The College of Westchester is pleased to announce two new fully online programs, Business Administration - Management, BBA, and the Business Management/Marketing, AAS, are being offered beginning with the Spring Term II, 2013 which starts on May 4, 2013. While the on-campus BBA program offered in a distance education format has the required internship course, the new online BBA program will instead require a capstone course. The new online AAS program does not have the internship elective while the on-campus program will continue to offer this elective.

Curriculum Update
Page 81

Business Administration - Management

Bachelor’s in Business Administration Degree Program (BBA) – (Online) ............... HEGIS Code 0506
The BBA in Business Administration – Management is a fully online program that offers students a strong and broad business program by integrating courses in management, marketing, finance, technology, and project management. Students will learn applied business skills such as problem solving, decision making, team building and strategic planning. In addition, this BBA program includes a unique Project Management focus that provides specialized skills often desired by employers. Business Administration – Management students will also focus and develop their newly acquired skills and knowledge through a senior-level capstone course. All baccalaureate students will experience a global, job specific curriculum that will prepare them for a wide variety of business career tracks – in addition to graduate school.

Program Learning Outcomes
Graduates of the BBA degree in the Business Administration - Management 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
<table>
<thead>
<tr>
<th>Course No.</th>
<th>Business Courses</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS103</td>
<td>Introduction to Business Ventures</td>
<td>3</td>
</tr>
<tr>
<td>BUS112</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS203</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC107</td>
<td>Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>ACC320</td>
<td>Accounting for Managers</td>
<td>3</td>
</tr>
<tr>
<td>CIS310</td>
<td>Business Processes Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BUS214</td>
<td>Principles of Finance</td>
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</tr>
<tr>
<td>BUS230</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>BUS280</td>
<td>Business Applications and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>BUS305</td>
<td>Marketing Management</td>
<td>3</td>
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<tr>
<td>BUS320</td>
<td>Operations Management</td>
<td>3</td>
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<tr>
<td>BUS325</td>
<td>Management Applications &amp; Theory</td>
<td>3</td>
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<tr>
<td>BUS338</td>
<td>Intermediate Finance</td>
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<tr>
<td>BUS370</td>
<td>Project Management Essentials</td>
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<tr>
<td>BUS405</td>
<td>The Service Industry: The Changing World of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS410</td>
<td>Seminar: Critical Issues in Business</td>
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<tr>
<td>BUS440</td>
<td>Applied Project Management Concepts</td>
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<tr>
<td>BUS480</td>
<td>Business Administration Capstone Course</td>
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**Total Business Credits** ................................................................. 54

<table>
<thead>
<tr>
<th>Technology Courses</th>
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<tbody>
<tr>
<td>OFT115</td>
<td>Emerging Information Technology</td>
</tr>
<tr>
<td>OFT122</td>
<td>Office Applications: Microsoft Word &amp; PowerPoint</td>
</tr>
<tr>
<td>OFT127</td>
<td>Spreadsheet Applications (Excel)</td>
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</table>

**Total Technology Credits** ............................................................. 9

<table>
<thead>
<tr>
<th>General Education Courses</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>ACE110</td>
<td>Transformative Learning</td>
</tr>
<tr>
<td>GEN125</td>
<td>English Composition I</td>
</tr>
<tr>
<td>GEN127</td>
<td>English Composition II</td>
</tr>
<tr>
<td>GEN129</td>
<td>Oral Communications</td>
</tr>
<tr>
<td>GEN147</td>
<td>College Mathematics</td>
</tr>
<tr>
<td>GEN157</td>
<td>Statistics</td>
</tr>
<tr>
<td>GEN181</td>
<td>Microeconomics or</td>
</tr>
<tr>
<td>GEN183</td>
<td>Macroeconomics</td>
</tr>
<tr>
<td>GEN224</td>
<td>Professional Communications and Career Development</td>
</tr>
<tr>
<td>GEN305</td>
<td>Mathematics Concepts and Statistical Applications</td>
</tr>
<tr>
<td>GEN330</td>
<td>Adult Development and Learning in the Workplace</td>
</tr>
<tr>
<td>GEN342</td>
<td>Writing for the Business Professions</td>
</tr>
<tr>
<td>GEN363</td>
<td>Conflict, Communication and Resolution</td>
</tr>
<tr>
<td>GEN421</td>
<td>Technical Business Communications</td>
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</table>

**Total General Education Credits** ...................................................... 39

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

**Electives**

<table>
<thead>
<tr>
<th>Electives</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Electives (3) – 100/200 Level</td>
<td>9</td>
</tr>
<tr>
<td>Gen. Ed. Electives (1) – 300/400 Level</td>
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<tr>
<td>Open Elective (1) – 100/200 Level</td>
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</tr>
<tr>
<td>Open Elective (1) – 300/400 Level</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Elective Required Credits** .................................................... 18
Suggested 100/200 Level Electives
Selection may be either from one of the recommended offerings or a combination of all courses listed below.

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

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

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

Offerings in Finance
BUS150 Business Law..................................................................................................................3
BUS216 Money and Banking.........................................................................................................3
BUS245 Investments and Personal Finance..................................................................................3

Suggested Open Electives 100/200 Level
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

Suggested Open Electives 300/400 Level
ACC330 Financial Statement Analysis..........................................................................................3
BUS310 Direct Marketing.............................................................................................................3
BUS335 Investment Analysis and Portfolio Management..............................................................3
BUS338 Intermediate Finance......................................................................................................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
120 CREDITS REQUIRED FOR GRADUATION

Business Administration - Management Program Disclosure Information
CIP Code: 52.0201  Credential Level: 03
Bachelor’s Degree (BBA)  OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

- General and Operations Managers (11-1021.00)
- Quality Control Systems Managers (11-3051.01)
- Social and Community Service Managers (11-9151.00)
- Management Analysts (13-1111.00)
- Industrial Production Managers (11-3051.00)
- Storage and Distribution Managers (11-3071.02)
- Supply Chain Managers (11-9199.04)
- Business Continuity Planners (13-1199.04)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for the Online Division students to complete this program is 49 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations. Since the first graduating cohort from this program is not expected until 2017, on-time graduation data is not yet available.

