

PLAZA  **COLLEGE**

Catalog 2019 - 2021





COLLEGE CATALOG

2019 - 2021

VOLUME I

ADMISSIONS / GENERAL LINE

(718) 779-1430

STUDENT SERVICES

(718) 779-1548

Plaza College

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Forest Hills, New York 11375

www.plazacollege.edu

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ABOUT THE COLLEGE

HISTORY

In 1916, two New York City teachers, Anna and Charles Callahan, founded a private institution that would eventually become Plaza College. Plaza continued to grow significantly in size, scope, and breadth under the leadership of the founders' son and daughter-in-law, Charles and Elizabeth, for almost 60 years from the mid-fifties. Today, together with the Callahan family, a dedicated staff and faculty continue to foster the College's development while remaining true to the founders' vision—to provide a caring yet vibrant learning environment by challenging and maximizing each student's potential to realize their hopes and dreams for a better life gained through educational advancement.

Although always located in New York City, the College has made several strategic moves to expand facilities and provide convenient access to the community. Originally located in Long Island City, Plaza moved to Jackson Heights in 1975. In 2014, the College moved to a newly constructed facility—our Forest Hills campus. During 2016 to 2018, the College constructed additional clinical facilities to support the implementation of the Dental Hygiene program and community-based dental clinic.

As a student-centered college, Plaza's story is one of responding rapidly to develop programs of study that meet the current and emerging needs of employers. From 1975 to 1999, Plaza launched five associate degree programs with business and technology focuses. After having identified healthcare as a major growth sector, between 2004 to 2009 Plaza developed two associate in applied science degree programs focusing in allied health study: Medical Assisting and Health Information Technology. Increasing needs expressed by both students and employers led to the development of Plaza's bachelor programs: Bachelor of Business Administration-Management in 2005 and Patient Information Management in 2009. The Medical Coding and Billing certificate program, created in 2015, added to an array of certificate programs offered to those with specialized training needs. Between 2016 and 2017, Plaza not only celebrated its 100th anniversary, but the addition of four new associate degree programs: Dental Hygiene, Court Reporting, Paralegal Studies, and Healthcare Management. In 2018, realizing the relevance and demand for advanced studies in the sciences, Plaza developed a third bachelor program: the Bachelor of Science in Dental Hygiene.

Throughout the College's history, the personal dedication of the faculty and staff in promoting a tradition of academic excellence and support explains why students have selected Plaza as their college of choice. Tutoring services and workshops offered by the Academic Resources Center, together with the Library's onsite and Internet-based collection, offer many options for students to learn and achieve beyond the classroom. Students also benefit from an interactive learning environment and the convenience of connecting to professors and their coursework via the College's online learning platform.

A number of initiatives designed for students to develop professionally, first started more than a decade ago, have led to increasing participation in campus life activities, internships, externships, honor societies, professional organizations, and community service projects. The Career Services staff, one of the most important resources for students and graduates, interacts with students at every stage of their educational experience: from meeting freshmen students in class, to conducting career development workshops each semester, and guiding senior-level students during mock interviews and resume preparation activities.

Over the years, Plaza has seen many changes. As the College moves into its future, it remains committed to the vision of its founders by preparing graduates to succeed in their careers and become lifelong learners. Through effective strategic planning and continuing to build on its strengths and distinct features, Plaza College will remain a valuable resource to the community and a special place to learn.

MISSION, VISION, AND GOALS

Mission:

Plaza College is a career focused institution with academic programs designed to meet the needs of a diverse population. Rooted in a tradition of excellence, Plaza educates its students to compete and succeed in an ever-changing workforce.

Vision:

Plaza College strives to be the institution of choice through a commitment to quality education, a unique and individualized student experience, and the promotion of personal growth and professional success.

Goals:

- Establish our brand as an institution of academic excellence and integrity that provides a transformational experience to students grounded in institution-wide best practices.
- Enhance the depth and breadth of the College's academic programs, reinforce emphasis on academic excellence, and continue the strong growth of our academic support services to reinforce the learning environment.

- Optimize current facilities to support growth and create a thriving campus community.
- Use technology to improve teaching, learning and customer service across the campus.
- Exemplify an institution of choice that is diverse and offers opportunity for professional growth and innovation to its administration, staff, and faculty.
- Maintain financial security to support strategic planning in a competitive environment.
- Continuous and systematic assessment of all College functions and operations including strategic planning.

ACCREDITATION

Plaza College 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. The College is authorized by the Board of Regents of the University of the State of New York to confer the Associate in Applied Science (A.A.S.), the Associate in Occupational Studies (A.O.S.), and Bachelor of Business Administration (B.B.A.) degrees. The Associate of Applied Science Degree in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763, 727-210-2350, www.caahep.org. The Associate in Applied Science degree in Health Information Technology is accredited by the Commission on Accreditation of Health Informatics and Information Management Education (CAHIIM). The program in Dental Hygiene is accredited by the Commission on Dental Accreditation. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at [\(312\) 440-4653](tel:(312)440-4653) or at [211 East Chicago Avenue, Chicago, IL 60611-2678](http://www.ada.org/en/coda). The Commission's web address is: <http://www.ada.org/en/coda>. The Court Reporting program is approved by the National Court Reporters Association (NCRA), [12030 Sunrise Valley Drive, Suite 400, Reston, Virginia 20191. www.ncra.org](http://www.ncra.org)

DEGREE PROGRAMS OF STUDY

A.A.S., Business Administration
 A.A.S., Information Sciences
 A.A.S., Paralegal Studies
 A.A.S., Dental Hygiene
 A.A.S., Dental Assisting
 A.A.S., Health Information Technology
 A.A.S., Healthcare Management
 A.A.S., Medical Assisting
 A.O.S., Accounting and Information Systems
 A.O.S., Administrative Studies
 A.O.S., Computer Business Support Specialist
 A.O.S., Court Reporting
 B.B.A., Business Administration—Management
 B.B.A., Patient Information Management
 B.S., Dental Hygiene

CERTIFICATE PROGRAMS OF STUDY

Court Reporting (60 semester credits)
 Dental Assisting (41 semester credits)
 Medical Coding and Billing (40 semester credits)
 Paralegal Studies (30 semester credits)
 Office Assistant (60 semester credits)
 Computer Skills for the Business Professional (30 semester credits)
 Junior Accounting (30 semester credits)
 Computer Operations Assistant (30 semester credits)
 Medical Office Assistant (30 semester credits)

Entrepreneurship (30 semester credits)
Junior Office Assistant (24 semester credits)
High Tech (12 semester credits)

CRITICAL PROGRAM COMPETENCIES

At the heart of the educational experience at Plaza is a commitment to provide students an opportunity to develop, in a personal and individual fashion, the behaviors and skills that lead to career success and an appreciation for lifelong learning.

To achieve this vision, the Curriculum Committee of the College has outlined a Framework of Competencies that includes: critical thinking; effective written and oral communication; technological expertise; quantitative reasoning and problem solving skills; information literacy; acquisition of specialized knowledge appropriate to the field of study; and possession of a positive work ethic. A more in-depth description of the competencies can be found by going to www.plazacollege.edu (the Homepage); click on eCampus and log in; click on the OnCampus menu bar; click on “Academic Resources” and scroll to “Links” and click; see “Competency Framework.” Information can also be found in the Student Handbook.

It is expected that graduates of all degree programs develop and demonstrate these critical competencies throughout their program of studies and in the preparation of a graduate portfolio. Distinguished from degree programs, certificate programs offer short-term training opportunities intended to focus on the development of one or more of the critical competencies.

THE PORTFOLIO EXPERIENCE

One of the most important ways a student can develop and demonstrate his or her critical competencies is to participate in the portfolio process that leads to the creation of portfolio projects representing learning experiences encountered in major subject areas such as language arts, business management, accounting, allied health, and information technology. The portfolio is evaluated by the Portfolio Committee to provide feedback from an audience that is independent of the student’s instructor. More specific information information about the portfolio process can be found by going to www.plazacollege.edu (the Homepage); click on eCampus and log in; click on the OnCampus menu bar; click on “Academic Resources” and scroll to “Links” and click; see “Student Portfolio Guide.” Information can also be found in the Student Handbook.

CAREER DEVELOPMENT

The Career Services office offers each graduate counseling and support services to assist in matching an individual’s skills, abilities, and interests with meaningful employment opportunities.

Students are invited to attend workshops on a variety of professional development topics and meet with staff to discuss career interests and receive assistance in resume preparation. For those interested in an internship experience, arrangements are coordinated through Career Services and the student’s academic advisor.

Both graduates and students are advised to schedule an appointment by calling the Career Services Office at 718 505-3358 or 718 779-1430 ex. 4135.

CAMPUS COMMUNICATION

Plaza College’s campus and communication network focus on student-teacher interaction and encouraging collaboration. Whether it be a lecture or computer classroom, each provides the most modern technology that was built using the same applications found in today’s professional environments. All campus servers and networks are maintained by the Information Technology Department, making it possible for Plaza College users to connect to and make use of the most cutting edge technology.

Students and administrators have access to three educational information systems – Google Apps & Email, MyPortal, and eCampus. Google Apps & Email allows users to view their Plaza College email and online calendar as well as manage documents. MyPortal allows users to view student accounts, midterm and final grades, financial aid awards, class schedules, and a help desk. eCampus allows users to log into classes online, view academic resources and calendars, and access Gmail and MyPortal from one location.

For mobile phone access to eCampus, faculty, staff, and students can download the Plaza College App. For Apple iPhones go to the App store and search for “Plaza College.” For Android users go to Google play and search for “Plaza College.”

Emergency alerts and announcements are transmitted via Gmail and eCampus as well as by text message and on the college’s social media accounts.

All Plaza College staff, faculty, and administrators may be contacted via email or by calling the college’s main switchboard at 718-779-1430.

AFFILIATIONS

1. American Association of Collegiate Registrars and Admissions Officers
2. American Association of People with Disabilities
3. Association of the Colleges and Universities of the State of New York
4. The American College Testing Program
5. American Association of Community and Junior Colleges
6. Alpha Sigma Lambda [ASL]
7. American Health Information Management Association [AHIMA]
8. American Association of Medical Assistants [AAMA]
9. National Healthcareer Association [NHA]
10. Sigma Tau Delta
11. Sigma Kappa Delta
12. The Citizens' Scholarship Foundation of America
13. DOD Voluntary Education Partnership
14. Greater NY Chamber of Commerce
15. Queens Chamber of Commerce
16. National Business Education Association
17. Queens Personnel and Management Association
18. National Association of Female Executives
19. New York State Association of Financial Aid Administrators
20. American Management Association
21. Queens County Youth Development Corporation
22. Sunnyside Community Services
23. Vocational Educational Services for Individuals with Disabilities [VESID]
24. New York Library Association
25. American College & Research Libraries
26. Special Libraries Association
27. New York State Association of Two-Year Colleges
28. American Association of Higher Education
29. Society of Human Resource Management
30. National Association of Academic Affairs Administrators
31. National Employer Council
32. National Association of College and University Business Officers

ADMISSIONS

POLICY

Within the limits of its ability and resources, it is the policy of Plaza College to accept all qualified applicants for admission whose credentials demonstrate they have the interest, ability, and potential to complete successfully appropriate requirements for the course of study selected, without regard to race, creed, color, or sex.

Although all information available in the admissions process is reviewed very carefully by the admissions committee, primary consideration is given to the applicant's performance on the placement examination in reaching the final decision on admission.

PROCEDURES

All applicants must visit the Office of Admissions and meet with a counselor to complete the application for admission and schedule an appointment for the Admissions Placement Examination.

An admissions counseling interview will be scheduled to discuss the results of the placement examination as it relates to the applicant's program and the various options which are available. To provide each applicant with the best information possible with which to make a well-informed decision to attend Plaza, he or she will be fully apprised of program requirements, supportive services, student retention, class schedules, and the placement history of our graduates.

REQUIREMENTS FOR ADMISSION TO ASSOCIATE DEGREE PROGRAMS

1. Admissions counseling interview to determine to the fullest extent possible the candidate's interest, ability, and motivation to successfully complete a course of study at Plaza.
2. Completion of all appropriate Admissions Applications.
3. Satisfactory completion of the College's assessment process.
4. Candidates must possess either a high school graduation credential or High School Equivalency Diploma (HSE), a recognized College Degree as listed in the Transfer Policy, or demonstrate the ability to benefit from a collegiate education as defined by federal regulations.

REQUIREMENTS FOR ADMISSION TO BACHELOR'S DEGREE PROGRAMS

Students who possess an associate degree or substantial advanced standing credit are encouraged to apply for a bachelor's program at Plaza.

To be considered for admission to a bachelor's degree program, candidates must complete the following steps:

1. Complete an Application for Admission.
2. Have a personal interview with an admissions counselor.
3. Submit official transcripts for all college-level course work previously completed.
4. Meet each program's individual requirements.

It is suggested that candidates submit recommendations from those who know the candidate well and comment on the candidate's ability to be successful in the program.

DEVELOPMENTAL EDUCATION

Plaza College provides an opportunity for admission to matriculated status with developmental education to those students whose scores on the placement examination identify weakness in English and/or mathematics, but whose total performance clearly demonstrates the potential for academic success. This opportunity may require that a student enroll in appropriate developmental courses and may be a condition of continued enrollment.

HSE – NEW YORK STATE HIGH SCHOOL EQUIVALENCY – 24 credit PROGRAM

Beginning July 1, 2015, the College now offers this program to first time college students, who do not possess their high school diploma or equivalency (formerly GED®), through Plaza's Career Pathways Program.

Under this program, students without high school diplomas are accepted as matriculated students and are permitted to enroll in coursework leading to a certificate or degree. The student enrolled in the program must successfully complete 24 credits in the following areas: Six credits in English Language Arts including writing, speaking, and reading (literature); Three credits

in Mathematics; Three credits in Natural Science; Three credits in Social Science; Three credits in Humanities; Six credits in courses related to the student's major program of study.

'Core' courses are not necessarily program-specific, but are designed to provide a general educational underpinning required for further education and for the award of a degree. Therefore, all courses required by NYSED for a High School Equivalency Diploma are, by definition, 'core courses'. Because of the design of an individual student's program some of these required courses may serve program-specific purposes.

In addition "required course" means a course required in order for the student to achieve a degree or certificate. The requirement that a student complete a HSE in order to be eligible for a college degree makes evident that the courses required for the HSE are also required courses within the scope of the student's program.

RESIDENCY REQUIREMENTS

Regardless of the total number of semester hours required for a degree program, all candidates for undergraduate degrees from Plaza College must complete a minimum of 30 credits in residence at the College. Students who wish to fulfill program requirements by registering at another college must have the official written permission of the Academic Dean.

CONDITIONS FOR READMISSION

Any student who officially withdraws or separates from the College will be required to submit an application for re-admission to the Office of Returning Students. All applications for re-admission are reviewed for compliance by the Departments of Academics, Financial Aid, Student Accounts and Student Services. If requirements have changed between withdrawal and re-admission, those policies and standards in the Plaza College Catalog at re-admission will be applicable.

INTERNATIONAL STUDENTS

Plaza College is authorized by the U.S. Government to enroll non-immigrant alien F-1 students. International applicants must obtain the appropriate eligibility form (Form I-20 AB: Certificate of Eligibility for Nonimmigrant (F-1) from Plaza College prior to applying for the applicable visa or change of status. Plaza College will only issue this certificate once a candidate has met all admissions requirements including the necessary English language proficiency, been accepted for admission, and presented proof of ability to finance his/her living and educational expenses while studying in the United States. Plaza College is authorized by the U.S. Government to enroll non-immigrant alien F-1 students. International applicants must obtain the appropriate eligibility form (Form I-20 AB: Certificate of Eligibility for Nonimmigrant (F-1) from Plaza College prior to applying for the applicable visa or change of status. Plaza College will only issue this certificate once a candidate has met all admissions requirements including the necessary English language proficiency, been accepted for admission, and presented proof of ability to finance his/her living and educational expenses while studying in the United States. A \$2,000 payment for processing is required before an I-20 form is issued. In the event the form is denied or the applicant does not begin classes, payment is retained by Plaza, in addition to the \$200 non-refundable application and registration fee.

DISABLED STUDENTS

The College complies with Section 504 of the Rehabilitation Act and the Americans With Disabilities Act. If a prospective student who is otherwise qualified requires a reasonable accommodation, he/she should contact the following: Medical Assisting, Patient Information Management, and Health Information Technology students contact the Program Director, Clara Erman, at Plaza College via email at cerman@plazacollege.edu; all other programs contact the Academic Dean at Plaza College via email at mdolla@plazacollege.edu.

The institution does not discriminate on the basis of race, religion, national origin, sex or physical/mental limitation of qualified persons in the recruitment and admission of students. In order to provide academic support services and ensure that all disabled students obtain the maximum academic and social benefits of the college, services are provided in the areas of scheduling, orientation, pre-admissions guidance and other supportive services as required to meet individual learning needs. In addition, the college acts as a resource guide to state and municipal support agencies.

ATTENDANCE

Effective with the Fall 2011 semester, Plaza College is classified as an attendance-taking institution. Students are expected to attend all regularly scheduled classes. Any absences or repeated lateness may affect a student's academic and financial standing with the College. At the beginning of each semester, all instructors will inform their students about the class schedule for that semester.

Students with repeated absences are required to inform Student Services about the nature of the absence and when they expect to return to avoid a change of their enrollment status. The Committee on Institutional Effectiveness conducts meetings regularly to evaluate students with repeated absences, notify the necessary instructors, and make appropriate recommendations.

