includes duties to enhance career objectives. Students will work in the Library of an approved institution or corporation for a minimum of three hours per week in order to earn 3 credits. Students will be responsible for producing a tangible product that represents some innovation that they have created to improve the facility, services, or information provided through the Library.

*Requirement: Prior approval of Library Director and Academic Official.*

**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 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. (This course satisfies the BBA Competencies for both Math/Algebra and Statistics.)

*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. We will consider how human-caused changes are affecting our natural world and what solutions can be discovered and put into action.

*Prerequisite: Junior Level Status or Permission of the Department Chairperson*

**GEN321      Writing Effective Business Documents      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: Junior Level Status or Permission of the Department Chairperson*

*(Formerly Writing Technical Documents and Reports)*

**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*

**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: Junior Level Status or Permission of the Department Chairperson*

**GEN340      Anatomy of Leadership      3 Credit Hours**

This course will explore leadership traits, skills, styles, performance and strategies. Students will learn how to integrate humanistic values into a leadership profile. Students will examine how leaders manage in the context of leadership and decision-making models. Students will practice leadership skills through role play and analyze leadership profiles presented in various case studies. Leading teams effectively will also be emphasized.

*Prerequisites: BUS203*

**GEN342 Writing for the Business Professions 3 Credit Hours**

This writing seminar is designed for business majors. Its focus will be on the importance of analysis and interpretation in business writing process. Business students will learn how to write thoughtful, expressive and well-developed documents for colleagues or management.

*Prerequisites: Junior Level Status or Permission of the Department Chairperson*

**GEN350 Quantitative Business Analysis 3 Credit Hours**

This course covers the fundamental quantitative methods used by management in decision-making processes that are critical to effective business operations. Methods covered will be selected from both Deterministic and Probabilistic Decision Models. The Case Study method of analysis is emphasized.

*Prerequisites: GEN305*

**GEN355 Applied Statistical Analysis 3 Credit Hours**

This course is a survey of the methods and applications of inferential statistics utilized in a business environment. Topics include random sampling, probability distributions, confidence intervals, hypothesis testing, analysis of variance, regression and correlation, chi-square tests, and time-series analysis. The Case Study method of analysis is emphasized.

*Prerequisites: GEN305*

**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.

*Prerequisites: 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.

*Prerequisites: GEN181 or GEN183*

**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.

*Prerequisites: BUS112*

## 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.

**MED111 Medical Ethics, HIPAA and Patient Dynamics 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 healthcare organization.

*\*Students may take this course concurrently with MSC101*

**MED121 Understanding Health Insurance 3 Credit Hours**

This course will introduce students to the variety and nuances of the myriad of health insurance policies currently owned by the general public. In depth discussions of managed care plans, government insurance and reimbursement methodologies will take place. In addition eligibility, pre-certification, credentialing and clean claim filing will be discussed.

*Prerequisite: MED111 or permission to waive*

**MED201 Introduction to Medical Billing and 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-CM, CPT-4 and HCPCS coding. This course concentrates on the coding of diseases and abstraction of clinical diagnostic data from source documentation in order to produce reimbursement from third party payors. Also included in this course will be an overview of the medical billing cycle including coverage of Hospital Billing Applications.

*Prerequisites: MED103 or permission to waive*

**MED203 Advanced Medical Billing and 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, 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. This course will prepare students to study for the coding certification exam.

*Prerequisite: MED201 or permission to waive*

**MED205 Electronic Health Records 3 Credit Hours**

This course will provide students with a comprehensive overview of electronic health records management. The course will provide the student with the basic knowledge required to utilize health information system software in order to maintain patient health records. In addition, there will be an in-depth study of and hands on application of medical records software system components, which is a fully functional electronic health records program.

*Prerequisite: MED103 and MED121 or permission to waive*

**MED208 Administrative Medical Practices**

This course will provide students with the knowledge necessary to maintain a smooth and efficient operation in a health care facility from records management to basic reimbursement methodology. Emphasis will be placed on accounting and bookkeeping practices, customer service, and other administrative job related activities regularly performed in the medical office.

**MED221 Medical Information Management 3 Credit Hours**

*This course will provide the student with hands-on experience in using the Medical Manager practice management software used in many physician's 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: MED203 or permission to waive*

**MED303 Internship: Medical Office Systems Management 3 Credit Hours**

The objective of this course is to give the advanced Medical Office Systems Management student an opportunity to gather real world career experience, while still in college. Prior approval by the Medical Systems Office Management Chairperson is required before registration.