Tuition for this program is $730 per credit with 120 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $91,600. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $4,500 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

Since the first graduating cohort from this program is not expected until 2017, median debt level data at graduation is not yet available. For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance. The most current program disclosure information can be found at www.cw.edu/programdisclosure.
Business Management/Marketing

Associate Degree Program (AAS) – (Online) HEGIS Code 5004
The fully online AAS in Business Management/Marketing program is designed to provide students with the skills needed for success in business. Real world knowledge and experience is shared in all courses. Students are challenged in basic disciplines such as Management, Marketing, Selling and Finance leading up to a course in Business Applications requiring development of a business plan. Course offerings in Fashion/Retail Merchandising, Hotel/Resort Management, Entertainment/Music and Sports Management offer students an opportunity to explore various areas of interest. Credits earned can be transferred into the bachelor’s program.

Program Learning Outcomes
Graduates of the Associate degree in the Business Management/Marketing program should be able to:
- Recognize the cultural and ethical complexities of conducting business on a national and global scale.
- Recognize and understand the decision-making processes in each of the basic business disciplines including management, marketing, selling and finance.
- Understand and describe the components of a comprehensive business plan.
- Use proper oral and written communication skills to demonstrate their understanding of content material within the program’s disciplines.
- Apply business-related knowledge using the appropriate discipline-specific tools.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Business/Major Courses</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS103</td>
<td>Introduction to Business Ventures</td>
<td>3</td>
</tr>
<tr>
<td>BUS112</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS203</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS214</td>
<td>Principles of Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS230</td>
<td>Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td>BUS280</td>
<td>Business Applications and Leadership</td>
<td>3</td>
</tr>
<tr>
<td>OFT115</td>
<td>Emerging Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>OFT122</td>
<td>Office Applications: Microsoft Word &amp; PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>OFT127</td>
<td>Spreadsheet Applications (Excel)</td>
<td>3</td>
</tr>
<tr>
<td>ACC107</td>
<td>Financial Accounting I</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Business Electives (3)</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Business Credits</strong></td>
<td></td>
<td><strong>39</strong></td>
</tr>
<tr>
<td></td>
<td>Open Elective (1)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Open Elective Credits</strong></td>
<td></td>
<td><strong>3</strong></td>
</tr>
</tbody>
</table>

Course No. General Education Courses
- GEN125 English Composition I | 3
- GEN127 English Composition II | 3
- GEN129 Oral Communications | 3
- GEN147 College Mathematics | 3
- GEN157 Statistics | 3
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>GEN181</td>
<td>Microeconomics or</td>
<td>3</td>
</tr>
<tr>
<td>GEN183</td>
<td>Macroeconomics</td>
<td>3</td>
</tr>
<tr>
<td>GEN224</td>
<td>Professional Communications and Career Development</td>
<td>3</td>
</tr>
<tr>
<td>ACE110</td>
<td>Transformative Learning</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education Credits** 24

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

**Offerings in Entertainment, Music, & Sports Management**
- BUS253 Entertainment, Music & Sports Marketing 3
- BUS255 Entertainment, Music & Sports Management 3
- BUS275 Event Planning & Promotion 3

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

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

**Offerings in Finance**
- BUS150 Business Law 3
- BUS216 Money and Banking 3
- BUS245 Investments and Personal Finance 3

**Open Suggested 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
- BUS277 Business Etiquette/Customer Service 3
- GEN370 Consumer Behavior and Culture 3

**66 CREDITS REQUIRED FOR GRADUATION**
Business Management/Marketing Program Disclosure Information

CIP Code: 52.0201  Credit Level: 02
Associate Degree (AAS)  OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

Sales Managers (11-2022.00)  Administrative Services Managers (11-3011.00)
Transportation Managers (11-3071.01)  Storage and Distribution Managers (11-3071.02)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for the Online Division students to complete this program is 28 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations. Since the first graduating cohort from this program is not expected until 2015, on-time graduation data is not yet available.

Tuition for this program is $730 per credit with 66 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $50,380. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $2,500 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal/state financial aid and/or scholarships and grants offered by The College of Westchester.

Since the first graduating cohort from this program is not expected until 2015, median debt level data at graduation is not yet available. For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance. The most current program disclosure information can be found at www.cw.edu/programdisclosure.

Course Description

BUS480 - BBA Business Administration Capstone Course – Online

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

Prerequisites: BUS370 Project Management Essentials & BUS440 Applied Project Management
Page 87 – Allied Health Curriculum Update

- All Allied Health Courses (with the exception of MED208, Administrative Medical Practices) will require a grade of “C” or better to continue in the program.
- MED215, Health Information Technology now requires MED103 and OFT115 as prerequisites.
- All Anatomy and Physiology Courses will require MED103, MSC110, and MSC115 as prerequisites.
Authorization was given by New York State Education Department to rename the Medical Office Systems Management program to Health Information Management.

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Health Information Management

Associate Degree Program (A.O.S.) – HEGIS Code 5005
This program prepares health information management (HIM) professionals to work in a variety of administrative medical office settings including both private practice and larger health care facilities. Graduates of this program are trained to organize, analyze, and technically evaluate patient health information in both electronic and hard copy formats, maintain and use health information indexes, and to facilitate storage and retrieval of medical records. Graduates will be qualified to seek employment in medical office management positions where knowledge of medical billing and coding are most important.

Program Learning Outcomes
Graduates of the Associate’s Health Information Management program should be able to:

- Demonstrate the ability to collect patient health information and analyze medical reports for the correct diagnoses and procedures. This is necessary for accurate reimbursement and billing.
- Apply the concepts of computer based and other electronic technology related to health care, including the use of industry specific software applications and other tools and techniques for collecting, storing, and retrieving health care data
- The ability to participate in health information analysis tasks such as abstracting, interpreting, and presenting statistics and relevant health care data
- Ability to accurately assign diagnostic and procedural codes, and use the appropriate classification systems to correlate the completeness and accuracy of this type of data to reimbursement data
- Apply knowledge of the medical insurance industry by accurately recording co-payments, deductibles, and coinsurance while successfully processing medical insurance claims both manually and electronically
- Establish and maintain systems designed to protect the confidentiality and privacy of health records and apply principles of legal and ethical behavior relative to health information
- Effectively monitor all administrative processes germane to the daily operation of a medical facility while exercising leadership and motivation to HIM professionals