FINANCIAL INFORMATION

Financial planning for education is an important step toward the successful achievement of educational goals. At Plaza College applicants are encouraged to apply for all financial aid and other resources for which they may be eligible. Students may request assistance in budgeting to meet expenses.

All incoming and current students meet with Financial Aid. Incoming students are interviewed thoroughly and are presented their initial financial package. Current students are assigned a financial counselor for their duration as a student at the College. They are provided assistance in reapplication of awards, packaging for subsequent terms, and work with their counselor to resolve any issues and collection of documents.

Establishing eligibility for financial aid begins with the applicant's submission of the Application for Financial Aid to Plaza College and the completion of the Free Application for Federal Student Aid (FAFSA). The FAFSA is used to determine eligibility for all federal grants and loans; New York State will also use it to finalize the student's New York State Tuition Assistance (TAP) award.

FINANCIAL AID ADMINISTRATION--Financial Services staff follow the Code of Ethics and Conduct, as prescribed by the New York State Financial Aid Administrators Association (NYSFAA) and National Association of Student Financial Aid Administrators (NASFAA)

NET PRICE CALCULATOR- All students and parents may compare college costs by utilizing Plaza College's Net Price Calculator available at

<http://www.plazacollege.edu/admissions/financial-aid/net-price-calculator/>

VERIFICATION

Verification is the process used to confirm that the data reported on your financial aid application is accurate. Some reasons for being selected for verification include: you are randomly chosen, the information submitted is incomplete, or the data provided is inconsistent. The Financial Services Department will not disburse any financial aid until all the required documentation is submitted and your file is fully verified. If you are selected for verification, you will be notified by the College and your Student Aid Report (SAR). The Student Aid Report (SAR) is a paper or electronic document that gives you some basic information about your eligibility for federal student aid and lists your answers to the questions on your Free Application for Federal Student Aid (FAFSA). You will receive your Student Aid Report by mail or email once your FAFSA application is processed.

FEDERAL PELL GRANT PROGRAM

This need-based grant is determined by the federal needs analysis from information provided on the FAFSA. Yearly award amounts are determined by the Federal Department of Education budget allocations. For the 2018-19 award year, full-time student awards range from \$652 to \$6095. Awards are prorated when enrollment statuses fall below full-time. A student is only eligible to receive the equivalent of 12 full-time semesters of Pell.

FEDERAL COLLEGE WORK-STUDY (FWS)

This need-based award allows students to work while studying in order to help pay for their cost of attendance expenses. The award is determined by the federal needs analysis from information provided on the FAFSA.

Positions and the amount students can earn depend on availability of funds each award year and job sites. Continued eligibility for FWS award is contingent upon satisfactory academic progress, attendance, and job performance. Students may apply in the Career Services Office.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

This need based grant is determined by the federal needs analysis from information provided on the FAFSA. SEOG funds are awarded to the neediest students (Pell recipients with the lowest Estimated Family Contribution (EFC) as determined by the federal needs analysis from the FAFSA. Award amounts range from \$200 to \$4000 per academic year. Funds are limited by the availability of funds each award year and is awarded and is determined by the Financial Aid Office through the financial package.

THE DIRECT LOAN PROGRAM

Through the Direct Loan Program, the U.S. Department of Education provides loans to eligible students at participating schools to help them pay for education after high school. These loans enable students and their parents to borrow funds to meet school-related expenses at a low interest rate. Direct Loans include the following: Direct Subsidized Loans, Direct Unsubsidized Loans,

Direct Plus Loans, and Direct Consolidation Loans. Students must be matriculated, Title IV eligible, a U.S. Citizen or Permanent Resident, enrolled in a minimum of 6 credits, and complete a FAFSA application. A loan must be repaid in full, including any interest and fees accrued. Annual loan limits in the Direct Loan Program vary depending on your academic year, grade level, and whether you are a dependent or independent student.

The interest rates on Direct Subsidized Loans, Direct Unsubsidized Loans, and Direct PLUS loans are fixed rates that are calculated each year in accordance with formulas specified in the laws and regulations that set the terms and conditions of Direct Loans. When the rates are calculated, they apply to all loans for which the first disbursement (when funds are posted to your account or delivered to you) is made during the period beginning on July 1 of one year and ending on June 30 of the following year. Each loan you receive over the course of your education may have a different fixed interest rate, depending on when the loan is first disbursed, the loan type, and whether you are an undergraduate student or a graduate or professional student.

An origination fee of the total loan is assessed and deducted prior to the disbursement process. Origination fees are determined by the US Department of Education and are subject to change on an annual basis. There are several repayment options available that are designed to meet the individual needs of borrowers. Your loan servicer can help you understand which repayment options are available to you. Generally, you'll have 10 to 25 years to repay your loans, depending on the repayment plan that you select. For more information on current interest rates, fees, annual and aggregate loan limits, please visit the links below:

<https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

<https://studentaid.ed.gov/sa/types/loans/plus>

Direct Subsidized Student Loan

Direct Subsidized Loans are available to undergraduate students who demonstrate financial need. The school determines the amount you may borrow, and the amount cannot exceed your financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while you're in school at least half-time, for the first six months after you leave school (referred to as a grace period), and during a period of deferment (a postponement of loan payments).

What is the 150% Rule?

For all new borrowers who receive a subsidized loan on or after July 1, 2013 a 150% limitation is in effect. This means a student who is eligible for a subsidized loan will reach their subsidized limit at 150% of a program's length of study. If a student reached the 150% limitation, the interest subsidy will end on all outstanding loans disbursed after July 1, 2013 and interest will begin to accrue. Students are encouraged to complete undergraduate study on a timely basis.

What Happens When My Subsidy Is Lost?

If you reach the subsidy limit, you'll get a letter from your servicer notifying you that you have lost your subsidy. But what does it mean to lose the subsidy benefit?

- You aren't eligible to take out any more subsidized loans for your current program. However, this does not affect your eligibility for unsubsidized loans.
- The interest on your existing subsidized loans is no longer subsidized by the government when you're in school, a deferment, or in certain income-driven repayment plans. This means you are responsible for all interest that accrues on your subsidized loans moving forward, as of the date of your continued or new enrollment.
- You aren't required to make payments on the interest that accrues while you are in school. If you don't pay the interest that's accruing on your loans, it will capitalize, or be added to your principal balance at the end of your grace period or deferment. Capitalization costs you more in interest over the life of your loan. Making payments while you're in school can save you money in the long run.

Federal Direct Unsubsidized Student Loan

Unlike the subsidized loan program, interest on unsubsidized loans begins when the loan is disbursed (arrives at the school) and it is not paid by the federal government. Students have the option of paying these interest charges while attending school. If they choose not to pay the interest, it will accrue and be capitalized.

Federal Direct Parent Loan Program (PLUS)

The Parent PLUS Loan is available to parents of dependent students to help fund their children's educational expenses. PLUS loan borrowers are subject to a credit check. If approved, parents are required to complete a Master Promissory Note (MPN) and PLUS loan repayment begins within 60 days of disbursement of funds. If denied, parents have the option to appeal the denial and/or use a second person to endorse the loan. The endorser must pass the federal credit check. Parents who successfully

appeal or use an endorser must complete PLUS loan counseling. If the parent cannot get an endorser and chooses not to appeal the denial, the dependent student is eligible for additional unsubsidized loan funds.

Entrance Counseling

If you have not previously received a Direct Loan, the federal government requires you to complete entrance counseling to ensure that you understand the responsibilities and obligations you are assuming. You must complete entrance counseling before we disburse your first Direct Loan. If you are completing entrance counseling to borrow a loan as an undergraduate student, then the entrance counseling will fulfill counseling requirements for Direct Subsidized Loans and Direct Unsubsidized Loans. Please visit the link below to complete entrance counseling:

<https://www.mappingyourfuture.org/oslc/counseling/index.cfm?act=Intro&OslcTypeID=1>

Master Promissory Note (MPN)

An MPN is a binding legal document that you must sign before receiving your first Direct Loan. The same MPN can be used to make one or more loans for one or more academic years (up to 10 years). An MPN lists the terms and conditions under which you agree to repay the loan and explains your rights and responsibilities as a borrower. There is one MPN for Direct Subsidized/Unsubsidized Loans and a different MPN for Direct PLUS Loans. It's important to read your MPN and keep it in a safe place because you'll need to refer to it later when you begin repaying your loan or at other times when you need information about provisions of the loan, such as deferment or forbearance. An MPN will expire if no disbursement is made within 12 months (1 Year) after the date the student completes it.

For each federal student loan that you receive under an MPN, you'll receive a disclosure statement that provides specific information about that loan, including the loan amount, loan fees, and the expected disbursement dates and amounts. Other disclosures will be provided to you throughout the loan process.

To complete your Master Promissory Note, you will need your Federal Student Aid ID and Password, then click on the link below:

<https://studentloans.gov/myDirectLoan/index.action>

Exit Counseling

Exit counseling provides important information you will need in order to successfully repay your federal student loans. All recipients of a Federal Direct Loan who withdraw, drop below six (6) credits, stop attending classes and do not complete the term, lose Title IV eligibility or graduate are required to complete exit counseling. During this counseling session, students will be able to view their loan history, learn about deferment/forbearance, and repayment options.

To complete exit counseling, please visit:

<https://www.mappingyourfuture.org/oslc/counseling/index.cfm?act=Intro&OslcTypeID=2>

What is repayment?

Repayment is the process of satisfying your obligation to pay back the money you borrowed to help you pay for your education.

The repayment of Direct Loans begins six (6) months after a student graduates or drops below half-time matriculated status. The monthly repayment amount is calculated based upon the total amount that has been borrowed, as well as the repayment plan selected. Direct PLUS loans for parent borrowers enter repayment when they are fully disbursed (paid out), but parents may defer (postpone) making payments while their child is enrolled in school at least half-time and for an additional six months after their child graduates, leaves school or drops below half-time enrollment. Please visit the links below to learn about loan servicers, repayment checklist, repayment estimator, and repayment plan options.

<https://studentaid.ed.gov/sa/repay-loans/understand/plans>

<https://studentaid.ed.gov/sa/repay-loans/understand>

<https://studentaid.ed.gov/sa/repay-loans/understand/servicers>

https://studentloans.gov/myDirectLoan/repaymentEstimator.action?_ga=2.222633106.809720787.1544115526-77515284.1542210503

Loan Repayment Management

We provide professional loan management services to our students. Some of the topics discussed during these sessions include: repayment options that fit your individual circumstances, what to do if you can't start making payments once your grace period ends, how to consolidate your federal student loans, how to maintain a good credit score, budget management techniques and resources, building and maintaining credit, tracking earnings and spending, understanding income, and so much more. These

services help our students develop the skills necessary to make informed decisions with regard to the student loan process. Educating our students on financial literacy can provide an understanding of how to manage personal finances, establish financial goals, and form an effective plan to reach them.

NON FEDERAL ALTERNATIVE LOAN PROGRAMS

These loans are a source of funds for students who may be ineligible for loans under one of the federal programs and are available through a number of banks, agencies, and credit unions. Borrowers or their co-signers must be citizens or eligible non-citizens and pass a credit check. The Financial Aid Department will provide more detailed information.

VETERAN BENEFITS

Eligible veterans can receive benefits to pay tuition, housing and textbook costs.

- Post-9/11 GI Bill® Eligibility: 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. The student must have received an honorable discharge to be eligible for the Post-9/11 GI Bill®.
- Applications may be completed online at <https://explore.va.gov/education-training>

Full-Time Students:

Students are encouraged to apply for the Federal Pell grant and NYS Tuition Assistance Program (TAP) by completing their FAFSA at <https://studentaid.ed.gov/sa/afsa> and application for TAP at <https://www.hesc.ny.gov/pay-for-college/apply-for-financial-aid/nys-tap/apply-for-tap.html>.

TAP, Plaza College scholarships and outside scholarships and/or payments for tuition purposes only will be subtracted from a student's tuition and fees in determining the final value of the student's VCH33 payment. Any remaining tuition difference may be covered by the Yellow Ribbon program.

OTHER PROGRAMS

Trade Act Programs

The Trade Adjustment Assistance Program (TAA) is a federal program established under the Trade Adjustment Assistance Reauthorization Act of 2015 that provides aid to workers who lose their jobs or whose hours of work and wages are reduced as a result of increased imports.

The TAA program offers a variety of benefits and reemployment services to help unemployed workers prepare for and obtain suitable employment. Workers may be eligible for training, job search and relocation allowances, income support, and other reemployment services.

For more information on eligibility and qualifications, please visit the website below:

<https://www.dol.gov/general/topic/training/tradeact>

ACADEMIC STANDARDS OF PROGRESS FOR TITLE IV FINANCIAL AID ELIGIBILITY

In addition to enrollment in an approved program of study, students must make satisfactory progress toward the completion of the program's academic requirements in order to remain eligible for financial assistance. Satisfactory progress is measured by a qualitative standard (students must maintain a specific minimum grade point average [GPA]). Program pursuit is measured by a quantitative standard (students must earn a specific percentage of credits attempted while taking a full-time course load). Both requirements must be met for each semester of study for which financial aid is received. Students' academic progress will be reviewed at the end of each semester. Transfer students from another institution will be placed on the qualitative chart according to the semester that corresponds to the number of transfer credits accepted at Plaza and must meet the required GPA at the end of their first semester. Transfer students who fail to meet the corresponding required GPA at the end of their first semester will be placed on probation. They must, however, meet the required standards at the end of their second semester to remain eligible for Title IV aid.

QUALITATIVE STANDARD

Students must maintain a minimum GPA by the completion of each semester as shown below:

Semester	Cumulative GPA
1	0.75
2	1.25
3	1.50
4	1.75
5-12	2.0

No student will be graduated with a cumulative GPA below 2.00. Two part-time semesters count as one semester for qualitative and quantitative standards.

QUANTITATIVE STANDARD

Students are expected to earn a certain percentage of attempted credits each semester, according to the criteria below:

Semester	Percentages
1-3	50%
4-12	67%

Percentages are rounded up to a whole number. Students may not attempt more than 90 credits to earn 60 credits needed to complete a two-year program, or 180 credits to earn the 120 credits needed for the bachelor's degree. Students who have had a change in major could require more than 90 credits to earn an associate's degree and more than 180 credits to earn the bachelor's degree. Student Services will review transcripts of such students on an individual basis for further action. Students matriculated for a second bachelor's degree are not eligible for Pell but may be eligible for loans under Title IV aid.

FINANCIAL AID WARNING AND FINANCIAL AID PROBATION

Financial Aid Warning: Plaza College reviews each student's compliance with Satisfactory Academic Progress every semester. If a student fails to achieve the required qualitative and/or quantitative standards at the end of a given semester, they may be given the opportunity to be placed on Financial Aid Warning for one semester. Students in a Financial Aid Warning status are able to remain Title IV eligible for one semester and must regain compliance with the required standards by the end of that semester to remain eligible to receive Title IV funds in future semesters.

Financial Aid Probation: If a student who is placed on Financial Aid Warning fails to achieve the required qualitative and/or quantitative standards by the completion of the semester in which the student was placed on Financial Aid Warning, the student may request a probation status through an appeal to the College. This appeal needs to be made, in writing, with Student Services and must contain an approved plan of progress and timeline for the student to successfully regain compliance with the required standards.

RIGHT OF APPEAL

Students who fail to maintain satisfactory academic progress have a right to appeal loss of eligibility. Documentation of unusual circumstances should be submitted with a letter to the Financial Aid office.

REGAINING TITLE IV ELIGIBILITY

A student who has lost eligibility may reapply as a non-matriculated student and upon acceptance may register for courses at his or her own expense. If successful completion is achieved, resulting in meeting the qualitative and quantitative measurements as discussed above, the student may be eligible to return to matriculated status. In order to regain eligibility for Title IV, the student must repeat certain courses for which a grade of F, W, or AW was received. These repeated courses will not count as courses attempted when repeated for the first time, but the grades received will replace the original grades and will count in the student's GPA.

TREATMENT OF WITHDRAWALS, INCOMPLETES, NON-CREDIT REMEDIAL COURSE WORK, REPEATED COURSES

A course with a grade of W or AW will be included as a course attempted. A grade of W will not be considered when calculating a student's GPA. A non-credit remedial course will not be considered when calculating a student's GPA and will not be considered as a course attempted.

Courses in which the student has already received a passing grade cannot be included in meeting full-time study requirements for NY State-sponsored financial aid. Repeated course may be counted toward full-time study requirements if a student repeats a failed course, if a student repeats a course for additional credit, or when a student has received a grade that is passing at the institution but is unacceptable in a particular curriculum.

For federally-sponsored financial aid, a student may retake one time any previously passed course, which may be counted towards the student's enrollment status.

PART-TIME STUDY

Students who are enrolled for less than 12 credits or credit equivalents will be considered part-time. Classes taken during part-time study will count as credits attempted as long as they have met the above-mentioned criteria. Part-time study will count as one half semester equivalent for purposes of moving a student forward on the qualitative and quantitative measurement scale. Part-time study allows the student to be held to the lower semester requirement, e.g. students at the 2.5 semester level would be required to meet the requirements of semester 2 rather than of semester 3.

COURSE WITHDRAWAL/CHANGE OF PROGRAM

Students are encouraged to contact their academic advisor to seek counseling prior to requesting a course withdrawal. All course withdrawals need to be approved by the Academic Dean. Withdrawal from a course after the announced final date, without formal permission, automatically merits an earned grade. Dropping course(s) resulting in less than full-time status during the add/exchange period will affect the student's enrollment status. Each student is personally responsible for making decisions regarding selection of courses/program that will result in the fulfillment of requirements stated in the College's catalog.