*Prerequisite: MED221 or MED203 and current enrollment in MED221*

**MSC101 Cell Physiology, Integumentary, and Musculoskeletal Systems 3 Credit Hours**

The student will be introduced to the following topics: chemistry of living things (i.e., an understanding of elements, compounds, carbohydrates, proteins, fats, etc.), the structure and function of a typical cell, the different types of tissues and membranes, cell division as it relates to reproduction, the skin and its derivatives (hair and nail) and its functions. The musculoskeletal system will also be studied by the student in regard to bones, joints, and muscles and how they work. A review of the medical terminology specific to both the integumentary and musculoskeletal systems will be strongly emphasized.

*Prerequisite: MED103 or permission to waive*

**MSC103 Clinical Procedures/Clinical Asepsis 3 Credit Hours**

The aim of the course is for the students to: understand practices in aseptic technique and infection control, comply with established risk management and safety procedures, know the proper steps for exposure incidents, how to prepare a patient for a physician's examination, sterilize instruments, operate an autoclave, know about special nutritional issues concerning patients, assisting the physician in various specialties, chart documentation, the importance of patient education, postoperative responsibilities, and therapeutic communications skills that will help the medical assistant in the care of a patient.

*Prerequisite: MSC201 or permission to waive*

**MSC105 Urinary, Reproductive and Digestive Systems 3 Credit Hours**

This course introduces the following body systems: Urinary, Reproductive, and Digestive. Emphasis is placed on the study of the structure and function of major organs, related medical terminology, common diseases, and diagnostic testing associated with them.

*Prerequisite: MSC101 or permission to waive*

**MSC109 Hematology/Phlebotomy 3 Credit Hours**

The aim of the course is to expose the student to the most common skills they will be using. Students will learn the 3 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 a syringe, butterfly, and capillary puncture. Students will also need to know which tube is used for different diagnostic blood tests, infection control and safety, quality assurance, and handling of patient related reactions to venipuncture. This course is taught through didactic, student laboratory, and clinical experiences.

*Prerequisite: MSC201 or permission to waive*

**MSC201 Respiratory, Circulatory, and Lymphatic Systems 3 Credit Hours**

This course is the basic study of structures and functions of the human body and as it relates to the respiratory, circulatory (which includes the lymphatic), and cardiovascular systems. Emphasis is placed on the study of the structure and function

of major organs, related medical terminology, common diseases, and diagnostic testing associated with them. CPR training will be provided.

*Prerequisite: MSC101 or permission to waive*

**MSC203 Electrocardiography 3 Credit Hours**

Students will be introduced to the structure and function of the heart. This course will cover the medical terminology specific to the cardiovascular system, diseases (cause and treatment), arrhythmias, and how to prepare a patient for an EKG. Emphasis will also be placed on how to recognize major arrhythmias on an EKG. Additionally, students will be exposed to other diagnostic methods to assess heart conditions such as: Holter monitor, Echocardiography, and Stress Test.

*Prerequisite: MSC 201 or permission to waive*

**MSC205 Nervous, Endocrine and Special Senses 3 Credit Hours**

This course introduces the following body systems: Nervous, Endocrine, and Special Senses. Emphasis is placed on the study of the structure and function of major organs, related medical terminology, common diseases, and diagnostic testing associated with them.

*Prerequisite: MSC101 or permission to waive*

**MSC301 Practicum Medical Assistant Management 6 Credit Hours**

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. This course will also prepare students to study for the National Certification Exams. Students must meet or exceed the criteria set forth in the Student Practicum Handbook.

**PHT107 Pharmacology 3 Credit Hours**

Students will study the history and development of Pharmacy Law and Ethics including pharmaceutical terminology as well as OSHA, HIPPA standards and regulations. Students are introduced to the use of various Health Professional Drug Guides and the components making up a written prescription.

*Prerequisite: MED103 or permission to waive*

**PHT115 Introduction to Pharmacy Operations 3 Credit Hours**

Included in this course is the role of the pharmacy technician and the competency needed to assist the pharmacist in monitoring the pharmacy practice for compliance with federal, state, and local laws. All aspects of pharmacy operations including the dispensing, labeling, and packaging of all pharmaceuticals will be discussed. Students will be given an overview of the effect of pharmaceuticals as they affect the body systems.