**Course No. Medical Courses**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Medical Courses</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSC110</td>
<td>Human Biology</td>
<td>3</td>
</tr>
<tr>
<td>MED103</td>
<td>Medical Terminology and Human Systems</td>
<td>3</td>
</tr>
<tr>
<td>MED111</td>
<td>Medical Ethics, HIPAA and Patient Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MED201</td>
<td>Introduction to Medical Billing and Coding</td>
<td>3</td>
</tr>
<tr>
<td>MED203</td>
<td>Advanced Medical Billing and Coding</td>
<td>3</td>
</tr>
<tr>
<td>MED208</td>
<td>Administrative Medical Practices</td>
<td>3</td>
</tr>
<tr>
<td>MED215</td>
<td>Health Information Technology</td>
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</tr>
<tr>
<td>MED221</td>
<td>Medical Information Management</td>
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</table>

**Total Medical Credits**

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**Course No. General Education**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>General Education</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>ACE110</td>
<td>Transformative Learning</td>
<td>3</td>
</tr>
<tr>
<td>GEN125</td>
<td>English Composition I</td>
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</tr>
<tr>
<td>GEN127</td>
<td>English Composition II</td>
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</tr>
<tr>
<td>GEN129</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>GEN224</td>
<td>Professional Communications and Career Development</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total General Education Credits**

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**Office Technology**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Office Technology</th>
<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>OFT115</td>
<td>Emerging Information Technology</td>
<td>3</td>
</tr>
<tr>
<td>OFT122</td>
<td>Office Applications: Microsoft Word &amp; PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>OFT127</td>
<td>Spreadsheet Applications (Excel)</td>
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**Total Office Technology Credits**

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**Business**

<table>
<thead>
<tr>
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<th>Business</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>BUS123</td>
<td>Human Resources Management</td>
<td>3</td>
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<tr>
<td>BUS203</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>ACC107</td>
<td>Financial Accounting I</td>
<td>3</td>
</tr>
</tbody>
</table>

**Total Business and Accounting Credits**

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**Suggested Electives**

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Suggested Electives</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACC108</td>
<td>Financial Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS112</td>
<td>Principles of Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS150</td>
<td>Business Law</td>
<td>3</td>
</tr>
<tr>
<td>GEN131</td>
<td>Critical Thinking</td>
<td>3</td>
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<tr>
<td>GEN363</td>
<td>Conflict, Communication and Resolution</td>
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<td>GEN167</td>
<td>Contemporary Social Issues</td>
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<tr>
<td>GEN145</td>
<td>Scientific and Technological Literacy</td>
<td>3</td>
</tr>
<tr>
<td>MED303</td>
<td>Internship Health Information Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**66 CREDITS REQUIRED FOR GRADUATION**

Enrollment in other than registered or approved programs may jeopardize a student’s eligibility for certain student aid awards.
Refer to course description for prerequisites. MSC courses satisfy the General Education requirements.

Current Program Disclosure information for this degree offering is available at www.cw.edu/programdisclosure.
Program: Accounting

CIP Code: 52.0302    Credential Level: 02    Associate's Degree (A.A.S.)    OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

- **Tax Preparers** (13-2082.00)
- **Billing, Cost, and Rate Clerks** (43-3021.02)
- **Bookkeeping, Accounting, and Auditing Clerks** (43-3031.00)
- **Statement Clerks** (43-3021.01)
- **Billing, Posting, and Calculating Machine Operators** (43-3021.03)
- **Payroll and Timekeeping Clerks** (43-3051.00)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting [http://www.onetonline.org](http://www.onetonline.org) and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 20 months. In 2011-12, 75% of Day College graduates of this program completed within 20 months and 87.5% completed in 23 months. The normal time required for Evening / Saturday College students to complete this program is 28 months. In 2011-12, 66.7% of Evening / Saturday graduates of this program completed within 28 months and 75.0% completed in 32 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

Tuition for this program is $730 per credit with 66 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $50,380. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $2,500 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

For students who graduated from this program in 2011-12, their median debt level at graduation was:

<table>
<thead>
<tr>
<th></th>
<th>Day College</th>
<th>Evening / Saturday College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Title IV loans</td>
<td>$15,177</td>
<td>$24,886</td>
</tr>
<tr>
<td>Private loans</td>
<td>Zero</td>
<td>Zero</td>
</tr>
<tr>
<td>Institutional financing plans</td>
<td>Zero</td>
<td>$21.86</td>
</tr>
</tbody>
</table>

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Accounting

CIP Code: 52.0301  Credential Level: 03  Bachelor's Degree (B.B.A.)  OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

- **Accountants** (13-2011.01)
- **Credit Analysts** (13-2041.00)
- **Tax Examiners, Collectors, and Revenue Agents** (13-2081.00)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting [http://www.onetonline.org](http://www.onetonline.org) and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 36 months. The normal time required for Evening / Saturday College students to complete this program is 49 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations. Since the first graduating cohort from this program is not expected until 2013, on-time graduation data is not yet available.

Tuition for this program is $730 per credit with 120 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $91,600. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $4,500 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

Since the first graduating cohort from this program is not expected until 2013, median debt level data at graduation is not yet available. For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Accounting (2 Year Transfer)

**CIP Code:** 52.0301  **Credential Level:** 03  **Bachelor’s Degree (B.B.A.)**  **OPEID Code:** 005208

This program is intended to lead to jobs in the following occupations:

- **Accountants** (13-2011.01)
- **Credit Analysts** (13-2041.00)
- **Tax Examiners, Collectors, and Revenue Agents** (13-2081.00)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting [http://www.onetonline.org](http://www.onetonline.org) and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 16 months. The normal time required for Evening / Saturday College students to complete this program is 21 months. Actual completion time for individual students may vary based on many factors including needed additional "Basics" course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

On time graduation data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

Tuition for this program is $730 per credit with 54 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $41,220. For students who are required to take “Basics” courses, additional charges will apply. Books and supplies typically cost $2,000 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

Median debt level data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Intensive Accounting / Computer Applications

CIP Code: 52.0302  Credential Level: 01  Certificate Program  OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

- Statement Clerks (43-3021.01)
- Billing, Cost, and Rate Clerks (43-3021.02)
- Payroll and Timekeeping Clerk (43-3051.00)
- Bookkeeping, Accounting, and Auditing Clerks (43-3031.00)
- Billing, Posting, and Calculating Machine Operators (43-3021.03)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 12 months. The normal time required for Evening/Saturday College students to complete this program is 17 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

On time graduation data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

Tuition for this program is $730 per credit with 36 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $27,480. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $1,500 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal/state financial aid and/or scholarships and grants offered by The College of Westchester.