Program changes (i.e. a change from Medical Assisting to Business Administration) must be approved by the Academic Dean and program directors and may only be made at the beginning of the semester. Changes in program may result in changes in charges. Consult Financial Services for specific information.

NON-MATRICULATED SEMESTERS

For a student enrolled as non-matriculated, all appropriate courses taken will be counted as courses attempted for the quantitative measurement. A student who begins as a non-matriculated student taking 3 credits and then matriculates the following semester, taking 12 credits and receiving Title IV aid, will have attempted 15 credits. While the credits attempted during these semesters must be counted in the quantitative measurement, the non-matriculated semester does not move the student's semester number forward on the chart.

CREDIT BY EXTERNAL EXAMINATION

College credit earned through external examination may be considered to meet some program requirements provided there is evidence of satisfactory performance and approval by the Academic Dean. College credit granted will be based on standard assessment guides for such examinations as: College-Level Examination Program [CLEP]; Proficiency Examination Program [ACT-PEP]; the American Council on Education [ACE]; Advanced Placement Examinations [AP]; and examinations offered by the College Entrance Examination Board [CEEB] taken in high school. Results of any external examination must be submitted prior to registering.

NEW YORK STATE PROGRAMS

TUITION ASSISTANCE PROGRAM (TAP)

This program provides grant assistance to help eligible undergraduate and graduate students meet tuition charges. Awards are calculated based on New York State net taxable income.

ELIGIBILITY CRITERIA

To be eligible for an award the student must:

- meet one of the United States citizenship requirements;
- meet New York State residency requirements;
- enroll as a full-time student;
- enroll in an approved program of study in a New York State postsecondary institution;• be matriculated;
- be in good academic standing;
- have at least a cumulative “C” average after receipt of two annual payments;
- not be in default on any student loan;
- have a minimum tuition liability of at least \$200 per academic year (\$100 per semester);
- have a U.S. high school diploma, or the recognized equivalent (e.g. HSE), or a passing score on a federally approved ability to benefit test identified by the NYS Board of Regents and independently administered and evaluated by the Commissioner of Education.

ACADEMIC ELIGIBILITY FOR RECEIPT OF NY STATE FINANCIAL AID

Students must satisfy two requirements in order to be eligible for financial assistance. They must pursue a program of study and make satisfactory progress toward the completion of the program's academic requirements. Both requirements must be met for each term of study for which financial aid is received.

Program pursuit is defined as the number of courses which must be completed with a passing or failing grade while taking a full-time courseload (12 or more credits.) Students must attain such a grade in 50 percent of the minimum full-time courseload in the first year for which an award is made. This percentage increases to 75 percent in the second year and to 100 percent in the third year for which awards are made.

Satisfactory academic progress is defined as the total number of college credits earned. Students are not expected to have earned any college credits before receiving their first financial aid payment. Subsequent payments, however, will be awarded only if students meet specified credit and grade-point index criteria. Refer to the chart on page 11. Both of these requirements became effective September 1, 1981.

For each award, HESC publishes a TAP application deadline. Please see your Financial Aid counselor for details.

STANDARD OF SATISFACTORY ACADEMIC PROGRESS FOR DETERMINING ELIGIBILITY FOR STATE STUDENT AID

The New York State Education Department has developed the chart listing the Satisfactory Academic Progress requirements to maintain eligibility for TAP. The qualitative (CUM index) and the quantitative measurements are listed in the chart below.

Calendar: Semester Program: Baccalaureate Program

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th+	10th+
A student must have accrued at least this many credits	0	6	15	27	39	51	66	81	96	111
With at least this grade point average	0	1.5	1.8	1.8	2.0	2.0	2.0	2.0	2.0	2.0

+Students are eligible for a maximum of 8 semester payments of TAP

Calendar: Semester Programs: Associate Degrees and Certificate Programs

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
A student must have accrued at least this many credits	0	6	15	27	39	51
With at least this grade point average	0	1.3	1.5	1.8	2.0	2.0

**Effective Fall semester 2006

TAP Associate Chart

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th
A student must have accrued at least this many credits	0	3	9	18	30	45
With at least this grade point average	0	0.5	0.75	1.3	2.0	2.0

For students who received their first TAP payment before AY 2010-2011.

TAP Bachelor Chart

Before being certified for this payment	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th+
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

For students who received their first TAP payment before AY 2010-2011.

This includes successful completion of credit-equivalent work as set forth in 145-2.1 of the Commissioner's Regulations.

Students who lose TAP eligibility may regain it by making up past academic deficiencies by (1) completing one or more terms of study without receiving any state grants or scholarships; (2) being readmitted after an absence of at least one year; (3) transferring to another institution; or (4) using a one-time TAP waiver.

A TAP waiver, available to a student only once during his or her entire undergraduate career, is not automatic. The student must petition the Dean's office in writing for a hearing no later three weeks after the completion of the term. A panel consisting of faculty, administrators, and a student representative will hear the appeal. If the panel agrees by vote that extraordinary circumstances exist, the student may be granted a one-time waiver and must use the term for which it is given to advance to the level necessary to regain eligibility for the receipt of further financial aid. The waiver does not change the total number of terms for which a student is eligible to receive aid.

ACCELERATED TAP

Effective April 1, 2007, students must have completed 24 credits in the prior two semesters (or the equivalent in the prior three trimesters) to receive payment for accelerated study. However, the equivalent of three credits per semester (or two credits per trimester) may be remedial courses. Therefore, a student that has successfully completed three equivalent credits of remedial work in each of the prior two semesters would be eligible for an accelerated payment after having earned a total of 18 credits in the preceding two semesters or three trimesters.

The statute allows substituting only three equivalent credits of remedial study per semester. As such, a student who successfully completes six equivalent credits of remedial work in one semester and no remedial courses in the next semester, would need to earn 21 credits in the prior two semesters to be eligible for an accelerated payment.

OTHER SCHOLARSHIPS

Generally students cannot receive payment of more than one scholarship. However, a scholarship can be received in conjunction with other awards, but the combined awards cannot exceed the cost of attendance. HESC reduces the other award by the amount the combined awards exceed this limit. More information can be found at <https://www.hesc.ny.gov/pay-for-college/financial-aid/types-of-financial-aid.html#horizontalTab2>.

ENHANCED TUITION AWARDS PROGRAM

The Enhanced Tuition Awards (ETA) program provides tuition awards to students who are New York State residents attending a participating private college located in New York State. Recipients will receive \$6,000 through a combination of their TAP award, ETA award and a match from their private college.

ELIGIBILITY

An applicant must:

- be a resident of NYS and have resided in NYS for 12 continuous months prior to the beginning of the term;
- be a U.S. citizen or eligible non-citizen;
- have either graduated from high school in the United States, earned a high school equivalency diploma, or passed a federally approved “Ability to Benefit” test, as defined by the Commissioner of the State Education Department;
- have a combined federal adjusted gross income of \$110,000 or less;
- be pursuing an undergraduate degree at a participating private college or university located in New York State;
- be enrolled in at least 12 credits per term and complete at least 30 credits each year applicable toward his or her degree program, through continuous study with no break in enrollment except for certain reasons that can be documented;
- if attended college prior to the 2018-19 academic year, have earned at least 30 credits each year (successively), applicable toward his or her degree program prior to applying for an Enhanced Tuition Award;
- be in a non-default status on a student loan made under any NYS or federal education loan program or on the repayment of any NYS award;
- be in compliance with the terms of the service condition(s) imposed by any NYS award(s) that you have previously received; and
- execute a Contract agreeing to reside in NYS for the length of time the award was received, and, if employed during such time, be employed in NYS.

WITHDRAWAL POLICIES

REFUND POLICY

Although it is assumed the student will attend Plaza for the full term, in the event that withdrawal or dismissal becomes necessary, tuition will be refunded according to the schedule below. The student’s official withdrawal date is based on the date the college receives official notice from the student of intent to withdraw. It is recommended that the student go to Student Services to complete the Change of Status form in person, but telephone call, letter, e-mail, or fax notification to a designated administrator (Student Services or Academic Deans) is acceptable, and confirmation will be sent to the student. A list of designated administrators is posted in Student Services. Examples of charges and awards under official and unofficial circumstances are available in the Financial Aid office.

Official withdrawal prior to or during the first week of classes.....	100% tuition refund
Official withdrawal during second week of classes	75% tuition refund
Official withdrawal during third week of classes.....	50% tuition refund
Official withdrawal during fourth week of classes	25% tuition refund
Official withdrawal after fourth week of classes	no refund

Non-refundable charges (Application Fee, Registration Fee), other fees, books and supplies are not included in above calculations.

A student who withdraws or is administratively withdrawn from the college is liable for any balance outstanding, including a balance resulting from recalculation of awards.

COLLEGE BOOKSTORE

The College maintains an onsite bookstore which is reserved solely for the convenience of Plaza College students. It is at the student's option to purchase books and supplies through the College or to procure them from an outside vendor. Should the student utilize the College bookstore for purchases, he or she may arrange with their financial aid counselor to adjust their funding accordingly.

BOOKS, EQUIPMENT, AND SUPPLIES

Students are fully responsible for the purchase of their books, equipment, and supplies. Under specific circumstances, items purchased may be returned for credit. Additional information is available in the College bookstore.

RETURN OF TITLE IV FUNDS (PELL, FSEOG, DIRECT LOANS)

When a student, who is eligible for Title IV grant or loan assistance, separates from the Institution during a payment period, a determination must be made on the amount the student has earned. The U.S. Department of Education requires its "Return to Title IV Calculation (R2TIV)" form to be used by the college to make this determination. Effective September 1, 2011, all students, including administrative withdrawals, are subjected to the new attendance policy which requires that the student's last date of recorded attendance be used to perform the R2TIV calculation. The calculation is based on a formula using the number of days in the semester divided into the student's last date of attendance which defines the percentage of Title IV aid the student has earned. To earn 100 percent of Title IV aid, a student's last date of attendance must yield a percentage greater than 60 percent when the R2TIV form is completed. If the percentage earned is less than 100 percent, the order in which the funds are returned is also specified by the Department of Education: (1) Federal Unsubsidized Stafford Loan; (2) Subsidized Stafford Loan; (3) Federal Parent Loans (FPLUS); (4) Federal Pell Grant; and (5) Federal Supplemental Educational Opportunity Grant (FSEOG).

NEW YORK STATE TAP (STUDENT'S TUITION LIABILITY)

The College is required to report to Higher Education Services Corporation (HESC) the student's tuition liability for the semester during the certification process. When the official withdrawal date falls within the Refund Policy period, the student's tuition will be lower than stated on the TAP award, and the TAP award may be decreased. The student and the college will be notified.

BALANCE DUE / OPEN ACCOUNT

Students are responsible for any open account balance, whether due to loss of financial aid as the result of withdrawal, failure to adhere to payment plans, etc. No information or transcripts will be released until the balance is cleared.

ACADEMIC STANDARDS, PROCEDURES AND REGULATIONS

GRADING SYSTEM

Grades are used to indicate how well a student is performing in a course.

Grades and their equivalents are indicated below:

Grade	Point	* Numerical Equivalent	Progress
A	4.0	90-100	Excellent
B+	3.5	85-89	Very Good
B	3.0	80-84	Good
C+	2.5	75-79	Above Average
C	2.0	70-74	Average
D+	1.5	66-69	Below Average
D	1.0	60-65	Poor
F	0.0	Below 60	Failure
AW	0.0		Administrative Withdrawal
I	0.0		Incomplete
IP	0.0		In Progress

The following grades are not computed in the grade point average:

P	Pass
W	Withdrawal
TC	Transfer Credit
CE	Challenge Exam
NC	Audit

"AW" - A student who is unofficially withdrawn, who has not given notification to the appropriate official, will receive grades of "AW."

"I" - A grade of "Incomplete" is given to a student who, for acceptable reasons, has not completed the course work at the end of the semester but who, in the estimation of the instructor, can reasonably be expected to pass the course. Completion must be accomplished within two weeks after the end of the semester or the "I" will automatically be changed to an "F" - failure.

"IP" - The IP grade is only assigned to a student enrolled in the Court Reporting Program. Its initial impact on a student's grade point average (GPA) is identical to that of an "F". The IP grade allows the student who is "In Progress" to continue towards the required speed and or accuracy until the College's published midpoint date to meet the requirements to advance to the next course. The student must enroll in the same speed building course in the next registered semester. If the student does not advance to the next speed/accuracy level within the time required following the term for which he/she received the IP grade, the IP will convert to an "F." The IP grade may only be issued in the following courses: CR101, CR102, CR103, CR104, and CR108.

***Grade Calculations in Coursework** -There are exceptions to the grading system in some courses. For example, 80 or above may be required on some projects or exams to receive a passing grade. These exceptions will be explained on the course outline.

School of Allied Health and Dental Sciences - Students must earn a "C" or higher grade in biomedical sciences, allied health, health information technology, and dental hygiene courses.

Repetitions Due to Course Failure - When a student repeats a course, the most recent grade will be computed in the cumulative grade point average (GPA). Courses may be taken no more than three times. Students can request consideration in the event of exceptional circumstances with Dean's approval.

Noncredit Developmental Courses - Noncredit courses are "equated credits" for Financial Aid purposes only. In the overall GPA calculations, only college credits are included in the mathematical computation. Noncredit grades are designated with a letter grade followed by an "N".

Grade Reevaluation - Any student who wishes to have a final grade reviewed should first try to resolve the issue with his or her instructor. If the problem is not resolved, the student must submit a written grievance to the Dean within two weeks after the grades are released for the term in which the course was taken. The decision of the Dean shall be final.

GRADE POINT AVERAGE

Graduation, honors, and dismissal depend on a student's Grade Point Average (GPA). This is obtained by multiplying the quality point value by the number of credits assigned to a course, totaling the Quality Points (QP), then dividing by the total number of credits.

For example:

Course	Grade	Point Credits	Quality Points Value	QP
AH1013	C	4	2.0	8.0
AH1000	B	3	3.0	9.0
AH1003	A	3	4.0	12.0
AH1017	B+	3	3.5	10.5
Total		13		39.5

39.5 divided by 13 equals 3.0 – the GPA for one semester. Each semester is computed by itself as well as cumulatively.

CREDITS

One semester-hour credit represents a minimum of one class hour in a lecture or integrated lecture, two hours in a laboratory session, and three hours in a practicum session each week. A class hour is 50 minutes. Two hours of outside preparation, including research and reading, is required for each class hour.

A full-time course load is 12 semester credits, a combination of regular credits and developmental credits. In determining whether a student is full-time or part-time for tuition purposes and for financial aid eligibility, the sum of the regular course credits and developmental education course contact hours with equated credits shown below are used:

Developmental Education Courses	Contact Equated Hours	Equated Credits
DE90 Basic Math Skills	3	3
DE91 Advanced Math Skills	3	3
DE92 Writing Skills	3	3
DE93 Introduction to College English	3	3
DE98 ESL I	3	3
DE99 ESL II	3	3
DE100 ESL III	3	3

GRADE REPORTS

At the completion of the semester by accessing the student portal, the student will receive grades of courses completed, credits earned, the GPA for the term as well as cumulative GPA, and the cumulative number of credits earned. Students are shown how to log in to the portal during orientation. The Plaza Student Portal can be accessed through the College's home page at www.plazacollege.edu.

TRANSCRIPTS

Official transcripts are used for determination of college credits and employment verifications, and are only sent directly to the requesting college or employer. Unofficial transcripts (Grade History Reports) are for the recipient's personal use, and may be released directly.

Fees for official transcripts for students separated from the college are charged on a sliding scale, dependent on the length of separation. Requests for official transcripts must be made in writing at least 15 business days before needed. The transcript request form and fee information are available on the Registrar page of the Plaza College website at: <http://www.plazacollege.edu/academics/academic-resources-2/registrar/>. Official transcripts are not released for any student who has outstanding obligations to Plaza.

ACADEMIC STANDING

To remain in good standing, students must make satisfactory progress toward completion of their degree. To measure satisfactory academic progress, see the tables, Standard of Satisfactory Academic Progress, as noted in the Financial Information Section. Students who are permitted to remain in matriculated status with continued study toward a degree or certificate, even while assigned to waiver status, are considered in good academic standing. Students who lose matriculated status through dismissal or withdrawal are considered not in "good standing" and to be making less than satisfactory progress.

The Academic Dean and staff monitor each student's progress at the end of each term. Responsibility to remain in "good academic standing" is first and foremost the student's. The faculty of the College requires that students comply with all instructional requests for completion of assignments, tests and participation in classroom activities. Inability to maintain a 2.0 grade point average may necessitate a change of program, but may not necessarily affect a student's financial aid.

WITHDRAWAL FROM COURSES

A student wishing to withdraw from a course must submit written notification to the Academic Dean.

A student withdrawing from a course after the start of the semester must have permission from the Office of the Academic Dean. A grade of "W" may be given to a student withdrawing from a course with the permission of the Academic Dean.

LEAVES OF ABSENCE

A student requesting a Leave of Absence is required to complete a Change of Status form in Student Services. A Leave of Absence, if granted, will be for a semester except for students and/or their spouses who are on leave due to military service. During a semester where a student has a planned medical procedure or complication, the student is advised to apply for a leave of absence.

A student must contact Student Services when returning from a Leave of Absence. A Maintenance of Matriculation fee will be charged. See schedule of fees in Financial Services Department.

WITHDRAWAL FROM THE COLLEGE

A student requesting to withdraw from the college must meet, in person, with the appropriate official from Student Services, Financial Services, and the Loan Department to complete a Change of Status Form.

COURSE CHANGES

Students who wish to make changes to their semester schedules may do so during the designated add/exchange period. A change of program fee will be charged. See schedule of fees in Financial Services Department.