*Prerequisite: PHT107 or permission to waive*

**PHT211 Advanced Pharmacy Operations 3 Credit Hours**

This course is a continuation of Introduction to Pharmacy Operations. Students will be introduced to the functions of compounding, mixing pharmaceutical drugs including IV Therapy. In addition, students will receive training in Pharmacy Billing and Database systems for registering patients and maintaining inventory. A PTCB review and practice certification will be given at the conclusion of this course.

*Prerequisite: PHT115 or permission to waive*

## Digital Media

**MMT101 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.

**MMT105 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.

**MMT107 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.

**MMT113 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.

*Prerequisite: Familiarity with the Macintosh or permission to waive*

**MMT121 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: MMT105 or MMT107 or permission to waive (See Note 3)*

**MMT123 Digital FX & Motion Graphics (After Effects) 3 Credit Hours**

After Effects is the desktop standard for compositing and creating 2D/3D animation and stunning special effects for film, video, multimedia 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: MMT105 or MMT107 or MMT113 or permission to waive*

**MMT131 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: MMT101 or permission to waive*

**MMT141 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: MMT131 and MMT165 and College Algebra*

*Competency or permission to waive*

*\*May be taken concurrently with MMT165*

**MMT150 Publishing Design & Layout (InDesign) 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.

**MMT160 Web Page Development I (Dreamweaver) 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, as well as building tables and frames. 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: MMT105 or MMT107 or permission to waive*

**MMT165 2D Web Animation (Flash) 3 Credit Hours**

Flash is the standard for interactive vector graphics and animation on the World Wide Web. Students will use Flash to create resizable and extremely compact, low bandwidth navigation interfaces and animations as well as other effects used in today's web design.

*Prerequisite: MMT105 or MMT107 or permission to waive*

**MMT201 Digital Media Authoring 3 Credit Hours**

This course is an introduction to the industry standard digital media authoring and animation tools and theory. Students will enhance their storyboarding skills to organize and produce a professional Web ready Shockwave animation or CD-ROM ready application. Students will *utilize their skills and knowledge developed from previous courses to produce high quality projects to add to their portfolio.*

*Prerequisite: MMT105 or MMT107 or MMT113 or permission to waive*

**MMT205 3D Modeling & Animation II 3 Credit Hours**

This course will expand on the 3-dimensional modeling and animation techniques covered in the prerequisite. Using 3ds max, one of the most widely used software applications by professionals, students will also have the opportunity to further develop their skills with modeling, materials, textures, and lighting, while gaining an introduction to particle systems.

*Prerequisite: MMT121 or permission to waive*

**MMT225 Interactive Design & Development (Flash Scripting) 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: MMT165 or permission to waive*

**MMT230      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: MMT160 or permission to waive*

**MMT241      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: MMT141 or permission to waive*

**MMT250      Graphic Design Projects      3 Credit Hours**

This course will cover the basics 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. Students should have taken Photoshop, Illustrator, and InDesign before taking this class.

*Prerequisites: MMT105, MMT107, and MMT150 or permission to waive*

**MMT265      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*

**MMT301      Internship in Advanced Digital Media Studies      3 Credit Hours**

The objective of this course is to give the advanced digital media student a work experience in design, production, management, and development duties to enhance his/her portfolio and career objectives.

*Prerequisite: Approval of Department Chairperson*

**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 is designed to help students prepare for one of two CompTIA A+ exams.

**NET115      Networking Essentials (Network+)      3 Credit Hours**

This course presents an overview of networking technologies and will identify the components of local area networks (LANs) and wide area networks (WANs). Topics include network topologies, media used in network communications, NOS clients and directory services, fault tolerance, OSI Reference Model, TCP/IP fundamentals, network hardware, remote connectivity, network security, installation, maintenance and support. This course is designed to help students prepare for the CompTIA "Network+" Certification Exam.

*Prerequisite: NET111, or demonstrated proficiency on competency test.*

**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 is designed to help students prepare for 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 designed to help students prepare for the Cisco Certified Network Associate (CCNA) exam. In addition, this course is designed to help students prepare for 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 designed to help students prepare for a 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 designed to help students prepare for either one of the three Microsoft certification exams to become a Microsoft Certified Information Technology Professional (MCITP).