Median debt level data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Medical Assistant Management

CIP Code: 51.0801  Credential Level: 02  Associate's Degree (A.A.S.)  OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

Medical Assistants (31-9092.00)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting [http://www.onetonline.org](http://www.onetonline.org) and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 20 months. In 2011-12, 36.0% of Day College graduates of this program completed within 20 months and 48.0% completed in 23 months. The normal time required for Evening / Saturday College students to complete this program is 28 months. In 2011-12, 43.8% of Evening / Saturday graduates of this program completed within 28 months and 56.3% completed in 32 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

Tuition for this program is $730 per credit with 66 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $51,105. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $2,623 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

For students who graduated from this program in 2011-12, their median debt level at graduation was:

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<th></th>
<th>Day College</th>
<th>Evening / Saturday College</th>
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</thead>
<tbody>
<tr>
<td>Federal Title IV loans</td>
<td>$18,403</td>
<td>$27,283.50</td>
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<tr>
<td>Private loans</td>
<td>Zero</td>
<td>Zero</td>
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<td>Institutional financing plans</td>
<td>2.00</td>
<td>164.63</td>
</tr>
</tbody>
</table>

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Health Information Management (formerly Medical Office Sys. Mgmt)

CIP Code: 51.0714    Credential Level: 02    Associate's Degree (A.O.S.)    OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

Medical Secretaries (43-6013)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 20 months. In 2011-12, 33.3% of Day College graduates of this program completed within 20 months and 50.0% completed in 23 months. The normal time required for Evening / Saturday College students to complete this program is 28 months. In 2011-12, 25.0% of Evening / Saturday graduates of this program completed within 28 months and 33.3% completed in 32 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

Tuition for this program is $730 per credit with 66 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $50,480. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $2,526 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

For students who graduated from this program in 2011-12, their median debt level at graduation was:

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<thead>
<tr>
<th></th>
<th>Day College</th>
<th>Evening / Saturday College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Title IV loans</td>
<td>$19,933</td>
<td>$28,016.50</td>
</tr>
<tr>
<td>Private loans</td>
<td>Zero</td>
<td>Zero</td>
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<tr>
<td>Institutional financing plans</td>
<td>260.96</td>
<td>Zero</td>
</tr>
</tbody>
</table>

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Medical Assistant Specialist


This program is intended to lead to jobs in the following occupations:

Medical Assistants (31-9092.00)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting [http://www.onetonline.org](http://www.onetonline.org) and entering the Standard Occupational Classification (SOC) codes provided.

This program is not currently offered in the Day College. The normal time required for Evening / Saturday College students to complete this program is 17 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

On time graduation data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

Tuition for this program is $730 per credit with 36 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $27,980. For students who are required to take “Basics” courses, additional charges will apply. Books and supplies typically cost $1,605 for the program but will vary depending on chosen electives and publisher costs. Your actual “net” cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

Median debt level data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Medical Office Specialist

CIP Code: 52.0401  Credential Level: 01  Certificate Program  OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

Executive Secretaries and Administrative Assistants (43-6011.00)  Secretaries, Except Legal, Medical, and Executive (43-6014.00)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

This program is not currently offered in the Day College. The normal time required for Evening / Saturday College students to complete this program is 17 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

On time graduation data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

Tuition for this program is $730 per credit with 36 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $27,480. For students who are required to take “Basics” courses, additional charges will apply. Books and supplies typically cost $1,500 for the program but will vary depending on chosen electives and publisher costs. Your actual “net” cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

Media debt level data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Business Administration – Management / Marketing

CIP Code: 52.0201    Credential Level: 02    Associate Degree (AAS)    OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

Sales Managers (11-2022.00)    Administrative Services Managers (11-3011.00)
Transportation Managers (11-3071.01)    Storage and Distribution Managers (11-3071.02)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 20 months. In 2011-12, 67.4% of Day College graduates of this program completed within 20 months and 71.7% completed in 23 months. The normal time required for Evening / Saturday College students to complete this program is 28 months. In 2011-12, 40.0% of Evening / Saturday graduates of this program completed within 28 months and 54.3% completed in 32 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

Tuition for this program is $745 per credit with 66 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $51,470. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $2,500 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

For students who graduated from this program in 2011-12, their median debt level at graduation was:

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<tr>
<th></th>
<th>Day College</th>
<th>Evening / Saturday College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Title IV loans</td>
<td>$16,103.50</td>
<td>$23,149</td>
</tr>
<tr>
<td>Private loans</td>
<td>Zero</td>
<td>Zero</td>
</tr>
<tr>
<td>Institutional financing plans</td>
<td>Zero</td>
<td>Zero</td>
</tr>
</tbody>
</table>

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Business Administration

CIP Code: 52.0201  Credential Level: 03  Bachelor's Degree (B.B.A.)  OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

- **General and Operations Managers** (11-1021.00)
- **Quality Control Systems Managers** (11-3051.01)
- **Social and Community Service Managers** (11-9151.00)
- **Management Analysts** (13-1111.00)
- **Industrial Production Managers** (11-3051.00)
- **Storage and Distribution Managers** (11-3071.02)
- **Supply Chain Managers** (11-9199.04)
- **Business Continuity Planners** (13-1199.04)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting [http://www.onetonline.org](http://www.onetonline.org) and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 36 months. The normal time required for Evening / Saturday College students to complete this program is 49 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations. Since the first graduating cohort from this program is not expected until 2013, on-time graduation data is not yet available.

Tuition for this program is $730 per credit with 120 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $91,600. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $4,500 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

Since the first graduating cohort from this program is not expected until 2013, median debt level data at graduation is not yet available. For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Business Administration (2 Year Transfer)

CIP Code: 52.0201    Credential Level: 03    Bachelor’s Degree (B.B.A.)    OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

General and Operations Managers (11-1021.00)    Industrial Production Managers (11-3051.00)
Quality Control Systems Managers (11-3051.01)    Storage and Distribution Managers (11-3071.02)
Social and Community Service Managers (11-9151.00)    Supply Chain Managers (11-9199.04)
Management Analysts (13-1111.00)    Business Continuity Planners (13-1199.04)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 16 months. In 2011-12, 72.5% of Day College graduates of this program completed within 16 months and 87.5% completed in 20 months. The normal time required for Evening / Saturday College students to complete this program is 21 months. In 2011-12, 63.4% of Evening / Saturday graduates of this program completed within 21 months and 73.2% completed in 25 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