CLASS SCHEDULING

To allow for optimum class scheduling, the college may operate from 8:30 a.m. to 9:30 p.m., Monday through Friday, and from 9 a.m. to 5 p.m. on Saturday. The College has a commitment of graduating students on time. Our obligation is to offer classes that students need during the scheduled semester. Courses may be offered day, night, or weekends. Requests for special scheduling must be made in writing to the Dean's office prior to registration. Semester schedules are published prior to each registration to aid students in program planning.

READMISSION

Students who return to the College after an extensive period of absence may be required to repeat core courses within their program of studies to ensure the student will possess the appropriate knowledge and skill level to successfully continue in the specific program of study.

TRANSFER STUDENTS

Plaza College Associate Degree Graduates

For students graduating from Plaza with an associate degree, credits earned up to the entire degree may be applied directly to the bachelor's program in the same division. Credits earned beyond 60 may be applied to the B.B.A. program at the discretion of the Academic Dean. Degree students should consult with their program advisor or academic counselor on candidacy courses that may be taken as electives in the program.

Students Transferring From Other Institutions

Plaza College requires a minimum of 120 semester hours be earned to award a baccalaureate degree and a minimum of 60 semester hours be earned to award an associate degree. In general, the maximum number of transfer credits applicable toward degree requirements at Plaza College is as follows:

- No more than 60 transfer credits may be applied toward baccalaureate degree requirements from a 2-year institution.
- No more than 90 transfer credits may be applied toward baccalaureate degree requirements from:
 - a) a 4-year institution or any combination of 4-year institutions.
 - b) a combination of 2-year institutions, 4-year institutions and prior learning credits.
- No more than 30 transfer credits may be applied toward associate degree requirements.

Regardless of the total number of semester hours required for a degree program, all candidates for undergraduate degrees from Plaza College must complete a minimum of 30 credits in residence at the College.

Only courses corresponding to those listed on the student's program, and received on an official transcript by the Plaza College registrar, will be considered for credit. Only courses which contribute to the student's graduation, as required, or elective courses within the limits of the student's program, will be accepted for transfer credit. In order to receive transfer credit, an official transcript must be sent by the student's prior institution(s) to the Office of the Registrar. The College reserves the right to program a student for courses that are required of the student's program of study. If transfer credits for a course or courses are received after a student's program requirements have been met, the College will not count the transfer credits toward meeting program requirements. It is recommended that the student transfer all credits from other institutions prior to beginning the program of study at Plaza. BBA-Management students should consult with the BBA Program Advisor on candidacy courses that may be taken as electives in that baccalaureate program. It is the responsibility of the student to request a transcript for consideration of transfer credit by the College. If transfer credit is not received prior to the student's start of the program, the College is not responsible for any possible duplication and, therefore, transfer of credits for a course or courses will not be accepted.

Courses for Transfer

Courses may be considered for transfer credit with a grade of C or better. Evaluation on courses five or more years old will be on an individual basis. Transfer credit will be awarded if appropriate to the program of study. Courses which transfer will not carry forward an actual letter grade nor will they be counted as part of the student's cumulative grade point average.

Medical Assisting Classes

No transfer credit will be given for clinical, lab, or administrative courses in Medical Assisting unless they are transferred from another CAAHEP accredited college. Students not graduating from a CAAHEP accredited college will be required to take all core clinical, lab, and administrative courses in Medical Assisting. Students who, through prior education or work experience, believe they have knowledge equivalent to the general anatomy and physiology or medical terminology courses required in the program may petition for a challenge exam in their first term. Therefore, no experiential credit is given. Credit towards liberal arts courses will be considered for transfer.

Health Information Technology

No transfer credit will be given for core courses in Health Information Technology and medical segments of the program unless they are transferred from a CAHIIM accredited college. Students not graduating from a CAHIIM accredited college will be required to take all Health Information Technology and medical courses as prescribed in the program. Students who, through prior education or work experience, believe they have knowledge equivalent to the general anatomy and physiology or medical terminology courses required in the program may petition for a challenge exam in their first term. Therefore, no experiential credit is given. Credit towards liberal arts courses will be considered for transfer.

AHIMA Credentials: Any student holding a current Certified Coding Specialist (CCS), Certified Coding Specialist—Physician Based (CCS-P), or Certified Coding Associate (CCA) will be given credit for the following courses: AH1004, AH1005, AH1006, and AH1007.

PRIOR LEARNING ASSESSMENT

The assessment of prior learning at the collegiate level, at a minimum, includes the transfer of credit from one college to another. However, the increasing number of adult students who come to the college with existing experience and wish to receive credit toward the degree, based on that experience, has led to the development of alternative ways of providing an appropriate analysis of those experiences. Grossly, these alternatives are standardized tests, college-developed individual course tests, analyses prepared by organizations looking at corporate and military training, and analyses of portfolios prepared by the individual student, documenting their experience.

CHALLENGE EXAMINATIONS

Students who believe they have knowledge comparable to what would be gained by successful completion of a particular course at the College may obtain credit for the course by passing a "challenge examination." Students should request challenge examinations during the admissions process. Challenge examinations should be taken during the first semester. Examinations beyond the first semester would be on an individual basis with permission from the Dean of Academic Affairs. Challenge examinations may be taken in only these specified areas: keyboarding, basic math, basic accounting, and Microsoft Word or Excel.

Students who receive credit through a Plaza College "challenge examination" will be charged one credit of tuition for administration of the examination, whether or not credit is earned. Credit earned through "challenge examinations" does not satisfy the residency requirement for graduation nor apply to enrollment status verification.

GRADUATION REQUIREMENTS

Candidates for graduation must meet the program requirements in effect at the time of their matriculation, have earned a cumulative grade-point average of at least 2.0, and have settled all obligations with Plaza College.

Only the Office of the Academic Dean has the authority to waive or provide substitute course work for core curriculum requirements. Students have various learning styles, educational, and work experiences. It may be necessary for an individual student to take additional skill courses in order to reach a graduation requirement. Registration for additional course work in a semester will be expected for student success and must be taken in addition to 12 credits applicable to the degree program.

INDEPENDENT STUDY

Independent Study is a mode of learning that offers the student an alternative to classroom learning by working one-on-one with a designated professor to fulfill course requirements. Independent study is offered to a student with permission of the Academic Dean. Policies and expectations of independent study are fully explained in an Independent Study Contract completed by the student and the professor at the inception of study.

BLENDED LEARNING THROUGH HYBRID COURSES

Blended learning is offered through hybrid courses which combine traditional face-to-face instruction with elements of online learning provided through the College's Moodle platform. Hybrid course instruction offers flexibility in class schedules, yet does not reduce or change the rigor necessary to satisfy course requirements, course objectives, evaluation, and other measures of student learning typically required of students engaged in the traditional course format. Blended learning is most appropriate for those students who are computer literate and have convenient Internet access; successful blended learners are highly motivated, self-disciplined, self-directed, and effective at time management. Candidates for blended learning are selected on an individual basis at the recommendation of the Academic Dean.

ONLINE COURSES

Online courses offer the same content and rigor as those offered to students who come to campus. Taught by qualified faculty, courses are as engaging and challenging as those which take place on campus. A full online course is one that can be accessed anywhere and anytime, via the internet and with a web browser such as Chrome, Firefox, or Safari.

HONORS*

Trustees' List: A student is placed on the Trustees' List during a semester in which the student earns a quality-point average between 3.80 and 4.0, while carrying at least 12 college credits and maintaining no less than a B grade in any subject.

President's List: A student is placed on the President's List during a semester in which the student earns a quality-point average between 3.65 and 3.79, while carrying at least 12 college credits and maintaining no less than a B grade in any subject.

Dean's List: A student is placed on the Dean's List during a semester in which the student earns a quality-point average of from 3.30 to less than 3.64, while carrying at least 12 college credits and maintaining no less than a B grade in any subject.

Faculty Award: A student is acknowledged by his or her instructors for academic achievement during a semester and earns a minimum quality-point average of 3.4 carrying at least 12 credits, any of which can be equated credits, and maintaining no less than a B grade in any subject.

*To be eligible for inclusion on the Trustees', President's, or Dean's list, students must demonstrate professionalism and not have received grades of AW or W in any courses within the term considered.

Graduation Honors: Students are recognized at graduation for their outstanding academic achievement. Summa Cum Laude: cumulative grade point average of 3.8 to 4.0; Magna Cum Laude: cumulative grade point average of 3.7 to 3.79; Cum Laude: cumulative grade point average of 3.6 to 3.69.

Anna S. Callahan Award: This award, based on the recommendation of the faculty, is given to an alumna who demonstrates the social and emotional behaviors that are an integral part of the mission of the College.

HONOR SOCIETIES

Alpha Sigma Lambda, with chapters at over 250 colleges and universities throughout the United States, was established in 1946 to honor superior scholarship and leadership in adult students. The criteria for acceptance to the society require the candidate to have: (1) a minimum 3.2 grade point average; (2) successful completion of 36 semester credits; (3) successful completion of 12 liberal arts credits; (3) no instances of violation of the Student Code of Conduct.

Sigma Kappa Delta is a nationally recognized Honor Society for achievement in English at the Associate level with chapters on campuses all across the country. The aim of Sigma Kappa Delta is to recognize those students who have achieved a certain level in college English and to promote literacy in both the school and the community. In order to qualify for membership into Sigma Kappa Delta, a student must hold a minimum G.P.A. of 3.3, have completed 24 college credits, and have earned a B+ or higher in LL254 (Composition and Research) with no instances of violation of the Student Code of Conduct.

Sigma Tau Delta is an internationally recognized English Honor Society. In order for a Plaza student to qualify for admission to the society, the student must be enrolled in one of Plaza's bachelor programs, hold a minimum cumulative GPA of 3.3, have earned a "B+" or higher in the course LL290 Literary Analysis, and have no instances of violation of the Student Code of Conduct.

OTHER SOCIETIES AND ASSOCIATIONS

The Society of Business Professionals is dedicated to upholding professionalism within the college community; members of the society commit to valuing and demonstrating behaviors that foster a dignified and respectful social environment. The society works closely with the Office of Student Life to coordinate and integrate various activities, events, and individual opportunities for personal growth and development. Society membership is open to all School of Business and Technology students, and there is no cost or fee for joining. School of Business and Technology students will be emailed an invitation to the annual induction event.

The Society for Human Resource Management (SHRM) has a Chapter at Plaza College. Students have the opportunity to join one of the world's largest associations devoted to human resource management. Representing more than 250,000 members in over 140 countries, SHRM serves the needs of HR professionals and advances the interests of the HR profession. Founded in 1948, SHRM has more than 575 affiliated chapters on college campuses within the United States and subsidiary offices in China, India and United Arab Emirates. For information on how to join the society go to www.plazacollege.edu (the Homepage); click on eCampus and log in; click on the OnCampus menu bar; click on "Academic Resources" and scroll to "Links" and click; see "Society for HR Management." More information about the society can be found on the SHRM website: www.shrm.org

TRANSFER UPON GRADUATION

Graduates are encouraged to continue their education. Each college or university has its own admissions procedures, transfer credit requirements, and method of evaluating transfer credit. The amount of credit granted varies with each institution and is based on academic performance as well as the intended course of study.

STUDENT SERVICES

FRESHMAN ORIENTATION PROGRAM

Freshmen are welcomed to the College with a program of special events. During the first days of their college experience, they meet staff and faculty, learn about College policies and procedures, and have an opportunity to meet with student mentors in a relaxed setting. Each Freshman is assigned to an academic advisor who will support the process of adjusting to College life and provide guidance in achieving successful pursuit of a program.

ACADEMIC ADVISEMENT

Advice on course selection and career goals is available to each student prior to entering the College through the Admissions Department. During the student's college experience each student is assigned to an academic advisor who is available for consultation on a regular weekly basis by appointment. The name of the advisor will appear on the student's course schedule. At the beginning of the term, every student should meet with his or her advisor for consultation on academic progress, future educational plans, and career goals. An advisement appointment should be scheduled after midterm progress grades are posted at which time recommendations on course selection and program of study will be discussed in preparation for next term's registration. Each student is personally responsible for making decisions regarding selection of courses/program that will result in the fulfillment of requirements stated in the College's catalog.

Throughout the term, to contact your advisor, visit the Office of Student Advisement or leave a message with the advisor via email or voice mail.

The Academic Dean, Dean of Students, and Director of Student Advisement are also available on a daily basis by appointment to discuss academic progress, program pursuit, and make appropriate referrals on other matters.

CAREER PLANNING SERVICES

The College maintains an active Career Services Department for graduates. A full-time Director and Assistant Director, along with staff, are dedicated to assisting students in finding meaningful employment opportunities. Graduates who require skills enhancement may contact the Career Services Department for special arrangements, which must be approved by the Academic Dean. It is understood that while employment service may be provided, the College cannot promise or guarantee employment to any graduate. Graduates taking advantage of the College's career services are expected to maintain regular contact with Career Services staff, keep all scheduled appointments, and be available for any interviews arranged. During their last term, students are expected to attend all workshops given by the Career Services Department. Placement statistics compiled for the 2013 graduating class indicate a placement rate of over 90% in positions related to their educational program.

The annual mean entry salaries for the New York City region are available by visiting <https://labor.ny.gov/workerprotection/laborstandards/workprot/minwage.shtm>.

ALUMNI ASSOCIATION

The College encourages all graduates to continue to maintain ties with Plaza through the Alumni Association which sponsors various events throughout the year. For information concerning the Association, contact the Director of Career Services.

THE PLAZA COLLEGE LIBRARY AND ACADEMIC RESOURCES CENTER (ARC)

The Library and the Academic Resources Center (ARC) are two highly visible facilities at the heart of the campus that work together by providing effective academic support for students to achieve their goals, develop information literacy skills, and become life-long learners. Both facilities, located on the first floor, coordinate efforts by offering individual and group workshops in order to support course requirements, individual student needs, and professional development. The Director of the Library and the Academic Resources Center supervises overall operations and works closely with the Librarian (who holds a Master's Degree in Library Sciences), and their support staff.

The Library is a 2,500 square foot area that has seating for 28 patrons at 9 study tables. The Librarian and Associate Librarian (who holds a Bachelor's degree in Computer Science) are located at the Reference/Circulation Desk. They assist students with their research needs using print media and electronic resources. Within the Library, students have the use of several computer stations with Internet access, a laser printer, study tables with electrical outlets for laptop usage, and a copier.

The Library contains circulating materials in open stacks around the room. Books behind the desk are requested from and checked out to students by the library staff. This closed stack area includes reference and reserve materials. The reserve collection contains textbooks and books set aside for specific, class research topics.

When classes are in session, the Library is open Monday through Thursday from 9 a.m. to 6 p.m. and on Friday from 9 a.m. to 5 p.m. The College's Library collection offers students an abundance of electronic resources supplemented by print media. Since electronic resources in the form of databases and e-books are available 24 hours a day, 7 days a week on and off-campus,

students have access to thousands of books, magazines, journals, and other publications to support their learning and research needs.

Access to these resources can be secured directly through the College's eCampus log in by clicking on the Library tab then on Ebooks or Databases. Within the Library's website, there are links to valuable information for business, medical, liberal arts, and humanities courses. In addition, there are tools on the site to assist students with the proper organization and documentation of research in APA style.

The Academic Resources Center (ARC) is adjacent to the Library. The ARC has round tables and individual work stations to accommodate seating for 30 patrons and a main business office for staff use. There are eighteen computer stations in the ARC, providing access to the Internet and allowing for independent and instructional use; a laser printer is also available for student use. Information Literacy reference guides and tutoring resources are displayed and available for students. The Academic Resources Center opens the second week of each semester and is open Monday and Wednesday from 9 a.m. to 6:30 p.m., Tuesday and Thursday 9 a.m. to 6 p.m., and on Friday from 9 a.m. to 5 p.m. Faculty tutors and peer tutors provide assistance in almost any subject requested. Students can receive traditional tutoring, work in study groups, or participate in Supplemental Instruction. Additionally, students have access to various computer classrooms scheduled as "open labs" that are supervised by Academic Support Staff. Schedules for "open labs" are posted outside each computer room.

INSURANCE

The College does not carry insurance on students' personal belongings and is not responsible for loss or damage from any cause. Students should arrange for adequate coverage on personal policies.

STUDENT RETENTION

Retention statistics that have been compiled by Plaza College for full-time college students enrolled during the 2017-2018 academic year indicate an overall semester retention rate average of 93 percent for associate degree students and 96 percent for baccalaureate students.

In reports to the National Center for Education Statistics, the College reported a four-year right-to-know graduation rate of 63 percent.

COLLEGE COMMITTEES AND BOARDS

ACADEMIC RESOURCES / LIBRARY COMMITTEE

As members of this committee, faculty, students, and staff work to ensure that both the Academic Resources Center and the Library fully support the College's programs of study. This includes active involvement in processes of planning, building student interest in activities and events sponsored by the Academic Resources Center and Library, participating in the events themselves, recommending new acquisitions, and ensuring optimal access to services.

ACADEMIC STANDARDS COMMITTEE

Formulates policies regarding academic standards affecting grading systems, graduation requirements, and categories of academic status. Committee members are also concerned with issues that directly affect students' learning environment; the Student Code of Conduct; sanctions, proceedings, and appeals; and other activities that support the College's standards to maintain academic integrity. Members can serve on the Judicial Board.

AD HOC COMMITTEE

Appointed when necessary.

ALUMNI COMMITTEE

Encourages all graduates to maintain ties with Plaza through the Alumni Association, which sponsors various events throughout the year. Additional functions of the Committee include determining eligibility criteria for student awards and scholarships, evaluating the academic progress of recipients, and coordinating the presentation of recognition awards and scholarships.