*Prerequisite: NET143 or permission to waive*

**NET161 Cisco Routing Basics 3 Credit Hours**

This course is a continuation of the Cisco Academy program. This course is designed to give students the skills needed to perform router configurations. Topics include IP Subnetting/VLSM/CIDR, static and dynamic routing and routing protocols including RIPv1 & v2, EIGRP, and OSPF. This is the second course of a four course Cisco Academy program that is designed to help students prepare for 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 designed to help students prepare for one of the three Microsoft certification exams to become a Microsoft Certified Information Technology Professional (MCITP).

*Prerequisite: NET151 or permission to waive*

**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 designed to help students prepare for either one of the three Microsoft certification exams to become a Microsoft Certified Information Technology Professional (MCITP).

*Prerequisite: NET151 or permission to waive*

**NET225 Managing A Network Environment 3 Credit Hours**

This course prepares students to install, configure and manage components of client/server environments. Students will install, configure and maintain essential services of a networked infrastructure and perform execution of functions required for controlling, planning, allocating, deploying, coordinating, and monitoring the resources of a network. This course is designed to help students prepare for one of five certification exams to become a Microsoft Certified IT Professional: Enterprise Administrator.  
*Prerequisite: NET151 or permission to waive*

**NET231 Advanced Active Directory Services 3 Credit Hours**

This course is designed to give students the skills needed to analyze business requirements and design a directory and network services architecture using the Windows operating system. Students will analyze the existing and planned organizational structures; evaluate the company's existing and planned technical environment; design a directory and network infrastructure. This course is designed to help students prepare for one of five Microsoft certification exams to become a Microsoft Certified IT Professional: Enterprise Administrator.  
*Prerequisite: NET203 or permission to waive*

**NET261 Cisco Switching Basics 3 Credit Hours**

This course is a continuation of the Cisco Academy program. This course is designed to give students the skills needed to perform initial switch configuration tasks and to troubleshoot common network problems. Other topics include Virtual LANs (VLANs), interVLAN routing, VLAN Trunking Protocol (VTP) and RSTP operation. This is the third course of a four course Cisco Academy program that is designed to help students prepare for 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 is designed to give students the skills needed to perform advanced TCP/IP techniques such as DHCP and DNS. Other topics include Access

Control Lists (ACLs), WAN concepts and technology such as PPP and Frame Relay. This is the fourth course of a four course Cisco Academy program that is designed to help students prepare for 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 designed to help students prepare for the Microsoft certification exam to become a Microsoft Certified Technology Specialist (MCTS).  
*Prerequisite: NET151 or permission to waive*

**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 designed to help students prepare for the CompTIA "Security+" certification exam.  
*Prerequisite: NET125 or permission to waive*

**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*

**NET305 Internship Network Administration 3 Credit Hours**

The objective of this course is to help students gain practical experience managing various areas of Information Technology, such as network infrastructures, services, and resources. Prior approval by the Computer Networking Chairperson is required before registration.  
*Prerequisite: NET151*

## Office Technologies

**OFT102      Keyboarding and Information Processing I      3 Credit Hours**

In this course for beginners, students develop an alphabetic number touch keyboarding skill that applies to the inputting of information while developing speed and accuracy. Basic letter styles will be covered using word processing procedures.

**OFT107      Word and Information Processing II      3 Credit Hours**

The development and improvement of the fundamental techniques of keyboarding with sustained emphasis on accuracy through drill and speed-building methods. Additional topics include an expansion of business letter styles, common business forms, rough drafts, memorandums and reports.

*Prerequisite: OFT102 or permission to waive*

**OFT115      Emerging Information Technology      3 Credit Hours**

This course will provide students with an overview of business technologies. The course will introduce basic computer concepts, software, internet, and emerging technologies. Students will examine the latest business technologies and the impact that these technologies will have on the business world and society. Students will receive hands-on experience in word processing, data file management, and Internet research.

**OFT117      Presentation Graphics (PowerPoint)      3 Credit Hours**

Students will learn the concepts of a graphic application that will allow them to turn their facts, concepts, and their ideas into professional presentations. By completing projects using PowerPoint for Windows, the students will create presentations that will include the following: word processing, outlining, graphing, drawing and clip art as well as slide transition and animation.

*Prerequisite: OFT115 or MMT101 or NET111 or permission to waive*

**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 the technology tools to create business documents, marketing materials, and develop effective business presentations which will prepare students for today's information based business environment.