Tuition for this program is $730 per credit with 54 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $41,220. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $2,000 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

For students who graduated from this program in 2011-12, their median debt level at graduation was:

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<tr>
<th></th>
<th>Day College</th>
<th>Evening / Saturday College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Title IV loans</td>
<td>$14,928</td>
<td>$24,880</td>
</tr>
<tr>
<td>Private loans</td>
<td>Zero</td>
<td>Zero</td>
</tr>
<tr>
<td>Institutional financing plans</td>
<td>$30.53</td>
<td>Zero</td>
</tr>
</tbody>
</table>

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Digital Media

CIP Code: 11.0801  Credential Level: 02  Associate’s Degree (A.A.S.)  OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

Web Developers (15-1099.04)  Multi-Media Artists and Animators (27-1014.00)
Graphic Designers (27-1024.00)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 20 months. In 2011-12, 70.8% of Day College graduates of this program completed within 20 months and 95.8% completed in 23 months. The normal time required for Evening / Saturday College students to complete this program is 28 months. In 2011-12, 40.0% of Evening/Saturday College graduates of this program completed within 28 months and 50.0% completed in 32 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

Tuition for this program is $730 per credit with 66 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $50,380. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $2,500 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

For students who graduated from this program in 2011-12, their median debt level at graduation was:

<table>
<thead>
<tr>
<th></th>
<th>Day College</th>
<th>Evening College</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Title IV loans</td>
<td>$15,177.50</td>
<td>$20,712</td>
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<tr>
<td>Private loans</td>
<td>Zero</td>
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<tr>
<td>Institutional financing plans</td>
<td>Zero</td>
<td>463.15</td>
</tr>
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</table>

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Digital Media Specialist


This program is intended to lead to jobs in the following occupations:

Multi-Media Artists and Animators (27-1014.00)  Graphic Designers (27-1024.00)
Web Developers (15-1099.04)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 16 months. The normal time required for Evening / Saturday College students to complete this program is 21 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

On time graduation data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

Tuition for this program is $730 per credit with 48 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $36,640. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $2,000 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

Median debt level data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Computer Network Administration

CIP Code: 11.1001    Credential Level: 02    Associate’s Degree (A.A.S.)    OPEID Code: 005208

This program is intended to lead to jobs in the following occupations:

Network & Computer Systems Administrators (15.1071.00)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting http://www.onetonline.org and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 20 months. In 2011-12, 50.0% of Day College graduates of this program completed within 20 months and 77.8% completed in 23 months. The normal time required for Evening / Saturday College students to complete this program is 28 months. In 2011-12, 85.7% of Evening / Saturday graduates of this program completed within 28 months and 85.7% completed in 32 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

Tuition for this program is $730 per credit with 66 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $50,380. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $3,150 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

For students who graduated from this program in 2011-12, their median debt level at graduation was:

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<td>Institutional financing plans</td>
<td>Zero</td>
<td>100.50</td>
</tr>
</tbody>
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For more information on options to reduce your student debt obligations, contact the Office of Student Financial Assistance.
Program: Computer Networking Specialist


This program is intended to lead to jobs in the following occupations:

Computer Support Specialists (15.1041.00)

Profiles for these occupations can be found at the U.S. Department of Labor’s O*NET website by clicking the links provided or by visiting [http://www.onetonline.org](http://www.onetonline.org) and entering the Standard Occupational Classification (SOC) codes provided.

The normal time required for Day College students to complete this program is 16 months. The normal time required for Evening / Saturday College students to complete this program is 21 months. Actual completion time for individual students may vary based on many factors including needed additional “Basics” course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

The normal time required for Day College students to complete this program is 16 months. In 2011-12, The College had no Day College graduates of this program. The normal time required for Evening / Saturday College students to complete this program is 21 months. Actual completion time for individual students may vary based on many factors including required additional course work, transfer of credit into The College, leaves of absence, reduction of credit load and other considerations.

On time graduation data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.

Tuition for this program is $730 per credit with 48 credits required for graduation. With required fees, the total tuition and fees for students who enroll in this program at this time is estimated to be approximately $36,640. For students who are required to take "Basics" courses, additional charges will apply. Books and supplies typically cost $2,650 for the program but will vary depending on chosen electives and publisher costs. Your actual "net" cost may be less if you qualify for federal / state financial aid and/or scholarships and grants offered by The College of Westchester.

Median debt level data for programs that have fewer than 10 graduates or student loan borrowers is not provided, in accordance with applicable regulations, in order to protect individual identity.
ADMISSIONS

Summer Bridge Program (page 11):
Accepted applicants who test into Basics of Mathematics on The College’s assessment test may opt to participate in the Summer Bridge Program. The Summer Bridge Program contains non-credit course content designed to improve the basic mathematics skills required for college.

The student will be given the opportunity to test out of the required Basics of Mathematics course and be placed in a college level math course. There is no assurance that applicants who attend or complete the Summer Bridge Program will automatically be exempt from their required Basics of Mathematics course.

The program typically runs up to 4 weeks during the month of July and/or August. The total fee for the 2013 Summer Bridge Program is $250 which includes required text books. 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 the first day of class 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.

International Baccalaureate Program (IB) (page 12):
The International Baccalaureate Program offers a series of college level exams through the IB program. The IB tests are usually taken in conjunction with high school Advanced Placement courses. The College of Westchester will grant credit for many IB examinations for which a grade of 4 or better has been obtained.

STUDENT FINANCIAL SERVICES

Tuition and Fees (page 14):
A $40 non-refundable application fee must accompany the application for admission; it is not deductible from tuition and fees nor can it be paid by federal or state funding. Tuition and all applicable fees are payable in full by the first day of class.
Day College:
Tuition per credit: *(includes institutional credit units)* ................................. $730.00
Computer and General Services Fee: .......................................................... $100.00 per course
Books ........................................................................................................ $500.00 per semester
Graduation Fee ........................................................................................ $100.00

Other Fee charges, if applicable, may include the following:
Medical Class Fee* (MSC courses: 115 (formerly 101); 120 (formerly 105); 125 (formerly 201); 130
(formerly 205); 207 (formerly 103); 209 (formerly 109); 211 (formerly 203) ...................... $100.00 per course
Medical Class Fee** (MSC course: 301) .......................................................... $25.00
1 set of Scrubs (non-refundable)** ............................................................... $26.00
1 Lab Coat (non-refundable)**** .................................................................. $26.00
1 Blood Pressure Kit (non-refundable)***** ............................................... $53.00
1 CPR Mask (non-refundable)***** ............................................................. $18.00
PC Kit (non-refundable)****** .................................................................. $650.00
Transcript Fee (non-refundable) ................................................................. $10.00
Portfolio fee for College Level Learning Assessment applicants******* ......... $100.00
Nonsufficient Funds Fee (non-refundable) ................................................. $30.00