AWARDS COMMITTEE

Considers the recognition of students' accomplishments and is comprised of faculty and staff responsible for coordinating the student awards process. The Committee collects nominations from the academic community, screens, and recommends appropriate awards.

COMMITTEE ON INSTITUTIONAL AND FACULTY ADVANCEMENT

Serves as a forum to discuss and make recommendations that will benefit the welfare of the college community with a specific emphasis on matters concerning faculty and supporting academic staff. Committee members' responsibilities include the consideration of plans for faculty and staff development and retention, coordination of faculty "roundtable" meetings; participation in the selection process of applicants to the faculty, faculty assistants, and academic staff; the review and revision of the faculty evaluation process and other outcomes measurements related to the productive uses of resources throughout the College; the review and support of measures to ensure academic freedom; and coordination of the production of the catalog, staff, and faculty handbooks to maintain consistency and accuracy.

COMMITTEE ON INSTITUTIONAL EFFECTIVENESS

Serves as a forum for the coordination of services in all branches of the College to promote a supportive environment for the benefit of the students.

CURRICULUM COMMITTEE

Provides the forum through which various constituencies of the College meet to exchange and share information that is critical to the planning, review, assessment, modification, and creation of the College's academic programs. The structure includes five subcommittees--school, department, executive, and ad hoc. Schools include: Allied Health, School of Business and Technology, Legal Studies, Court Reporting, and Dental Sciences. The subcommittees draw from the expertise of department faculty and supporting services, including Admissions, Career Services, the Academic Resources/Library, Student Services, and Student Life. Two student representatives from each school participate. The department subcommittees includes each academic department's faculty who oversee curriculum specific to each area of study. Minutes prepared from each subcommittee are shared with the executive subcommittee whose primary role is to address the commonality of academic issues affecting all programs of study. From time-to-time ad hoc committees are tasked with specific objectives that have a completion date to support School, Department or Executive committees.

OUTCOMES ASSESSMENT COMMITTEE

Is the vehicle that drives the coordination, study, and reporting of institutional data college-wide in support of institutional planning and priorities. Committee members' primary responsibility is to produce the College's Outcomes Assessment Plan.

HEALTH INFORMATION TECHNOLOGY ADVISORY COMMITTEE

This committee, representative of the communities of interest, has a primary role of reviewing the goals and outcomes of the program to keep instruction dynamic and responsive to health care changes. The Committee meets exclusively on an annual basis but also shares an outcomes report at the annual meeting of the Medical Advisory Board.

MEDICAL ADVISORY COMMITTEE

This Committee represents all the communities of interest and is charged with the responsibility of supporting the needs of the medical programs to ensure timely program review and revision of objectives to meet program goals and learning domains, to monitor needs and expectations, and to ensure program responsiveness to change. The Committee supports all accreditation initiatives and serves as a resource for practicum experiences, guest speakers, and graduate placement.

PORTFOLIO COMMITTEE

Comprised of faculty and staff who participate in the scoring of portfolio projects and the benchmarking process. The Committee, coordinated through the Director of the Academic Resources Center, works to ensure the vitality and effectiveness of the College's portfolio assessment process.

SCHOOL OF BUSINESS AND TECHNOLOGY ADVISORY COMMITTEE

The Committee has been created and tasked to review relevant issues intrinsically connected to the success of Plaza College's School of Business & Technology programs, make recommendations, and follow-up on student learning outcomes issues. The Committee's focus is on planning, development, and assessment activities. As a forum, Plaza faculty, staff, students, graduates, and professionals, external to the College's operations, share experiences and expertise to foster a system of continuous improvement for the benefit of Plaza students.

SCHOOL OF DENTAL SCIENCES ADVISORY BOARD

The School of Dental Sciences has an active Program Advisory Board which has specific roles and responsibilities to advise the program and assist in recommending ways of improving the curriculum, evaluating the performance of the program by cohort, providing feedback on current topics of interest in the field of dentistry and serving as resources to the student body. The Board is comprised of and includes representative members from academic institutions; nonprofit organizations; industry and professionals from the local community including dentists, dental hygienists and other allied health professionals.

STRATEGIC PLANNING COMMITTEE

Consists of administrators, faculty who collect data on the needs of each division in formulating short and long-term planning goals for the institution to be reviewed by the College's Board of Trustees. Committee members' primary responsibility is to produce the College's Strategic Plan.

STUDENT LIFE COMMITTEE

Is responsible for designing extracurricular programs and events that enhance students' educational experiences, peer to peer relationships, and professional capacity. The overarching goal is to create engaging and exciting opportunities that assist students in developing the leadership, self-awareness, communication, and emotional intelligence skills necessary for them to have a meaningful experience that lends to their future professional careers.

COLLEGE STATEMENTS OF POLICY

THE CATALOG

The catalog is the College's official reference document containing approved curricula, programs, and courses which may be offered. It supersedes any other document with regard to rules and regulations. The College reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment, and to change times and/or instructor assignments. The College reserves the right, at any time, to make appropriate changes in the policies and procedures contained in this publication including admission requirements, tuition, fees, and degree or certificate requirements, without formal notice. We retain the right to expand the program based on an evaluation of each student's skills in order to meet the goals for each program. The catalog is available through the college's online portal, eCampus. The information contained in the printed version of the Plaza College Catalog was correct as of the date of publication. For current information and new editions regarding offerings, policies, and requirements, see the electronic version of the catalog available through eCampus: www.ecampus.plazacollege.edu. The catalog is effective for students enrolling January 2016. Current students have the option of meeting new program requirements or remaining with previous program requirements at the time of enrollment which ever is deemed more beneficial to the student. Additional program modifications can be granted with the permission of a program advisor/dean.

ATTENDANCE

Students are expected to attend all regularly scheduled classes. Excessive absence or repeated lateness may affect academic standing. At the beginning of each semester, all instructors will inform their students about the attendance schedule. Excessive absences due to illness should be reported to Student Services. The Committee on Institutional Effectiveness will evaluate the problem, notify the necessary instructors, and make appropriate recommendations.

EMERGENCY CLOSING

The College will cancel classes due to inclement weather when warranted. Students can call (718) 779-1430 for updated information. Check eCampus for updates. Students who opt to receive emergency alerts should check their cell phones for messages. Students can also check their eCampus e-mail accounts.

DRESS CODE

In keeping with the mission of the College, faculty and staff are required to dress according to accepted business office or medical facility standards. Students that are enrolled in programs that require specific garments (scrubs, footwear, etc.), are required to abide by those requirements. At times, there will be college events that require students to observe formal attire. Please see the student handbook for guidelines regarding appropriate formal attire.

IMMUNIZATION REQUIREMENTS

New York State law requires college students to be immunized against measles, mumps, and rubella. The law applies to all students born on or after January 1, 1957.

Measles – two doses of live measles vaccine administered after 12 months of age, physician documentation of measles disease or a blood test showing immunity.

Mumps – one dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease or a blood test showing immunity.

Rubella – one dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

Meningococcal Meningitis – In addition, New York State requires all students (irrespective of age) to provide a record of meningococcal meningitis immunization within the past ten years or an acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

Students who are not in compliance with this law may be restricted from attending classes until full compliance is achieved. Information on health clinics can be obtained in the Admissions or Student Services Departments.

In addition to the above requirements, students enrolled in Health Information Technology, Medical Assisting, and Patient Information Management must also complete a medical examination and provide a Certificate of Medical Examination signed by a physician and file the Hepatitis B Vaccine Status Form within 6 months of the start of a practicum course. All Hepatitis B Vaccinations must be completed before students begin a practicum course.

DRUG AND ALCOHOL POLICY

In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and to ensure a drug-free campus, the administration establishes the following standards of conduct for students and employees:

1. All students and employees are prohibited from the unlawful manufacture, distribution, possession, sale, or use of controlled substances on campus.
2. All students and employees are prohibited from such activity during hours away from campus such that it impairs ability in the classroom or on the job, or affects the reputation or integrity of the College. Students or employees who violate any aspect of this policy are subject to disciplinary action, up to and including termination of enrollment or employment according to the College's existing grievance procedures.

SMOKING POLICY

In compliance with building regulations, smoking is not permitted anywhere in the building, including elevators, lavatories, public stairways, halls, and lobby.

CREDIT CARD MARKETING POLICY

Plaza College prohibits the advertisement, marketing and merchandising of credit cards to students on its campus.

SAFETY AT PLAZA COLLEGE

Plaza College is proud of its record in maintaining the safety of our community, as shown in the enclosed federally-reported crime statistics. The Forest Hills campus has been designed with security in mind. Plaza College is a compact, private institution with a strong administrative presence and a single, dedicated entrance with controlled access to the campus. College

policies regarding campus security are available at: <http://www.plazacollege.edu/campus-life/campus-security/>

ID CARDS

Students are required to carry Plaza College student ID cards at all times and must present them when entering the campus or requested by staff or faculty.

Visitors to Plaza are required to obtain a temporary ID when entering the campus.

PHOTOGRAPHY/VIDEOGRAPHY

Plaza College reserves the right to use any photograph/video taken on College property or at any event sponsored by the College (including Commencement) without the expressed written permission of those included within the media. Photographs may be used in publications, media, or social media material produced, used or contracted by Plaza College including but not limited to: view books, catalogues, search pieces, newspapers, magazines, television, websites, etc.

Any person desiring not to have their photo taken or distributed must contact the Office of the Provost in writing of their intentions and include a photograph. The photo will be used for identification purposes and will be held in confidence by the Office of the Provost. Any individual, organization or company wishing to engage in still photography, videotaping or filming for production, broadcast or public dissemination by any means on or in property owned by Plaza College must obtain permission in advance from an appropriate College official. A member of the staff may accompany the photographer.

FINANCIAL OBLIGATIONS

If a student has not fulfilled his or her financial obligations to the College from a previous semester, academic transcripts will not be forwarded to any other institution. Likewise, the student is not permitted to register for the next academic term until the debt is cleared.

STATEMENT OF COMPLIANCE WITH 1974 RIGHTS AND PRIVACY ACT

GENERAL POLICY

Under the authority of the Family Educational Rights and Privacy Act of 1974, a student has the right to examine certain files, records, or documents maintained by the college which pertain to him or her. The College must permit a student to examine such records within forty-five (45) days after submission of a written request, and obtain copies of such records upon payment of the cost of reproduction.

A student may request that the College amend his or her educational records on the grounds that they are inaccurate, misleading, or in violation of his or her right of privacy. In the event that the College refuses to so amend the records, a student may, after complying with the Plaza College Grievance Procedure, request a hearing.

EDUCATIONAL RECORDS

Educational records are all files, records, or documents maintained by the College that contain information directly related to the student. Examples of educational records are the student file, placement file, and financial aid file. Such records are maintained by and are in the custody of Student Services. The only persons allowed access to such records are those who have a legitimate administrative or educational interest.

EXEMPTIONS

The following items are exempt from the Act:

- A. Parents' Confidential Statements, Financial Need Analysis Report, and the Pell Grant Student Aid Report
- B. Confidential letter of recommendation received by the college prior to January 1, 1975. As to such letter received after 1974, the act permits a student to waive his right of access if the letters are related to admissions, employment, or honors
- C. Records about students made by a teacher or administrator which are maintained by and accessible only to him or her
- D. School security records

- E. Employment records for school employees who are not also current students
- F. Records compiled or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional

REVIEW OF RECORDS

It is the policy of the College to monitor educational records to ensure they do not contain information which is inaccurate, misleading, or otherwise inappropriate. The College may destroy records which are no longer useful or pertinent to the student's circumstance.

DIRECTORY INFORMATION

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested the information not be released. The College requires that such requests be made in writing to Student Services within fifteen (15) days after the student starts classes.

Directory information includes: student's name, address(es), telephone number(s), date and place of birth, course of study, extracurricular activities, degrees and awards received, last school attended, post-graduation employer(s), job title(s) in post-graduation job(s), Dean's list or equivalent, dates of attendance.

ACCESS WITHOUT STUDENT CONSENT

The College may release student information without the student's written consent in the following circumstances and to the following individuals and organizations:

- A. Other colleges and Plaza College officials who have legitimate interests
- B. Other colleges where students have applied for admission. In this case, students must be advised that the records are being sent, that they may receive a copy, and that they have an opportunity to review and challenge the records
- C. Federal, state, and local authorities where required
- D. Accrediting agencies
- E. Parents of a student who is their dependent for purposes of the Internal Revenue Code. The school, however, is not required to release such records
- F. In connection with student application for or receipt of financial aid
- G. To comply with a court order or subpoena, provided the student is notified prior to compliance
- H. In the event of a health or safety emergency, where such release without consent is necessary under the circumstances

In all other cases, the College shall obtain the written consent of the student prior to releasing such information to any person or organization.

POLICY OF NON-DISCRIMINATION

Plaza maintains a commitment to extending equal opportunity without regard to race, color, religion, gender, sexual preference, age, marital status, national origin, or physical or mental disability in the conduct and operation of its educational programs and activities, including admission and employment, in compliance with Title VI and Title IX of the Education Amendments of 1972, federal, and other regulations.

PROGRAMS OF STUDY

ASSOCIATE DEGREE PROGRAMS

- * A.A.S., Business Administration
HEGIS Code 5004
- * A.A.S., Information Sciences
HEGIS Code 5005
- * A.A.S., Paralegal Studies
HEGIS Code 5099
- * A.A.S., Dental Assisting
HEGIS Code 5202
- * A.A.S., Dental Hygiene
HEGIS Code 5203
- * A.A.S., Health Information Technology
HEGIS Code 5002
- * A.A.S., Healthcare Management
HEGIS Code 1202
- * A.A.S., Medical Assisting
HEGIS Code 5214
- * A.O.S., Accounting and Information Systems
HEGIS Code 5002
- * A.O.S., Computer Business Support Specialist
HEGIS Code 5005
- * A.O.S., Court Reporting
HEGIS Code 5005
- * A.O.S., Administrative Studies (formerly known as Office Technologies)
HEGIS Code 5005

BACHELOR DEGREE PROGRAMS

- * B.B.A., Business Administration - Management
HEGIS Code 0506
- * B.B.A., Patient Information Management
HEGIS Code 1201
- * B.S., Dental Hygiene
HEGIS Code 1213

CERTIFICATE PROGRAMS

- * Office Assistant - HEGIS Code 5005
- * Court Reporting - HEGIS Code 5005
- * Dental Assisting - HEGIS Code 5202
- * Medical Coding and Billing - HEGIS 5213
- * Paralegal Studies - HEGIS Code 5099
- * Computer Skills for the Business Professional - HEGIS Code 5005
- * Junior Accounting - HEGIS Code 5002
- * Computer Operations Assistant - HEGIS Code 5005
- * Medical Office Assistant - HEGIS Code 5005
- * Entrepreneurship - HEGIS Code 5004
- * Junior Office Assistant - HEGIS Code 5005
- * High Tech - HEGIS Code 5005

NOTE: Enrollment in courses other than those required in approved/registered programs may jeopardize a student's eligibility for certain student aid awards.

BUSINESS ADMINISTRATION
Associate in Applied Science Degree Program
60 Semester Credits, HEGIS Code 5004

This structured business program provides the student with a well-rounded educational experience in business management, computer technology, and accounting complemented by a strong liberal arts component. The program focuses on preparing the student to: (1) acquire a multiple set of marketable skills to perform successfully in a variety of office support positions; (2) attain the educational preparation vital to succeeding at the baccalaureate level; and (3) achieve personal goals for professional advancement.

Course		Semester Credits
Accounting		
AC009	Introduction to Accounting.....	3
AC010	Accounting I.....	3
	Subtotal.....	6
Management		
MG64	Business Concepts.....	3
MG70	Business Law I.....	3
MG73	Business Organization.....	3
MG74	Human Resources Management.....	3
MG230	Professional Development.....	3
	Subtotal.....	15
Computer and Information Technology		
IT40	System Technology and Application.....	3
IT115	Spreadsheet Applications.....	3
IT130	Word Processing.....	3
IT137	Document Processing for the Professional.....	3
IT142	Presentation Technology and Techniques.....	3
	Subtotal.....	15
Liberal Arts		
LL254	Composition and Research.....	3
LL290	Literary Analysis.....	3
[]	One Course: Psychology/Sociology/Economics/History.....	3
[]	Liberal Arts Electives.....	12
	Subtotal.....	21
	* Open Electives.....	3
	Total Program Requirements (Semester Credits).....	60
	* Any course with advisor approval	

INFORMATION SCIENCES
Associate in Applied Science Degree Program
60 Semester Credits, HEGIS Code 5005

This program combines study of business management, computer and information technology, and the liberal arts. Students are well-prepared with a multiple set of skills to pursue management support and administrative positions. There is an emphasis on communication and presentation skill development, proficiency in using computer software to increase work productivity, and human relations to interact successfully within a business team environment. A strong liberal arts component makes this program attractive to those planning to pursue a baccalaureate degree. Additionally, the program offers the opportunity to select specialized courses for those interested in working in a medical office setting.