*Prerequisite: OFT115*

**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.

*Prerequisites: OFT115 or MMT101 or NET111*

**OFT209      Advanced Word Processing Applications (Microsoft Word)      3 Credit Hours**

This course will provide students with a more in-depth study of Microsoft Word Application functions. Topics include: sorting text and data records, templates and wizards, online forms, graphs/charts, web pages, advanced mail merge procedures, tracking document notations, creating a table of contents as well as other features beyond document processing all of which will include problem solving skills.

*Prerequisite: OFT122*

**OFT229      Corporate Travel and Conference Planning      3 Credit Hours**

An in-depth course designed to acquaint students with the functions of a Corporate Travel Department and the role of the Corporate Travel Manager. Meeting and conference planning is covered with emphasis on transportation, accommodations, agenda planning and activities. (See Note 3)

**OFT231      Desktop Publishing      3 Credit Hours**  
**(Microsoft Publisher)**

Students will learn how to create professional-looking marketing and business materials. Students will have experience using Microsoft Publisher which is a powerful desktop publishing program (DPT) that assists in the designing and producing professional quality documents such as newsletters, brochures, catalogs, flyers, invitations, business cards, business forms, and calendars.

*Prerequisite: OFT115 or NET111 or MMT101 or permission to waive*

**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: OFT115 or NET111 or MMT101 or permission to waive*

**OFT235      Advanced Database Management      3 Credit Hours**  
**(Access)**

A continuation of Database Applications. The students will work in-depth with a relational database application to solve business problems. Through these problems, students will design, create and document an advanced database application. Topics include advanced queries, OLE objects, macros, switchboard design, customizing menu bars, testing and debugging a macros, switchboard design, customizing menu bars, testing and debugging a macro, creating an autoexec macro, and create functions in a global module and integrating Access with other programs such as the Web.

*Prerequisite: OFT233 or permission to waive*

**OFT270      Office Administration      3 Credit Hours**

Students will develop an understanding of the procedures and practices of an office environment. In depth study will emphasize the responsibilities and required skills of the office professional which include computer, time management, communication and organizational skills as they relate to today's business organization. Topics will include the preparation of various administrative documents, file management, as well as incorporating interpersonal and technical communication that is needed in today's workplace culture.

*Prerequisites: OFT107, OFT209\* or permission to waive*

*\*Students may take OFT209 and OFT270 simultaneously*

**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, converting a Word Outline into PowerPoint presentation, Access Database into Excel database and chart. Projects will integrate decision making and problem solving skills.

*Prerequisites: OFT122 and OFT127 or permission to waive*

**OFT305      Internship: Business Office Systems      3 Credit Hours**  
**Administration**

The objective of this course is to give the advanced Office Technology student a work experience in office duties to enhance his/her career objectives. *Prior approval by the Office Technologies Chairperson is required before registration.*

*Prerequisites: OFT107, OFT122, OFT127*

# 2010/2011 Academic Calendar

## Day College

### Fall Semester 2010

#### September

7	Tuesday	Orientation for New Students
8	Wednesday	Start of Fall Semester Classes Begin

#### November

25 - 26	Thurs - Fri	Thanksgiving Holiday – <i>No Classes</i>
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#### December

17	Friday	Last Day of Classes
20	Monday	Make-up Day
21	Tuesday	Fall Semester Grades Due End of Fall Semester
22 - Jan 4	Wed - Tues	Winter Recess – <i>No Classes</i>

### Winter Semester 2011

#### January

3	Monday	Start of Winter Semester On-line Classes Begin
4	Tuesday	Orientation for New Students
5	Wednesday	Classes Begin
17	Monday	Martin Luther King, Jr. Holiday – <i>No Classes</i>

#### April

13	Wednesday	Last Day of Classes
14	Thursday	Make-up Day
18	Monday	Winter Semester Grades Due End of Winter Semester
19 - May 1	Tues - Sun	Spring Recess – <i>No Classes</i>

### Spring Semester 2011

#### May

2	Monday	Start of Spring Semester On-line Classes Begin
3	Tuesday	Orientation for New Students
4	Wednesday	Classes Begin
30	Monday	Memorial Day – <i>No Classes</i>

#### June

2	Thursday	Graduation
3	Friday	<i>No Classes</i>

#### July

4	Monday	Independence Day Holiday – <i>No Classes</i>
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#### August

10	Wednesday	Last Day of Classes
15	Monday	Spring Semester Grades Due End of Spring Semester
16 - Sept 6	Tues - Tues	Summer Recess – <i>No Classes</i>