Evening/Saturday College/Online Division:
Tuition per credit *(includes institutional credit units)* ................................. $730
Computer and General Services Fee: .......................................................... $100.00 per course
Books ........................................................................................................ purchased separately
Graduation Fee ........................................................................................ $100.00

Other Fee charges, if applicable, may include the following:
Medical Class Fee* (MSC courses: 115 (formerly 101); 120 (formerly 105); 125 (formerly 201); 130
(formerly 205); 207 (formerly 103); 209 (formerly 109); 211 (formerly 203) ...................... $100.00 per course
Medical Class Fee** (MSC course: 301) .......................................................... $25.00
1 set of Scrubs (non-refundable)** ............................................................... $26.00
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PC Kit (non-refundable)****** .................................................................. $650.00
Transcript Fee (non-refundable) ................................................................. $10.00
Portfolio fee for College Level Learning Assessment applicants******* ......... $100.00
Nonsufficient Funds Fee (non-refundable) ................................................. $30.00

*Medical Class Fee will apply to the following courses:
(MSC courses: 115 (formerly 101); 120 (formerly 105); 125 (formerly 201); 130 (formerly 205);
207 (formerly 103); 209 (formerly 109); 211 (formerly 203)
**Medical Class Fee will apply to MSC301
***Scrubs Fee will apply to the following class: MSC115 (formerly MSC101)
****Lab Coat and Blood Pressure Kit Fee will apply to the following class: MSC103
*****CPR Mask Fee will apply to the following class: MSC301
******PC Kit Fee will apply to the following class: NET111
*****This fee only applies to candidates who complete the Intent to Apply for Credit Awarded through Portfolio Evaluation. Additional fee of $100.00 will be charged for each course for which the candidate is awarded academic credit.

STUDENT ACTIVITIES AND SUPPORT SERVICES (page 41):

New Club Descriptions:

**Armed Forces Student Support Club**
The Armed Forces Student Support Club is a student organization that is a source of support to student military members and veterans in their transition to college. It provides positive engagement between military members/veterans and other students on campus.

**Soccer Team**
The CW Dragons Men’s Soccer Team, which plays in a White Plains sports league, is assisted by faculty and staff offering coaching and administrative support. The team practices and plays weekly from July through October at the Saxon Woods Soccer Field in White Plains. All players must maintain a grade point average of 2.5 to maintain eligibility to play on the CW Soccer Team.

ACADEMIC STANDARDS, COLLEGE REGULATIONS AND POLICIES

**Academic Calendar (page 52):**

**Phase One:** Beginning with the 2013 Spring Term, 2/23/13 – 4/27/13, all Evening, Saturday, and Online courses will start in the same calendar week. Also, all Evening courses will meet on only one night each week, from 6:00 pm to 10:35 pm. Courses in the Evening, Saturday, and Online Division are on a semester credit hour basis. A minimum of six credits each term is required for full-time status.

**Phase Two:** Effective Fall Term I of 2013, which begins on September 23rd, all Evening/Saturday courses will be taught in a hybrid format with a portion of coursework required online. All Evening/Saturday/Online terms will run approximately 8 weeks in length. All Evening courses will meet only one night per week from 6:00 pm to 9:45 pm for each course. All Saturday courses will meet 5 Saturdays within the 8 week term.
Course Formats

#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, which may either have shorter meeting times or be fewer in number.

Attendance (page 53):

- Taking an exam, an interactive tutorial, or computer assisted instruction.

(Note: Final exams for on-ground classes will be administered during the last scheduled class meeting of each academic term. If a take-home exam is administered, a regular class meeting will take place during this session.)

SCHOOL OF ALLIED HEALTH (pages 87-93):

Medical Assistant Management
Associate Degree Program (A.A.S.) – HEGIS Code 5214

<table>
<thead>
<tr>
<th>Course No.</th>
<th>Medical Courses</th>
<th>Semester Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MED103</td>
<td>Medical Terminology &amp; Human Systems</td>
<td>3</td>
</tr>
<tr>
<td>MED111</td>
<td>Medical Ethics, HIPAA and Patient Dynamics</td>
<td>3</td>
</tr>
<tr>
<td>MED208</td>
<td>Administrative Medical Practices</td>
<td>3</td>
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<tr>
<td>MSC110</td>
<td>Human Biology (New course)</td>
<td>3</td>
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<tr>
<td>MSC115</td>
<td>Cell Physiology, Integumentary, and Musculoskeletal Systems (Formerly MSC101)</td>
<td>3</td>
</tr>
<tr>
<td>MSC120</td>
<td>Urinary, Reproductive and Digestive Systems (Formerly MSC105)</td>
<td>3</td>
</tr>
<tr>
<td>MSC125</td>
<td>Respiratory, Circulatory and Lymphatic Systems (Formerly MSC201)</td>
<td>3</td>
</tr>
<tr>
<td>MSC130</td>
<td>Nervous, Endocrine and Special Senses (Formerly MSC205)</td>
<td>3</td>
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<tr>
<td>MSC207</td>
<td>Clinical Procedures/Asepsis (Formerly MSC103)</td>
<td>3</td>
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<tr>
<td>MSC209</td>
<td>Hematology/Phlebotomy (Formerly MSC109)</td>
<td>3</td>
</tr>
<tr>
<td>MSC211</td>
<td>Electrocardiography (Formerly MSC203)</td>
<td>3</td>
</tr>
<tr>
<td>*MSC301</td>
<td>Practicum (Medical Assistant Management)</td>
<td>6</td>
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<tr>
<td>OFT115</td>
<td>Emerging Information Technology</td>
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</tr>
<tr>
<td>OFT122</td>
<td>Office Applications: Microsoft Word &amp; PowerPoint</td>
<td>3</td>
</tr>
<tr>
<td>PHT107</td>
<td>Pharmacology</td>
<td>3</td>
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<tr>
<td>Total Medical Credits</td>
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</table>