Course	Semester Credits
Management	
MG64 Business Concepts	3
MG73 Business Organization	3
MG74 Human Resources Management	3
MG230 Professional Development	3
Subtotal.....	12
Computer and Information Technology	
IT40 System Technology and Application	3
IT115 Spreadsheet Applications	3
IT130 Word Processing	3
IT137 Document Processing for the Professional	3
[] IT142 Presentation Technology and Techniques	3
- Or - AH155 Medical Terminology	
IT151 Word Processing Operations.....	3
IT227 Office Administration	3
Subtotal.....	21
Liberal Arts	
LL254 Composition and Research	3
[] One Course: Psychology/Sociology/Economics/History	3
[] Liberal Arts Electives.....	15
Subtotal.....	21
* Open Electives.....	6
Total Program Requirements (Semester Credits.....	60
* Any course with advisor approval	

INFORMATION SCIENCES

Sample of Open Electives

Course		Semester Credits
Accounting and Management		
AC009	Introduction to Accounting	3
AC010	Accounting I	3
AC12	Payroll Accounting and Systems Technology.....	3
MG70	Business Law I.....	3
*ID101	Internship	2
*ID102	Extended Internship.....	3
Computer and Information Technology		
IT49	Fundamentals of the Computer.....	3
IT116	Advanced Spreadsheet Applications.....	3
IT132	Keyboarding for the Computer	3
IT141	Data Management.....	3
IT247	Web Technology	3
IT251	Project Management Technology and Applications	3
IT252	Graphic Arts Media.....	3
IT253	Digital Communication and Design	3
IT254	Desktop Publishing.....	3
IT255	Advanced Database Management.....	3
Liberal Arts		
LL51	Interpersonal Communications.....	3
LL57	Essentials of College Writing	3
LL59	Writing from a Personal Perspective	3
LL60	Writing and Reacting to Literature	3
LL61	Writing and Fundamentals of Research.....	3
LM63	Mathematical Applications	3
LE250	Microeconomics	3
LH175	American History.....	3
LHU190	Film Study	3
Medical		
AH156	Applied Medical Terminology.....	3
LS195	Human Anatomy and Physiology I.....	3
LS6000	Human Anatomy and Physiology II	3
AH1001	Medical Administrative Procedures.....	3
AH1009	Health Records Management.....	3

*ID is interdisciplinary; as such, it is applicable to all areas of study

PARALEGAL STUDIES
Associate Degree in Applied Science Program
60 Semester Credits, HEGIS Code 5099

This program of study is designed to give the student strong legal and writing skills to be able to draft legal correspondence, conduct research, and organize court documents. Study includes a practicum experience along with specialized coursework providing instruction in law, litigation, and legal writing. Graduates of the program will have the knowledge and experience necessary for employment as entry level paralegals.

Course	Semester Credits
Paralegal	
PL100 Introduction to Law	3
PL101 Family Law	3
PL102 Litigation	3
PL103 Legal Research and Writing	3
PL104 Real Estate Law	3
PL105 Contract Law	3
PL106 Advanced Legal Research	3
PL107 Torts	3
PL108 Paralegal Internship	3
PL109 Law Office Management, Finance and Technology	3
[] Paralegal Elective	3
Subtotal	33
Liberal Arts	
LH177 American Government and Politics	3
LL254 Composition and Research	3
LL63 Advanced Legal Writing	3
LM63 Mathematical Applications	3
[] Social Science Elective	3
[] Language and Literature Electives	6
Subtotal	21
Other	
IT40 System Technology and Application	3
MG230 Professional Development	3
Subtotal	6
Total Program Requirements (Semester Credits)	60

DENTAL ASSISTING
Associate Degree in Applied Science Program
62 Semester Credits, HEGIS Code 5202

The Dental Assisting program provides students with the technical and practical training necessary for work as a dental assistant in a variety of oral healthcare settings. The core curriculum is structured to provide a didactic component followed by application in a laboratory and clinical setting. The final externship component of the dental assisting program consists of supervised experiences in a clinical environment, which requires the successful completion of competencies, tracking of experiences, student reflection and performance evaluations.

At the conclusion of the program, graduates who have fulfilled all coursework and externship requirements and shown proficiency in their technical skills are qualified to seek entry-level employment as dental assistants in private dental offices, community health dental offices, and with federal, state, and local governmental health delivery systems. This is a New York State licensure-qualifying program. The New York State Board of Dentistry Certified Dental Assisting License Requirements are located at <http://www.op.nysed.gov/prof/dent/dentcdalic.htm>.

Course	Semester Credits
Clinical	
DA100 Introduction to Dental Assisting.....	3
DA105 Dental Sciences.....	3
DA110 Preclinical	3
DA115 Chairside Assisting I.....	3
DA120 Dental Materials.....	2
DA125 Radiography I	3
DA130 Dental Specialties I.....	3
DA135 Chairside Assisting II.....	3
DA140 Externship I.....	3
DA145 Radiography II.....	3
DA150 Dental Office Management.....	3
DA160 Dental Specialties II.....	3
DA165 Dental Externship II.....	3
Subtotal.....	38
Liberal Arts	
LL61 Writing and Fundamentals of Research.....	3
LL52 Interpersonal Communication for the Health Care Professional.....	3
LS195 Human Anatomy and Physiology I.....	3
LS6000 Human Anatomy and Physiology II	3
LM63 Mathematical Applications	3
LL254 Composition and Research	3
[] Liberal Arts Elective	3
[] Social Science Elective	3
Subtotal.....	24
 Total Program Requirements (Semester Credits).....	 62

DENTAL HYGIENE
Associate in Applied Science Degree Program
76 Semester Credits, HEGIS Code 5203

The intent of this rigorous curriculum, based on the fundamental knowledge necessary to practice in a variety of settings, is designed to prepare students for entry-level dental hygiene practice with the overall goal of supporting patients in the pursuit of optimal oral health. Students are prepared, in a state-of-the-art clinical setting, to perform preventive dental hygiene procedures including dental prophylaxis, dental radiographs, topical fluorides, anxiety and pain control procedures, oral health education, infection control procedures and dental office procedures. The Plaza College dental hygiene graduate will be instilled with a deep sense of community involvement and social responsibility, culminating in a capstone dental public health project prior to graduation. The Plaza College Dental Hygiene program graduate, given successful curriculum and competency completion, will qualify to take the National Board Examination Dental Hygiene Examination (NBDHE) and the Commission on Dental Competency Assessments (CDCA) Examination. Both the NBDHE and the CDCA examinations are required to apply for licensure in the State of New York.

Course	Semester Credits
Clinical	
DH105 Pre Clinic/Infection Control	4
DH215 Clinic I/Dental Hygiene Seminar	3
DH225 Clinic II/Periodontology	4
DH235 Clinic III/Advanced Periodontology Seminar	5
DH110 Radiology	2
DH255 Dental Anesthesia & Pain Control.....	2
Subtotal	20
Dental Hygiene	
DH100 Introduction to Dental Hygiene	3
DH101 Dental Anatomy/Histology/Embryology	4
DH102 Medical Emergencies in the Dental Office.....	3
DH210 General, Maxillofacial, & Oral Pathology	3
DH200 Dental Materials	2
DH212 Nutrition	2
DH230 Law, Ethics, & Jurisprudence in Dental Hygiene	3
DH240 Oral Health Promotion	3
DH245 Community Dental Health	3
DH250 Pharmacology.....	3
Subtotal	29
Liberal Arts and Sciences	
LS194 Microbiology	3
LL61 Writing and Fundamentals of Research	3
LL52 Interpersonal Communication for the Health Care Professional.....	3
LS195 Human Anatomy and Physiology I	3
LS6000 Human Anatomy and Physiology II	3
LM63 Mathematical Applications.....	3
LS197 Chemistry/Biochemistry.....	3
LP184 Developmental Psychology	3
LP183 Sociology.....	3
Subtotal	27
Total Program Requirements (Semester Credits)	76

HEALTH INFORMATION TECHNOLOGY
Associate Degree in Applied Science Program
65 Semester Credits, HEGIS Code 5213

This program of study is designed to offer students a curriculum in health information management technology at the associate level which includes professional courses in health information management, health statistics, medical records, coding and reimbursement, law and ethics, health services organization and delivery systems, practicum experience, and information technology and security as well as courses in biomedical sciences, including anatomy, physiology, medical terminology, pathophysiology, and pharmacology. Students will develop skills in health information management technology, medical records, coding and reimbursement procedures as well as develop skills in the use of word processing, spreadsheets, database management, and presentation software. The program includes a practicum experience which requires students to complete field work at an approved externship site working with medical records and related technology applications.

Course	Semester Credits
Health Information Technology	
HT102 Health Information Systems and Technology	3
HT103 Legal Aspects of Health Information	3
HT104 Health Statistics for Quality Improvement.....	3
HT106 Health Information and Records Management	3
HT107 Health Care Reimbursement and Insurance	3
HT108 Health Care Data, Indices, and Registries	3
HT109 Introduction to Health Care Delivery Systems.....	3
HT110 Introduction to Organizational Resources for Health Information Management	3
HT112b Health Information Professional Practice.....	4
Subtotal	28
Medical	
AH155 Medical Terminology	3
AH1004 Basic ICD-CM Coding I	3
AH1005 Basic ICD-CM Coding II	3
AH1006b HCPCS Coding	4
AH1017 Pathophysiology and Pharmacology	3
Subtotal.....	16
Liberal Arts	
LL254 Composition and Research.....	3
LS195 Human Anatomy and Physiology I	3
LS6000 Human Anatomy and Physiology II	3
LP184 or LP 6001 Developmental Psychology or Psychology for Health Care	3
[] Math Liberal Arts Elective	3
[] Liberal Arts Electives	6
Subtotal.....	21
Total Program Requirements (Semester Credits).....	65

HEALTHCARE MANAGEMENT
Associate Degree in Applied Science Program
60 Semester Credits, HEGIS Code 1202

This program of study is designed to allow students to achieve proficiency in the administrative skills needed to successfully integrate into busy offices in hospitals and public healthcare systems. Study includes a specialized coursework providing instruction in medical terminology, management, and information technology courses. Before graduating from this program, students are required to participate in an internship program that will prepare them for transitioning into the workforce.

Course	Semester Credits
Medical	
AH102b Medical Internship	3
AH155 Medical Terminology	3
AH1000 Medical Law and Ethics	3
AH1001 Medical Administrative Procedures.....	3
AH1009 Health Records Management	3
AH1023 or Medical Office Management	3
AH1003 Medical Financial Records Management	3
Subtotal.....	18
Liberal Arts	
LP184 Developmental Psychology	3
LS195 Human Anatomy & Physiology I.....	3
LS6000 LS6000 Human Anatomy & Physiology II	3
LM63 Mathematical Applications	3
[] Language and Literature Electives	6
[] Economics Elective	3
Subtotal.....	21
Other	
[] Technology Elective	6
IT115 Spreadsheet Applications.....	3
AC009 Introduction to Accounting.....	3
HT104 Health Statistics for Quality Improvement.....	3
MG74 Human Resources Management	3
MG230 Professional Development	3
Subtotal.....	21
Total Program Requirements (Semester Credits)	60

MEDICAL ASSISTING
Associate Degree in Applied Science
66 Semester Credits, Hegis Code 5214

This program of study is designed to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to perform clinical and administrative tasks at a medical facility. Study includes a practicum experience along with specialized coursework providing instruction in medical terminology and concepts, basic clinical and laboratory applications and procedures, coding, billing, reimbursement methodologies, records management, medical ethics, document processing, and writing. All graduates hold a national certification credential, Registered Medical Assistant (RMA). The program prepares graduates for a variety of opportunities in positions such as medical assistant, medical clinical assistant, medical office assistant, medical record coder, coding assistant, and medical secretary, among others.

Please note when studying courses in the Medical Assisting program, there are technical standards that are required in order to be successful upon graduation. These technical standards are outlined fully on the following page and in the Supplemental Handbook for Medical Assistants available online through eCampus.

Course	Semester Credits
Clinical	
AH0010 Clinical Procedures and Applications I.....	3
AH1008b Medical Assisting Practicum	4
AH1011 Clinical Procedures and Applications II	4
AH1013 Laboratory Procedures.....	4
AH1017 Pathophysiology and Pharmacology.....	3
Subtotal.....	18
Medical Office Administration	
AH1000 Medical Law and Ethics	3
AH1001 Medical Administrative Procedures.....	3
AH1002 Document Processing for the Medical Office.....	3
AH1003 Medical Financial and Records Management.....	3
AH1004 Basic ICD-CM Coding I.....	3
AH1006 Basic CPT Coding I.....	3
AH154 Medical Insurance.....	3
AH155 Medical Terminology.....	3
MG230 Professional Development	3
Subtotal.....	27
Liberal Arts Courses	
LL254 Composition and Research	3
LS195 Human Anatomy and Physiology I.....	3
LS6000 Human Anatomy and Physiology II	3
LP184/6001 Developmental Psychology or Psychology for Health Care.....	3
[] Math Liberal Arts Elective.....	3
[] Liberal Arts Elective	6
Subtotal.....	21
Total Program Requirements (Semester Credits.....	66

Technical Standards Medical Assisting, AAS

Developed by the Medical Department and Approved by the Academic Standards Committee

Medical Assistants are multiskilled allied health professionals specifically trained to work in ambulatory settings, such as physician's offices, clinics, and group practices. They perform both administrative and clinical tasks that will require certain technical standards to be met in order to be successful and to graduate from the program. In order to perform medical assisting duties, a student should have good motor skills and manual dexterity, visual acuity, and auditory perception. A medical assistant must also have sufficient communication skills and good intellectual and emotional development to carry out duties in a responsible manner.

In order to begin and build a successful career in Medical Assisting, Plaza College requires students enrolled in the Medical Assisting program to earn a "C" grade in all biomedical courses (for example, AH155, AH1017, LS195, LS6000) and allied health courses (such as AH0010, AH1001). Any student unable to earn a "C" grade in each of these courses will be required to repeat that course. To improve their likelihood of success, the student will be required to meet with their academic advisor and may be required to repeat one or more critical courses or to change to a different major area of study. Students must pass the capstone course AH1008b which requires a passing score on a national exam. Plaza College complies with Section 504 of the Rehabilitation Act and the American Disabilities Act. If a prospective student who is otherwise qualified requires a reasonable accommodation, he/she should contact the Medical Director, Dr. Darryl Anderson, at Plaza College via email at danderson1@mail.plazacollege.edu.

The following technical standards must be met with or without accommodation:

- ▶ Interpersonal abilities
- ▶ Professional demeanor
- ▶ Communication abilities in written and verbal formats
- ▶ Cognitive ability
- ▶ Emotional stability and mental alertness
- ▶ Physical abilities to maneuver in small spaces and to reach for or lift equipment and patients
- ▶ Gross and fine motor abilities to provide safe and efficient patient care
- ▶ Tactile ability sufficient for assessment and performance of office/clinical procedures
- ▶ Auditory ability sufficient to monitor and assess health needs
- ▶ Visual ability sufficient for physical assessment, performance of duties, and maintenance of environmental safety
- ▶ Olfactory ability sufficient to perform office/clinical procedures

ACCOUNTING AND INFORMATION SYSTEMS
Associate in Occupational Studies Degree Program
60 Semester Credits, HEGIS Code 5002

This program of study is career-focused and emphasizes the study of accounting, computer and information technology, and business management in combination with a liberal arts component that supports the development of writing, research, and critical-thinking skills. The student will learn how to prepare financial statements and will develop strong computer skills to function effectively in the financial field. The program provides a solid foundation in business studies with the potential of using the knowledge gained in this program to transition successfully to a baccalaureate program. Graduates of this program are multi-skilled and prepared for a variety of career opportunities including accounting assistant, assistant staff accountant, administrative assistant, and a wide range of office support positions.

Course	Semester Credits
Accounting	
AC009	Introduction to Accounting..... 3
AC010	Accounting I..... 3
[]	Accounting Elective 3
AC015	Contemporary Accounting and Technology 3
	Subtotal 12
Management	
MG64	Business Concepts..... 3
MG70	Business Law I 3
MG73	Business Organization..... 3
MG230	Professional Development..... 3
	Subtotal 12
Computer and Information Technology	
IT40	System Technology and Application..... 3
IT115	Spreadsheet Applications 3
IT116	Advanced Spreadsheet Applications 3
IT130	Word Processing..... 3
IT132	Keyboarding for the Computer 3
	Subtotal 15
Liberal Arts	
LL254	Composition and Research..... 3
[]	One Course: Psychology/Sociology/Economics/History 3
[]	Liberal Arts Electives 9
	Subtotal 15
	* Open Electives..... 6
	Total Program Requirements (Semester Credits..... 60

* Any course with advisor approval

ACCOUNTING AND INFORMATION SYSTEMS

Sample of Open Electives

Course		Semester Credits
Accounting and Management		
AC13	Computerized Accounting	3
AC14	Personal Finance	3
AC77	Income Tax I	3
AC112	Payroll Accounting and Systems Technology.....	3
MG74	Human Resources Management	3
MG79	Fundamentals of Sales	3
*ID101	Internship	2
*ID102	Extended Internship.....	3
Computers and Information Technology		
IT49	Fundamentals of the Computer.....	3
IT141	Data Management.....	3
IT142	Presentation Technology and Techniques	3
IT151	Word Processing Operations.....	3
IT247	Web Technology	3
IT251	Project Management Technology and Applications	3
IT252	Graphic Arts Media.....	3
IT254	Desktop Publishing.....	3
Liberal Arts		
LL51	Interpersonal Communications.....	3
LL57	Essentials of College Writing	3
LL59	Writing From a Personal Perspective	3
LL60	Writing and Reacting to Literature	3
LL61	Writing and Fundamentals of Research.....	3
LL290	Literary Analysis.....	3
LM63	Mathematical Applications	3
LE250	Microeconomics	3
LE251	Macroeconomics.....	3
LH174	Introduction to Ancient History	3
LHU190	Film Study	3
LS192	Biology	3

*ID is interdisciplinary; as such, it is applicable to all areas of study

COMPUTER BUSINESS SUPPORT SPECIALIST
Associate in Occupational Studies Degree Program
60 Semester Credits, HEGIS Code 5005

This is one of Plaza’s most flexible programs in that the student chooses an educational direction to meet personal needs and career goals. Core requirements include a technology focus on software applications with an introduction to hardware and networking concepts. Oral communication experiences are emphasized to prepare the student for client contact situations while acquisition of expository writing skills enables the student to achieve a level of writing competency that will make possible the pursuit of further studies. Each student’s personal choice on course selection will ultimately determine the direction of the program. The student can opt to study more about hardware and/or software, computer operations, and computer maintenance leading to technical positions such as Information Systems Administrator, Customer Service Technical Support, Microcomputer Support Specialist, Assistant Technical Support Analyst, and Desktop Administrator. Another option is to select electives which lead to the development of a multiple skill set required of a variety of office support positions such as Office Administrator, Office Manager, and Administrative Assistant. Students can also elect to take business and liberal arts courses in preparation for entry to a bachelor’s program.