### Fall Semester 2011

#### September

6	Tuesday	Orientation for New Students
7	Wednesday	Start of Fall Semester Classes Begin

#### November

24 - 25	Thurs - Fri	Thanksgiving Holiday – <i>No Classes</i>
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#### December

14	Wednesday	Last Day of Classes
15	Thursday	Make-up Day
16	Friday	Fall Semester Grades Due
20	Tuesday	End of Fall Semester
21 - Jan 10	Wednesday	Winter Recess – <i>No Classes</i>

### Winter Semester 2012

#### January

9	Monday	Start of Winter Semester
10	Tuesday	Orientation for New Students
11	Wednesday	Classes Begin
16	Monday	Martin Luther King, Jr. Holiday – <i>No Classes</i>

#### February

20	Monday	Presidents' Day – <i>No Classes</i>
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#### April

6	Friday	Good Friday – <i>No Classes</i>
18	Wednesday	Last Day of Classes
19	Thursday	Make-up Day
20	Friday	Winter Semester Grades Due
23	Monday	End of Winter Semester
24 - May 6	Tues - Sun	Spring Recess – <i>No Classes</i>

## Spring Semester 2012

### May

7	Monday	Start of Spring Semester On Line Classes Begin
8	Tuesday	Orientation for New Students
9	Wednesday	Classes Begin

### June

7	Thursday	Graduation
8	Friday	<i>No Classes</i>

### July

4	Wednesday	Independence Day Holiday
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### August

15	Wednesday	Last Day of Classes
17	Friday	Spring Semester Grades Due
20	Monday	End of Spring Semester
21 - Sept 9	Tues - Sun	Spring Recess – <i>No Classes</i>

## 2011 Spring Term I

### February

16	Wednesday	Classes Begin
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### April

19	Tuesday	Classes End
20 - 26	Wed - Tues	Easter Recess – <i>No Classes</i>

## 2011 Spring Term II

### April

27	Wednesday	Classes Begin
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### May

30	Monday	Memorial Day Holiday – <i>No Classes</i>
31	Tuesday	Classes resume

### June

2	Thursday	Graduation – <i>No Classes</i>
30	Thursday	Classes End

## Evening College

### Hours of Attendance:

Period 1: 6:00 - 8:15 pm

Period 2: 8:20 - 10:35 pm

## 2010 Fall Term I

### September

21	Tuesday	Classes Begin
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### November

22	Monday	Classes End
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## 2010 Fall Term II

### November

29	Monday	Classes Begin
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### December

21 - Jan 2	Tue. - Sun.	Christmas Recess
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### January 2011

3	Monday	Classes Resume
17	Monday	Martin Luther King, Jr. Holiday – <i>No Classes</i>

### February 2011

10	Tuesday	Classes End
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## 2011 Summer Term

### July

11	Monday	Classes Begin
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### September

5	Monday	Labor Day Holiday – <i>No Classes</i>
6	Tuesday	Classes Resume
12	Monday	Classes End

## 2011 Fall Term I

### September

21	Wednesday	Classes Begin
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### November

22	Tuesday	Classes End
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## 2011 Fall Term II

### November

24	Thursday	Thanksgiving Holiday – <i>No Classes</i>
28	Monday	Classes Resume
30	Wednesday	Classes Begin

### December

22 - Jan 1	Thurs - Sun	Christmas Recess – <i>No Classes</i>
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### January