<table>
<thead>
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<th>Course No.</th>
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<th>Semester Credits</th>
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</thead>
<tbody>
<tr>
<td>ACE110</td>
<td>Transformative Learning</td>
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<tr>
<td>GEN125</td>
<td>English Composition I</td>
<td>3</td>
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<tr>
<td>GEN127</td>
<td>English Composition II</td>
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</tr>
<tr>
<td>GEN129</td>
<td>Oral Communications</td>
<td>3</td>
</tr>
<tr>
<td>GEN224</td>
<td>Professional Communications and Career Development</td>
<td>3</td>
</tr>
<tr>
<td>Elective (1)</td>
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</tr>
<tr>
<td>Total General Education Credits</td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>
Course No.  Suggested Electives
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
OFT127  Spreadsheet Applications (Excel) ................................................... 3

66 CREDITS REQUIRED FOR GRADUATION
*Note: Evening and Saturday students taking their Practicum - Medical Assistant Management (MSC301) will take this over two terms. This course is broken into two courses as listed below:
MSC301A Practicum Medical Assistant Management I  ........................................ 3 credits
MSC301B Practicum Medical Assistant Management II  .................................... 3 credits

Medical Office Systems Management
Associate Degree Program (A.O.S.) – HEGIS Code 5005

Course No.  Medical 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
MED215  Health Information Technology (New Course).................................. 3
MED221  Medical Information Management................................................ 3
MSC110  Human Biology (New course).......................................................... 3
Total Medical Credits.................................................................................. 24

Course No.  General Education
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
OFT115  Emerging Information Technology................................................ 3
OFT122  Office Applications: Microsoft Word & PowerPoint........................ 3
OFT127  Spreadsheet Applications (Excel).................................................... 3
Total Office Technology Credits.................................................................. 9
### Business

- **BUS123** Human Resources Management ................................................................. 3
- **BUS203** Principles of Management ........................................................................ 3
- **ACC107** Financial Accounting I .......................................................................... 3
- **Electives (3)** ........................................................................................................ 9
- **Total Business Credits** ....................................................................................... 18

### 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
- **MSC120** Urinary, Reproductive and Digestive Systems (Formerly MSC105) .... 3
- **MSC125** Respiratory, Circulatory and Lymphatic Systems (Formerly MSC201) .. 3
- **MSC130** Nervous, Endocrine and Special Senses (Formerly MSC205) ............. 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

<table>
<thead>
<tr>
<th>Course No.</th>
<th>First Academic Year</th>
<th>Semester Credits</th>
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<tbody>
<tr>
<td>OFT115</td>
<td>Emerging Information Technology ..................................</td>
<td>3</td>
</tr>
<tr>
<td>MED111</td>
<td>Medical Ethics, HIPAA and Patient Dynamics ..................</td>
<td>3</td>
</tr>
<tr>
<td>MED103</td>
<td>Medical Terminology &amp; Human Systems ...........................</td>
<td>3</td>
</tr>
<tr>
<td>MSC207</td>
<td>Clinical Procedures/Clinical Asepsis (Formerly MSC103) ...</td>
<td>3</td>
</tr>
<tr>
<td>OFT122</td>
<td>Office Applications: Microsoft Word &amp; PowerPoint ............</td>
<td>3</td>
</tr>
<tr>
<td>MED208</td>
<td>Administrative Medical Practices ...................................</td>
<td>3</td>
</tr>
<tr>
<td>MSC115</td>
<td>Cell Physiology, Integumentary, and Musculoskeletal Systems (Formerly MSC101)</td>
<td>3</td>
</tr>
<tr>
<td>MSC209</td>
<td>Hematology/Phlebotomy (Formerly MSC109) ........................</td>
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</tr>
<tr>
<td>MSC110</td>
<td>Human Biology (New course) ........................................</td>
<td>3</td>
</tr>
<tr>
<td>MSC125</td>
<td>Respiratory, Circulatory and Lymphatic Systems (Formerly MSC201) ..</td>
<td>3</td>
</tr>
<tr>
<td>MSC211</td>
<td>Electrocardiography (Formerly MSC203) ..........................</td>
<td>3</td>
</tr>
<tr>
<td>Elective (1)</td>
<td>.....................................................................................</td>
<td>3</td>
</tr>
</tbody>
</table>
Suggested Electives

GEN129  Oral Communications ................................................................. 3
MED201  Introduction to Medical Billing & Coding ........................................ 3
MED203  Advanced Medical Billing & Coding ................................................ 3
MED221  Medical Information Management .................................................. 3
MSC120  Urinary, Reproductive and Digestive Systems (Formerly MSC105) .... 3
MSC130  Nervous, Endocrine and Special Senses (Formerly MSC205) ............. 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.

Note: 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.

COURSE DESCRIPTIONS
Allied Health (pages 123 -126):

MEDICAL ASSISTANT MANAGEMENT

MSC110  Human Biology   (New course) ......................................................... 3 Credit Hours
This course introduces students to the basic concepts of biology and chemistry in preparation for further study in the allied health sciences. Biological concepts of cell theory, cell cycle and cell reproduction will be explored and the major systems of the human body will be introduced. Chemistry concepts of atoms, molecules, and elements will be introduced along with biological molecules. Appropriate medical terminology will be introduced and utilized to accurately communicate in the biological and medical sciences. Emphasis is placed on body system components and function. At the conclusion of the course students will be better prepared to relate the importance of understanding body structure and function as it relates to human diseases.
Course Number Changes Only:
MSC115 Cell Physiology, Integumentary, and Musculoskeletal Systems (Formerly MSC101)
MSC120 Urinary, Reproductive, and Digestive Systems (Formerly MSC105)
MSC125 Respiratory, Circulatory, and Lymphatic Systems (Formerly MSC201)
MSC130 Nervous, Endocrine, and Special Senses (Formerly MSC205)
MSC207 Clinical Procedures/Clinical Asepsis (Formerly MSC103)
MSC209 Hematology/Phlebotomy (Formerly MSC109)
MSC211 Electrocardiography (Formerly MSC203)

MEDICAL OFFICE SYSTEMS MANAGEMENT
MED215 Health Information Technology (New course) 3 Credit Hours
This course focuses on the relationship between health information management, use of technology, and procedures for completion, maintenance and preservation of health information. Emphasis will be placed on regulatory issues, documentation practices, reimbursement, information management, quality improvement and risk management in various health care delivery systems.