Course		Semester Credits
Computer and Information Technology		
IT40	System Technology and Application	3
IT49	Fundamentals of the Computer	3
IT115	Spreadsheet Applications	3
IT130	Word Processing	3
IT137	Document Processing for the Professional.....	3
IT141	Data Management.....	3
IT142	Presentation Technology and Techniques.....	3
IT151	Word Processing Operations	3
IT244	Networking Operations : – or – one course: IT116, IT152, IT227, IT245, IT247, IT248, IT249, IT250, IT251, IT252, IT253, IT254, IT255	3
	Subtotal	27
Management		
MG64	Business Concepts.....	3
MG74	Human Resources Management	3
MG230	Professional Development.....	3
	Subtotal	9
Liberal Arts		
LL254	Composition and Research.....	3
[]	Language and Literature Course	3
[]	Mathematics or Science Course	3
[]	Liberal Arts Elective.....	6
	Subtotal	15
	* Open Electives.....	9
	Total Program Requirements (Semester Credits)	60

* Any course with advisor approval

COMPUTER BUSINESS SUPPORT SPECIALIST

Sample of Open Electives

Course		Semester Credits
Management/Accounting		
MG73	Business Organization.....	3
MG79	Fundamentals of Sales.....	3
MG231	The Customer Connection.....	3
AC14	Personal Finance.....	3
AC77	Income Tax I.....	3
*ID101	Internship.....	2
*ID102	Extended Internship.....	3
Computer and Information Technology		
IT116	Advanced Spreadsheet Applications	3
IT227	Office Administration.....	3
IT247	Web Technology	3
IT248	Computer Maintenance Solutions	3
IT249	Strategies for Computer Management and Maintenance	3
IT251	Project Management and Technology Applications	3
IT252	Graphic Arts Media	3
IT253	Digital Communication and Design.....	3
IT254	Desktop Publishing	3
Liberal Arts		
LL57	Essentials of College Writing.....	3
LL61	Writing and Fundamentals of Research	3
LL290	Literary Analysis	3
LM63	Mathematical Applications.....	3
LE250	Microeconomics	3
LE251	Macroeconomics	3
LH174	Introduction to Ancient History.....	3
LH176	A History of Multicultural America	3
LP179	Psychology	3
LHU186	Introduction to the Arts	3
LHU188	Introduction to Music	3
LHU189	Modern Drama	3
LHU190	Film Study	3
LHU191	The American Musical Theater	3
LS192	Biology	3

*ID is interdisciplinary; as such, it is applicable to all areas of study

COURT REPORTING
Associate Degree in Occupational Studies Program
75 Semester Credits, HEGIS Code 5005

This program of study is designed to give the student strong typing skills to meet the industry-required 225 words per minute in our stenotype courses. Study includes a practicum experience along with specialized coursework providing instruction in legal terminology and court procedures. Graduates of the program will have the knowledge and experience necessary for employment as entry level court reporters. Graduation requirements for judicial reporting students shall include the following minimum standards: First, the student shall pass three (3), (5) five-minute tests with 95 percent accuracy at each of the following speeds: 225 words per minute testimony ((2) two-voice), 200 wpm jury charge, and 180 wpm literary AND second, the student shall complete at least 40 verified hours of actual writing time during the internship experience.

Course	Semester Credits
Court Reporting	
CR100 Theory	6
CR101 Advanced Theory	6
CR102 Speedbuilding II.....	6
CR103 Speedbuilding III.....	6
CR104 Speedbuilding IV	6
CR105 Courtr Reporting Procedures	3
CR106 Computer Aided Transcription.....	3
CR107 Court Reporting Internship	3
CR108 Speedbuilding V.....	6
Subtotal	45
Terminology	
LR300 Legal Terminology	3
AH155 Medical Terminology	3
Subtotal	6
Liberal Arts	
LL62 English for Court Reporting.....	3
LM63 Mathematical Applications	3
[] Social Science Elective	3
[] Liberal Arts Elective	6
Subtotal	15
Other	
MG230 Professional Development	3
IT40 System Technology and Applications	3
IT106 Court Reporting Technology.....	3
Subtotal	9
Total Program Requirements (Semester Credits).....	75

ADMINISTRATIVE STUDIES
(formerly known as Office Technologies)
Associate in Occupational Studies Degree Program
60 Semester Credits, HEGIS Code 5005

This career-focused program is designed to develop a strong set of administrative and computer skills that can be applied to the business or medical settings, depending upon the option selected. Each of the options includes computer and information technology courses appropriate to the specialty. The flexible nature of this program enables students to personalize their options and select from a variety of open electives to best meet each individual's needs and interests. Options include Business and Medical Office. The program includes skill development in writing and information literacy that form the basis for continuing studies at the bachelor's level. Career opportunities include administrative assistant, office assistant, customer service representative, medical office assistant, and others.

Course		Semester Credits
Management		
MG64	Business Concepts.....	3
MG74	Human Resources Management.....	3
MG230	Professional Development.....	3
	Subtotal	9
Computer and Information Technology		
IT40	System Technology and Application.....	3
IT130	Word Processing.....	3
IT137	Document Processing for the Professional	3
	Subtotal	9
Liberal Arts		
LL254	Composition and Research.....	3
[]	Language and Literature Course	3
[]	One Course: Psychology/Sociology/Economics/History.....	3
[]	*Math or Science Course	3
[]	Liberal Arts Elective.....	3
	Subtotal	15
	**Suggested Option Specializations	18
	Business	
	Medical Office or Health Information Technology	
	***Open Electives.....	9
	Total Program (Semester Credits)	60

* Medical Office Option: If taking science, it must be other than LS195 and LS6000, as these courses are included in the option.

** 18 credits in courses selected with advisor approval from computer, management, accounting, allied health, and health information technology studies to build an option specialization in medical and business courses; listed are suggested combinations.

*** Open electives are any course(s) with advisor approval.

ADMINISTRATIVE STUDIES

Suggested Combinations

Course	Semester Credits
Business	
IT115	Spreadsheet Applications 3
IT142	Presentation Technology and Techniques..... 3
IT151	Word Processing Operations 3
IT227	Office Administration..... 3
[]	One Course: MG73 Business Organization / MG79 Fundamentals of Sales / 3
	MG231 The Customer Connection
[]	One Course: LL51 Interpersonal Communications -or- Elective
	Subtotal 18
*Medical Office	
AH155	Medical Terminology 3
AH1001	Medical Administrative Procedures 3
AH1009	Health Records Management 3
AH1023	Medical Office Management 3
LS195	Human Anatomy and Physiology I 3
LS6000	Human Anatomy and Physiology II 3
	Subtotal 18
*Health Information Technology	
AH155	Medical Terminology 3
HT102	Health Information Systems and Technology 3
HT106	Health Information and Records Management 3
HT103	Legal Aspects of Health Information 3
LS195	Anatomy and Physiology I..... 3
LS6000	Anatomy and Physiology II..... 3
	Subtotal 18

* In order to build a successful career in the health field, Plaza College requires all students enrolled in the Medical Office option to earn a "C" grade or better in all biomedical courses (for example, LS195, LS6000). Any student unable to earn a "C" grade in each of these courses will be required to repeat one or more courses. Students are urged to meet with their academic advisor and consider a different option of study in situations where multiple failures of biomedical courses occur.

BUSINESS ADMINISTRATION - MANAGEMENT
Bachelor of Business Administration Degree Program
120 Semester Credits, HEGIS Code 0506

This upper division program provides opportunity to further develop skills relating to managerial expertise, communications, human relations, information literacy, and computer technology. With a more in-depth preparation, graduates of this program will benefit from business career opportunities offering upward mobility from entry-level positions to positions of increased administrative and managerial responsibility in a wide variety of roles and organizations.

Course	Semester Credits
Management	
MGT1000 Values and Ethics in the Business Environment	3
MGT1001 Management Tools and Resources.....	3
MGT1002 Marketing Concepts and Practices.....	3
MGT1003 Supervisory Management	3
MGT1004 Business Planning	3
MGT1005 Research Methods and Statistics.....	3
MGT1006 Business Strategies.....	3
MGT1007 Business and Career Dynamics.....	3
Subtotal	24
Liberal Arts	
[] Economics course	3
[] *Language and Literature course.....	3
[] *History course	3
[] Science/Math course	3
[] *Humanities course.....	3
Subtotal	15
**Open Electives	21
Upper Division Program Requirements.....	60
Associate Degree Program Requirements	60
Total Program Requirements.....	120

Note: Twenty-five percent of the overall credits (30 semester credits) must be in the liberal arts.

* Requires 300 level and above.

** Any course with advisor approval

PATIENT INFORMATION MANAGEMENT
Bachelor of Business Administration Degree Program
120 Semester Credits, HEGIS 1201

This upper-level division program provides a student with an opportunity to develop skills in health information management and technology, basic clinical procedures, and gerontology. Students may choose a more in-depth study in coding and documentation for long-term care or may choose to study phlebotomy and courses in accounting and finances for health information management. Graduates of this program will benefit from career opportunities as health care professionals with administrative or clinical responsibility as medical record technicians, assistant health information managers, or clinical assistants/phlebotomists within a variety of health care settings.

Course	Semester Credits
Health Information Technology	
HT102 Health Information Systems and Technology	3
HT103 or Legal Aspects of Health Information	3
AH1000 Medical Law and Ethics	
HT104 Health Statistics for Quality Improvement.....	3
HT106 or Health Information and Records Management or	3
AH1009 Health Records Management	
HT107 or Health Care Reimbursement and Insurance	3
AH154 Medical Insurance	
HT108 Health Care Date, Indices, and Registries.....	3
HT109 Introduction to Health Care Delivery Systems.....	3
HT110 Introduction to Organizational Resources for Health Information Management.....	3
HT112b Health Information Professional Practice.....	4
HT200 Health Information Professional Applications	3
HT201 Strategic Planning and Leadership in Health Care.....	3
Subtotal	34
Information Technology	
IT40 System Technology and Applications	3
IT130 Word Processing	3
IT115 Spreadsheet Applications	3
IT142 Presentation Technology and Techniques.....	3
IT251 Project Management Technology and Applications	3
Subtotal	15
Liberal Arts	
LL254 Composition and Research.....	3
LL290 Literary Analysis	3
LL353 Advanced Composition	3
LP184 or Developmental Psychology	3
LP6001 Psychology for Health Care	3
LP188 Psychology of Aging	3
LP189 Introduction to Social Gerontology.....	3
LS195 Human Anatomy and Physiology I	3
LS6000 Human Anatomy and Physiology II	3
[] Electives	6
Subtotal	30
Medical Administrative and Clinical	
AH0010 Clinical Procedures and Applications I	3
AH155 Medical Terminology	3

(Patient Information Management continued on next page)

(Patient Information Management continued from previous page)

AH1001	Medical Administrative Procedures	3
AH1004	Basic ICD-CM Coding I	3
AH1006b	HCPCS Coding	4
AH1011	Clinical Procedures and Applications II.....	4
AH1017	Pathophysiology and Pharmacology	3
	Subtotal	23

Suggested Option Specializations 15

Choose either Patient Care or Long-Term Care / Coding and Reimbursement

Option 1: Patient Care **

AH1016	Phlebotomy Laboratory Procedures	4
AH1018	Basic Laboratory Technology.....	4
AH1020	Life in the Later Years	3
AH1024	Clinical Nursing Skills and Concepts.....	4

Option 2: Long-Term Care / Coding and Reimbursement

LP301	Trends and Perspectives in Gerontology	3
HT202	Managing Across the Continuum of Long-Term Care.....	3
AH1020	Life in the Later Years	3
AH1021	Coding for Long-Term Care.....	3
AH1022	Documentation and Reimbursement for Long-Term Care.....	3

***Restricted Electives** 3

Choose either Accounting, Health Information Technology (HIT), Management or Allied Health.

Accounting, HIT, or Management

AC009	Introduction to Accounting.....	3
HT202	Managing Across the Continuum of Long-Term Care.....	3
HT203	Financial Management in Health Care.....	3
HT204	***Technology for Health Record Specialists	3
MG64	Business Concepts.....	3
MG74	Human Resources Management.....	3
MG230	Professional Development.....	3

Allied Health

AH102b	Medical Internship.....	3
AH1005	Basic ICD-CM Coding II	3
AH1023	Medical Office Management	3
AH1008b	Medical Assisting Practicum	4
AH1019	Phlebotomy Extended Externship	4

Total Program Requirements (Semester Credits) 120

* Any Accounting, Health Information Technology (HIT), Management, or Allied Health course with advisor approval

** Students opting Patient Care are required to sit for certification exams in Phlebotomy (CPT) and Patient Care Technician (PCT).

*** Students interested in Electronic Health Records certification (CEHRS) are eligible to take the exam provided they also enroll in HT204 Technology for Health Record Specialists as a restricted elective. *Students are encouraged to do so but are not required.*

DENTAL HYGIENE
Baccalaureate Completion Program
Bachelor of Science (B.S.)
51 Semester Credits, HEGIS Code 1213.0

The Bachelor of Science completion program in Dental Hygiene complements the Associate of Applied Science (A.A.S.) degree in Dental Hygiene with a seamless transition. The program is responsive to the current needs of creating a new cadre of educated dental hygienists prepared to pursue careers in public health, academia, research and other alternative career settings. Enrollment in and completion of the B.S. is optional and is only offered to licensed dental hygienists that are graduates of an associate level program accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association. Entry-level students seeking clinical licensure must first enroll and complete the Dental Hygiene A.A.S.

Course		Semester Credits
Dental Hygiene		
BDH300	Leadership and Management in Healthcare	3
BDH305	Global Healthcare and Population Health Issues	3
BDH310	Program and Curriculum Planning, Development, and Evaluation	3
BDH400	Epidemiology and Biostatistics	3
BDH410	Risk Assessment, Disease Management, and Health Interventions	3
Liberal Arts		
LL290	Literary Analysis	3
LL353	Advanced Composition	3
LM300	Data Analysis.....	3
LP300	Intercultural Communication	3
LP188	Psychology of Aging	3
LP189	Introduction to Social Gerontology.....	3
LP301	Trends and Perspectives in Gerontology	3
[]	Mathematics Elective	3
[]	Economics Elective	3
[]	Liberal Arts and Sciences Electives	6
[]	Social Science Elective.....	3
Bachelor Level Program Requirements (Semester Credits).....		51
Associate Level Program Requirements		76
Total Program Requirements		127

**OFFICE ASSISTANT
Certificate Program
HEGIS Code 5005**

This program is designed for the student to develop strong basic skills through selection of a combination of business, accounting, or medical studies along with computer technology and liberal arts. Open electives lend versatility to the program allowing each student to pursue study according to interest and need. As a transition program, students are well prepared to access associate degree programs. Credits earned in this program may be easily transferred into associate degree programs, and the student should consult with an academic advisor to determine the most appropriate program for transfer. It should be noted that some developmental courses may be necessary to make a successful adjustment to the challenges of college-level studies.

Course	Semester Credits
Required Core	33
IT40 System Technology and Application.....	3
IT130 Word Processing.....	3
[] Accounting/Management/Medical courses.....	6
[] Computers and Information Technology Courses.....	6
[] Language and Literature Course	6
[] Liberal Arts Courses.....	9
 * Open Electives.....	 27
 Total Program Requirements (Semester Credits	 60

* Any course with advisor approval

**OFFICE ASSISTANT
Certificate Program**

Sample of Open Electives

Course	Semester Credits
IT115 Spreadsheet Applications	3
IT141 Data Management.....	3
IT142 Presentation Technology and Techniques.....	3
IT151 Word Processing Operations	3
 Accounting / Management / Medical	
AC009 Introduction to Accounting.....	3
AC010 Accounting I.....	3
MG64 Business Concepts.....	3
MG70 Business Law I.....	3
MG73 Business Organization.....	3
MG74 Human Resources Management.....	3
MG232 Marketing	3
ID101 Internship.....	2
ID102 Extended Internship.....	3
AH155 Medical Terminology	3
AH1000 Medical Law and Ethics	3
AH1001 Medical Administrative Procedures	3
AH0010 Clinical Procedures and Application I.....	3
AH155 Medical Terminology	3
 Liberal Arts	
LL51 Interpersonal Communications.....	3
LL57 Essentials of College Writing	3
LL59 Writing From a Personal Perspective	3
LL60 Writing and Reacting to Literature.....	3
LL61 Writing and Fundamentals of Research	3
LL254 Composition and Research.....	3
LH174 Introduction to Ancient History.....	3
LH175 American History	3
LH177 American Government and Politics.....	3
LP179 Psychology	3
LP183 Sociology.....	3
LM63 Mathematical Applications.....	3
LHU186 Introduction to the Arts	3
LHU188 Introduction to Music	3
LHU189 Modern Drama	3
LHU190 Film Study	3
LHU191 The American Musical Theater	3
LS192 Biology	3
LS195 Human Anatomy and Physiology I	3

COURT REPORTING
Certificate Program
60 Semester Credits, HEGIS Code 5005

This program of study is designed to give the student strong typing skills to meet the industry-required 225 words per minute in our stenotype courses. Study includes a practicum experience along with specialized coursework providing instruction in legal terminology and court procedures. Graduates of the program will have the knowledge and experience necessary for employment as entry level court reporters. Graduation requirements for judicial reporting students shall include the following minimum standards: First, the student shall pass three (3), (5) five-minute tests with 95 percent accuracy at each of the following speeds: 225 words per minute testimony ((2) two-voice), 200 wpm jury charge, and 180 wpm literary AND second, the student shall complete at least 40 verified hours of actual writing time during the internship experience.