2	Monday	Classes Resume
16	Monday	Martin Luther King, Jr. Holiday – <i>No Classes</i>

### February 2012

9	Thursday	Classes End
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## 2012 Spring Term I

## February

20 Monday Classes Begin

6 - 8 Fri - Sun Easter Recess – *No Classes*

9 Monday Classes Resume

## April

19 Thursday Classes End

## 2012 Spring Term II

## April

25 Wednesday Classes Begin

## May

28 Monday Memorial Day Holiday – *No Classes*

29 Tuesday Classes Resume

## June

7 Thursday Graduation – *No Classes*

28 Thursday Classes End

## Summer Term 2012

## July

9 Monday Classes Begin

## September

3 Monday Labor Day Holiday – *No Classes*

10 Monday Classes End

## Saturday College

## Hours of Attendance

First Class: 8:15 am – 12:45 pm

Second Class: 1:15 pm – 5:45 pm

## 2010 Fall Term I

## October

2 Saturday Classes Begin

## November

27 Saturday Thanksgiving Holiday – *No Classes*

## December

4 Saturday Classes End

## 2010 Fall Term II

## December

11 Saturday Classes Begin

25 - Jan. 1 Sat. - Sat. Christmas Recess – *No Classes*

## January 2011

8 Saturday Classes Resume

## February 2011

19 Saturday Classes End

## 2011 Spring Term I

## February

26 Saturday Classes Begin

## April

23 Saturday Easter Recess – *No Classes*

30 Saturday Classes End

## 2011 Spring Term II

## May

7 Saturday Classes Begin

28 Saturday Memorial Day Holiday – *No Classes*

## June

4 Saturday Classes Resume

## July

2 Saturday Independence Day Holiday –  
*No Classes*

9 Saturday Classes Resume

16 Saturday Classes End

## 2011 Summer Term

## July

23 Saturday Classes Begin

## September

3 Saturday Labor Day Holiday – *No Classes*

10 Saturday Classes Resume

24 Saturday Classes End

## 2011 Fall Term I

## October

1 Saturday Classes Begin

## November

26 Saturday Thanksgiving Holiday – *No Classes*

## December

3 Saturday Classes End

## 2011 Fall Term II

### December

10	Saturday	Classes Begin
24 - Jan 6	Tues - Fri	Christmas Recess – <i>No Classes</i>

### January

7	Saturday	Classes Resume
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### February

18	Saturday	Classes End
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## 2012 Spring Term I

### February

25	Saturday	Classes Begin
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### April

7	Saturday	Easter Recess – <i>No Classes</i>
28	Saturday	Classes End

## 2012 Spring Term II

### May

5	Saturday	Classes Begin
26	Saturday	Memorial Day Holiday – <i>No Classes</i>

### July

7	Saturday	Independence Day Holiday – <i>No Classes</i>
14	Saturday	Classes End

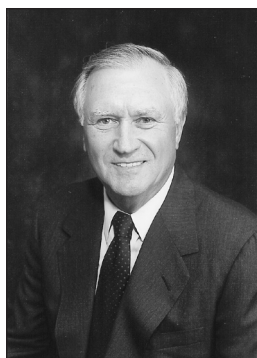
## 2012 Summer Term

### July

21	Saturday	Classes Begin
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### September

1	Saturday	Labor Day Holiday – <i>No Classes</i>
8	Saturday	Classes Resume
22	Saturday	Classes End



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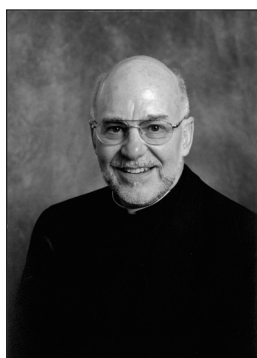
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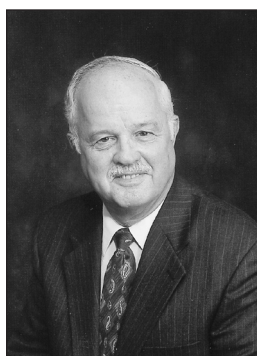
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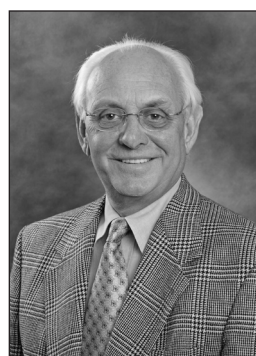
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M.S., University of Idaho  
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 Flash MX Designer, Dreamweaver MX Developer, CIW  
 Foundations, CIW Site Designer

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 Graduate Studies, Kaplan University  
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 Certifications: Microsoft Office Certified: Word & PowerPoint

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*Vice President*

M.S.W., Fordham University  
Certificate in Programming and Systems Analysis,  
Control Data Institute  
B.A., Fairfield University

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A.B.D., Walden University  
M.S.Ed., City College  
M.B.A., Pace University  
B.S., Concordia College  
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### JULIA C. DEL BALZO

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### CHRISTOPHER MANSCHRECK

*Project Associate*

B.A., Tufts University

### RICHARD T. RUANE

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A.B.D., University of Baltimore  
M.A., University of North Texas  
B.A., Hardin-Simmons University

### TERESA STEFANKOWSKI

*Administrative Assistant*

M.A., Warsaw University  
Certificate, The College of Westchester

## 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 Park Avenue. College is 2 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 Park Avenue. College is 2 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 Park Avenue. College is 2 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 2 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.