Prerequisites: OFT115 Emerging Information Technology and MED208 Administrative Medical Practices

ACADEMIC CALENDAR 2012/2013
Evening/Saturday/Online (pages 131-135):

Phase One: Beginning with the 2013 Spring I Term, 2/23/13-4/27/13, all Evening, Saturday and Online courses will start in the same calendar week. Also, all Evening courses will meet on only one night each week, from 6:00 pm to 10:35 pm.

Phase Two: Effective Fall Term I of 2013, which begins on September 23, the following schedule changes will be implemented:
- All Evening/Saturday courses will be taught in a hybrid format with a portion of coursework required online.
- All Evening/Saturday/Online terms will run approximately 8 weeks in length.
- All Evening courses will meet only one night per week from 6:00 pm to 9:45 pm for each course.
Approximately 2/3 of the course content will continue to be presented in the traditional classroom format and 1/3 will occur through online learning activities. This will allow the College to dismiss Evening classes at 9:45 pm instead of 10:35 pm and require Saturday students to be on campus for only five of the term’s eight weeks.

All Saturday courses will meet 5 Saturdays within the 8 week term.

All fully Online courses will continue to start on a Saturday, but the term will be shortened to an 8 week term.

The following schedule will go into effect with the Spring I Term 2013 on February 18, 2013:

<table>
<thead>
<tr>
<th>Session</th>
<th>Start Date</th>
<th>Meeting Time</th>
<th>Delivery Mode</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring I Term 2013</td>
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</tr>
<tr>
<td>Evening</td>
<td>Feb 18</td>
<td>6:00 pm - 10:35 pm 1 night per week</td>
<td>Most Courses Face-to-Face</td>
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<tr>
<td></td>
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<td>Some Courses Hybrid</td>
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<tr>
<td>Saturday</td>
<td>Feb 23</td>
<td>8:15 am – 12:45 pm ; 1:15 pm – 5:45 pm</td>
<td>Most Courses Face-to-Face</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>Some Courses Hybrid</td>
</tr>
<tr>
<td>Online</td>
<td>Feb 23</td>
<td>Online</td>
<td>Online</td>
</tr>
</tbody>
</table>

| Spring II Term 2013 |                     |                                    |                                        |
| Session               | Start Date           | Meeting Time                      | Delivery Mode                          |
| Evening                | April 29             | 6:00 pm - 10:35 pm 1 night per week | Most Courses Face-to-Face               |
|                       |                      |                                | Some Courses Hybrid                     |
| Saturday               | May 4                | 8:15 am – 12:45 pm ; 1:15 pm – 5:45 pm | Most Courses Face-to-Face               |
|                       |                      |                                | Some Courses Hybrid                     |
| Online                 | May 4                | Online                          | Online                                 |

| Summer Term 2013       |                     |                                    |                                        |
| Session                 | Start Date           | Meeting Time                      | Delivery Mode                          |
| Evening                 | July 15              | 6:00 pm - 10:35 pm 1 night per week | Most Courses Face-to-Face               |
|                        |                      |                                | Some Courses Hybrid                     |
| Saturday                | July 20              | 8:15 am – 12:45 pm ; 1:15 pm – 5:45 pm | Most Courses Face-to-Face               |
|                        |                      |                                | Some Courses Hybrid                     |
| Online                  | July 20              | Online                          | Online                                 |
Addendum for page 25 of the current CW catalog:

<table>
<thead>
<tr>
<th>Associate Degree (66 credits)</th>
<th>Bachelor Degree (120 credits)</th>
<th>Certificate Program (36 credits)</th>
<th>Certificate Program (48 credits)</th>
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</thead>
<tbody>
<tr>
<td>Credits Attempted</td>
<td>Minimum cumulative GPA required</td>
<td>Minimum Pace (quantitative component)</td>
<td>Credits Attempted</td>
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<td>0-6</td>
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<td>0%</td>
<td>0-6</td>
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<tr>
<td>7-15</td>
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<td>46-60</td>
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</tr>
<tr>
<td>61-99</td>
<td>2.00</td>
<td>67%</td>
<td>61-180</td>
</tr>
</tbody>
</table>

Impact of Grades on SAP Eligibility for Federal Title IV Aid:
A, A-,B+, B-, C+, C, C, D, IC, P, PASS and S grades are considered as attempted and earned credit hours. Grades F, UF, FR, and FAIL, are considered as attempted, but not earned and will negatively count toward the student’s grade point average. A grade of WD does not impact the GPA; however, it does negatively impact completion. A grade of U does not impact the GPA; however, it does negatively impact completion. Incomplete courses (grade of I or INC) are considered as attempted until a final grade is posted. A grade of I and INC is calculated as an equivalent to an F grade until a final grade is posted. Students are required to request a re-evaluation of SAP after successful completion of an incomplete course. Developmental courses in Basics of Math and Basics of Communications counted as part of the SAP requirement in terms of attempted and earned for Federal Title IV purposes.

Addendum for page 57 of the current CW catalog:

<table>
<thead>
<tr>
<th>Associate Degree (66 credits)</th>
<th>Bachelor Degree (120 credits)</th>
<th>Certificate Program (36 credits)</th>
<th>Certificate Program (48 credits)</th>
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<tr>
<td>Credits Attempted</td>
<td>Minimum cumulative GPA required</td>
<td>Minimum Pace (quantitative component)</td>
<td>Credits Attempted</td>
</tr>
<tr>
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<td>7-15</td>
<td>0.80</td>
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<td>16-30</td>
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<tr>
<td>61-99</td>
<td>2.00</td>
<td>67%</td>
<td>61-180</td>
</tr>
</tbody>
</table>
Standards of Academic Progress (SAP):
In order to be in good academic standing a student must maintain a cumulative grade point average of 2.00. If a student falls below 2.00, he/she will be placed on Academic Probation. Additionally, if a student does not meet the prescribed minimum cumulative grade point average as set forth below, the student will be Academically Suspended. There are financial aid ramifications associated with failure to meet academic standards. See section on Student Financial Services.

Day College students will be evaluated qualitatively (GPA) at the end of each fifteen week semester, and Evening/Saturday College and Online students will be evaluated qualitatively (GPA) at the end of Fall II, Spring II, and Summer.

In addition, students must meet quantitative standards of progress in order to remain eligible for enrollment. In order to meet quantitative standards for academic progress, students must complete their degrees/certificates within 150% of the normal time for completion, which is 180 attempted credits for the Bachelor’s Degree and 99 attempted credits for the Associate’s Degree.