Course	Semester Credits
Court Reporting	
CR100 Theory	6
CR101 Advanced Theory	6
CR102 Speedbuilding II	6
CR103 Speedbuilding III	6
CR104 Speedbuilding IV	6
CR105 Court Reporting Procedures	3
CR106 Computer Aided Transcription	3
CR107 Court Reporting Internship	3
CR108 Speedbuilding V	6
Subtotal	45
Terminology	
LR300 Legal Terminology	3
AH155 Medical Terminology	3
Subtotal	6
Liberal Arts	
LL62 English for Court Reporting	3
[] Language and Literature Elective	3
Subtotal	6
Other	
IT106 Court Reporting Technology	3
Subtotal	3
Total Program Requirements (Semester Credits).....	60

**DENTAL ASSISTING
Certificate Program
41 Semester Credits, HEGIS Code 5202**

The Dental Assisting program provides students with the technical and practical training necessary for work as a dental assistant in a variety of oral healthcare settings. The core curriculum is structured to provide a didactic component followed by application in a laboratory and clinical setting. The final externship component of the dental assisting program consists of supervised experiences in a clinical environment, which requires the successful completion of competencies, tracking of experiences, student reflection and performance evaluations.

At the conclusion of the program, graduates who have fulfilled all coursework and externship requirements and shown proficiency in their technical skills are qualified to seek entry-level employment as dental assistants in private dental offices, community health dental offices, and with federal, state, and local governmental health delivery systems. This is a New York State licensure-qualifying program. The New York State Board of Dentistry Certified Dental Assisting License Requirements are located at <http://www.op.nysed.gov/prof/dent/dentcdalic.htm>.

Course	Semester Credits
Dental Assisting	
DA100 Introduction to Dental Assisting	3
DA105 Dental Sciences	3
DA110 Preclinical	3
DA115 Chairside Assisting I	3
DA120 Dental Materials.....	2
DA125 Radiography I.....	3
DA130 Dental Specialties I	3
DA135 Chairside Assisting II.....	3
DA140 Externship I.....	3
DA145 Radiography II	3
DA150 Dental Office Management	3
DA160 Dental Specialties II.....	3
DA165 Dental Externship II.....	3
Subtotal	38
Liberal Arts	
LL52 Interpersonal Communication for the Health Care Professional	3
Subtotal	3
<i>Total Program Requirements (Semester Credits)</i>	<i>41</i>

MEDICAL CODING AND BILLING
Certificate Program
40 Semester Credits, HEGIS Code 5213

The program is designed for a student who wishes to begin a career in billing and medical office administration gaining skills and knowledge in electronic health records, medical records coding, legal practices and regulations in health care and medical billing for reimbursement. Students will develop skills to monitor compliance with regulations, extract coding information, enter patient information into an electronic health record, and process and prepare insurance claim forms and appeals when reimbursement is denied or reduced. Eligible students will qualify to sit for coding and electronic health record certification exams. Career opportunities include billing and coding assistants, coding specialist, insurance biller, insurance specialist, medical records clerk, or medical office specialist in physicians' offices, urgent care centers, health care clinics, out-patient surgical centers, long-term care facilities, insurance companies, government agencies, and hospitals.

Course	Semester Credits
Medical	
AH102b Medical Internship.....	3
AH154 Medical Insurance	3
AH155 Medical Terminology	3
AH1000 Medical Law and Ethics	3
AH1004 Basic ICD-CM Coding I.....	3
AH1005 Basic ICD-CM Coding II	3
AH1006b HCPCS Coding	4
AH1009 Health Records Management	3
AH1017 Pathophysiology and Pharmacology	3
AH1023 or Medical Office Management	3
AH1003 Medical Financial Records Management	
Subtotal.....	31
Liberal Arts	
LS195 Human Anatomy and Physiology I.....	3
LS6000 Human Anatomy and Physiology II	3
[] Language Arts Elective.....	3
Subtotal.....	9
Total Program Requirements (Semester Credits)	40

PARALEGAL STUDIES
Certificate Program
30 Semester Credits, HEGIS Code 5099

This program of study is designed to provide instruction in law, litigation, and legal writing to give students an introduction to drafting legal correspondence, conducting research, and organizing court documents. Credits earned in pursuit of this certificate can be transferred to the Paralegal Studies associate degree, and the student should consult with an academic advisor to determine their eligibility for transfer.

Course		Semester Credits
	Paralegal	
PL100	Introduction to Law	3
PL101	Family Law	3
PL103	Legal Research and Writing.....	3
PL106	Advanced Legal Research.....	3
[]	Paralegal Elective.....	3
	Subtotal.....	15
	Liberal Arts	
[]	Language and Literature Elective	3
LH177	American Government and Politics.....	3
[]	Liberal Arts Elective	3
	Subtotal.....	9
	Other	
MG230	Professional Development	3
[]	Technology Elective.....	3
	Subtotal.....	6
	Total Program Requirements (Semester Credits).....	30

COMPUTER SKILLS FOR THE BUSINESS PROFESSIONAL
Certificate Program
HEGIS Code 5005

This program focuses on the many ways information is communicated and presented through printed and visual formats using computer technology. The program encourages the development of artistic expression as students explore their own creative ability in designing projects for a variety of purposes ranging from business presentations and brochures to the creation of web pages. Open electives offer the student flexibility to pursue study according to interest and need. The knowledge and skills acquired in this program can enhance an individual's ability to assume a variety of computer support positions. Credits earned in this program may be transferred to an associate degree program and the student should consult with an academic advisor to determine the most appropriate program for transfer.

Course	Semester Credits
Required Core	18
IT40 System Technology and Application	3
IT130 Word Processing	3
IT142 Presentation Technology and Techniques	3
IT247 Web Technology	3
[] One Course: IT251, IT252, IT253, IT254	3
[] Language and Literature Course	3
* Open Electives.....	12
Total Program Requirements (Semester Credits)	30
* Any course with advisor approval	

JUNIOR ACCOUNTING
Certificate Program
HEGIS Code 5002

This program is designed for the student interested in pursuing a career in the accounting field. Stressing basic principles and practices of accounting, computer training, and communication skills enhancement, the program offers flexibility in selecting courses to best fit an individual's prior background and experience. Depending upon the combination of courses selected, studies may lead to such positions as assistant accountant/bookkeeper, clerical assistant, and payroll specialist, among others. Credits earned in this program may be transferred into associate degree programs, and the student should consult with an academic advisor to determine the most appropriate degree program for transfer.

Course	Semester Credits
Required Core	18
[] Accounting Courses.....	6
IT40 System Technology and Application	3
IT115 Spreadsheet Applications.....	3
IT130 Word Processing	3
[] Language and Literature Course	3
* Open Electives.....	12
Total Program Requirements (Semester Credits)	30
* Any course with advisor approval	

**COMPUTER OPERATIONS ASSISTANT
Certificate Program
HEGIS Code 5005**

This program is designed to accommodate each individual's goals relating to the advancement of computer and information technology skills and study in the liberal arts. Open electives in this program enable the student to tailor the learning experience to meet personal career and educational objectives. Career opportunities lead to a variety of office and computer support positions depending upon prior educational background and work experience. Credits earned in this program may be transferred into associate degree programs, and the student should consult with an academic advisor to select the most appropriate degree program for transfer.

Course	Semester Credits
*Required Core	21
[] Computer and Information Technology Courses	12
[] Language and Literature Course	3
[] Liberal Arts Course Electives	6
* Open Electives	9
Total Program Requirements (Semester Credits	30

* Any course with advisor approval

**MEDICAL OFFICE ASSISTANT
Certificate Program
30 Semester Credits HEGIS Code 5005**

This program is appropriate for the student interested in becoming a medical office assistant or working in a medical setting. By pursuing specialized study in allied health in combination with computer technology and the liberal arts, each student has the opportunity to select courses to best meet personal educational and career goals. Credits earned in this certificate program may be transferred to associate degree programs, and the student should consult with an academic advisor to select the most appropriate program for transfer.

Course	Semester Credits
*Required Core	12
[] Allied Health Course.....	9
[] Language & Literature.....	3
* Open Electives	18
Total Program Requirements (Semester Credits).....	30

*Any course with advisor approval

**ENTREPRENEURSHIP
Certificate Program
HEGIS Code 5004**

This program is intended for students planning to work in small business settings as management trainees, managers, or owners, yet includes skills in office technology required of virtually any administrative position. The program emphasizes essential business concepts and computer applications and offers the opportunity to select elective courses to meet personal educational goals. Credits earned in pursuit of this certificate can be transferred to an associate degree, and the student should consult with an academic advisor to determine the most appropriate program for transfer.

Course	Semester Credits
*Required Core	21
[] Accounting/Management Courses	9
IT40 System Technology and Application.....	3
IT115 Spreadsheet Applications	3
IT130 Word Processing	3
Language and Literature course.....	3
* Open Electives	9
Total Program Requirement (Semester Credits.....	30
* Any course with advisor approval	

**JUNIOR OFFICE ASSISTANT
Certificate Program
HEGIS Code 5005**

As a short term survey program, the student can select a learning experience in computer and information technology, liberal arts and other elective courses to address personal needs and interests. Credits earned in this program may be transferred into associate degree programs, and the student should consult with an academic advisor to select the most appropriate degree program for transfer. Career opportunities include receptionist, office assistant, and clerical assistant, among others.

Course	Semester Credits
*Required Core	9
[] Keyboarding Courses	3
[] Computer and Information Technology	3
[] Liberal Arts Course	3
* Open Electives	15
Total Program Requirements (Semester Credits	24
* Any course with advisor approval	

**HIGH TECH
Certificate Program
HEGIS Code 5005**

The High Tech program is designed to upgrade computer skills to meet each student's most essential needs. Prior work experience and education in combination with skills developed through this program can lead to working more productively within an organization, professional advancement, and a variety of career opportunities.

Course	Semester Credits
*Required Core.....	6
[] Computer and Information Technology Courses	6
* Open Electives	6
Total Program Requirements (Semester.....	12
* Any course with advisor approval	

COURSE DESCRIPTIONS

Accounting

Court Reporting

Computer and Information Technology

Management

Paralegal Studies

Internship

Allied Health

Dental Sciences

Health Information Technology

Liberal Arts

Developmental Education

ACCOUNTING

AC009 Introduction to Accounting 3 credits

Introduces the student to the field of accounting and the accounting cycle. The student will learn how the fundamental accounting equation is used to analyze business transactions and prepare financial reports. Topics include: analyzing transactions, the double-entry framework, journalizing and posting transactions, adjusting entries to the worksheet, financial statements and the closing process, among others. The student will begin to learn general ledger software and complete a comprehensive problem.

AC010 Accounting I 3 credits

Presents fundamental accounting principles, concepts, and practices. Covers the full accounting cycle, and emphasizes the practical skills the student needs to transition from the classroom to the workplace. Topics include: accounting for cash, sales and cash receipts, purchases and cash payments, merchandise inventory; payroll accounting; adjustments to the work sheet for a merchandising business; and financial statement preparation, among others. The learning experience includes completion of a comprehensive problem involving manual and general ledger preparation.

AC011 Accounting II 3 credits

Continues the study of Accounting: Topics include: specialized accounting procedures for merchandising businesses and partnerships; accounting for corporations; and analysis of financial statements.

AC13 Computerized Accounting 3 credits

Integrates the study of accounting concepts with computer technology. The student will develop expertise in using general ledger software. Topics include the accounting cycle of a service business, sales and purchase order processing related to inventory control, and merchandise business budgeting among others.

AC14 Personal Finance 3 credits

Is an introductory course designed to provide an overview of strategies an individual can use to successfully plan and manage personal financial activities. Topics such as budgeting, stock and mutual fund investments, mortgages, insurance, and retirement planning are included.

AC015 Contemporary Accounting and Technology 3 credits (formerly AC15 Intermediate Computerized Accounting)

Is designed for the student interested in learning and applying the features of a computerized accounting program such as Quick Books. Through the use of the computer and the analysis of business events, the student will gain both experience and confidence in applying accounting concepts and principles. Learning activities include viewing financial statements from a user perspective, understanding and interpreting financial statements, and investigating the underlying source documents that generate most financial accounting information.

AC77 Income Tax I 3 credits

Is a course which develops the concepts of federal taxation. Students are given a basic understanding of the structure of federal tax laws and their administration. The course also exposes students to the preparation and use of federal (1040), state, and city tax forms.

AC78 Income Tax II 3 credits

Stresses the professional procedures in the preparation of income tax reports, based upon the most recent legislation and governmental decisions. Instruction and practice are given in the preparation of various forms.

AC112 Payroll Accounting and Systems Technology 3 credits

Prepares the student to perform accounting operations and procedures in compliance with laws required to maintain an organization's payroll and personnel records. The student will use the computer to perform a variety of exercises and projects specializing in payroll accounting functions.

COURT REPORTING

CR100 Theory 6 credits

This course is an introduction to real-time computer-compatible stenographic theory of the shorthand machine. Through a study of phonics, the student is led to hear the English language as sounds and to write those sounds through the fingers to the keyboard. Students learn to read their stenographic notes at a rapid rate of speed. Students will also learn to write the spoken word with punctuation. Weekly transcription will enhance the students learning. Students will develop their listening and concentration skills, which will aid in machine shorthand writing. Students will be introduced to gradual speedbuilding with a high degree of accuracy. The goal is to reach the speed level of 40-60 wpm.

CR101 Advanced Theory 6 credits

Students will continue to master learning conflict-free real-time translation basic theory of the shorthand machine to provide instantaneous translation. Through a study of phonics, the student is led to hear speech as sounds and to transmit the sounds through the fingers to the keyboard. Students will continue to learn to read their stenographic notes at a rapid rate of speed. Advanced Weekly transcription will enhance the students learning. Students will develop their listening and concentration skills, which will aid in machine shorthand writing. Students will be introduced to gradual speedbuilding with a high degree of accuracy at a goal of 60 wpm.

CR102 Speedbuilding II 6 credits

This course develops transcription speed of 50 through 90 wpm. It introduces legal, medical, and technical vocabulary in addition to commercial correspondence. The course includes introductions to two-voice testimony, colloquy, court's instructions to the jury, and literary matter. Learning to manage the Case Catalyst Software and dictionary building. Introduction to computer laboratory for purposes of writing real-time. Learning speedbuilding techniques.

CR103 Speedbuilding III 6 Credits

This course develops transcription speed of 100 through 130 wpm. Students develop their skill and speed development in literary, medical, jury charge and legal opinion, and court reporting testimony. Students will receive weekly transcription, vocabulary, spelling, current events, reinforcement of real-time writing and real-time dictionary building.

CR104 Speedbuilding IV 6 Credits

This course develops transcription speed of 140 through 170 wpm. Students continue to develop their skill and speed development in literary, medical, jury charge and court reporting testimony. Students will receive weekly transcription, medical, colloquy, multi-voice dictation, various drills, spelling, current events, reinforcement of real-time writing and real-time dictionary building.

CR105 Court Reporting Procedures 3 Credits

In this course, students will be introduced to the working environment, duties and responsibilities of the court reporter. This course prepares students to perform their reporting responsibilities in depositions, trials, CART and captioning through: marking exhibits, interrupt a speaker, obtain spellings of proper names, identify speakers in a multi-speaker situation, report and transcribe voir dire of the jury and witnesses and polling of the jury, swear or affirm witnesses and interpreters; indexing and storing notes, handle discussions off the record, indicate nonverbal actions, certify questions, report with an interpreter, report sidebar discussions, handle reading and signing of depositions, proofreading skills. Ethics of the reporting profession and responsibilities are also reviewed.

CR106 Computer Aided Transcription 3 Credits

This course is designed to introduce students to the basics of operating a computer-aided transcription system. Included in the course is the system supports; Windows Basics; computer-aided transcription terminology and performance-based tasks pertaining to real-time translation technology.

CR107 Court Reporting Internship 3 Credits

This course gives the student the opportunity to observe court reporters in judicial and educational environments and to gain experience writing in freelance, courtroom, and real-time reporting experience where possible.

CR108 Speedbuilding V 6 Credits

This course develops transcription speed of 180 through 225 wpm. Students continue to develop their skill and speed development in literary, jury charge and court reporting testimony. Students will receive weekly transcription, various drills, vocabulary, multi-voice dictation, proofreading, reinforcement of real-time writing and dictionary building.

COMPUTER AND INFORMATION TECHNOLOGY

IT40 System Technology and Application 3 credits (formerly 40 Word Processing Concepts)

Is an introductory course designed to give students an understanding of word processing and its relationship to the Windows operating system. Students learn concepts and techniques commonly used to create, format, edit, and print documents.

IT44 Computer Operating Systems 3 credits

Is a course which focuses on microcomputer operating system concepts with emphasis on Windows and the basic operations. Hands-on practice provides students with a working knowledge of procedures used to manage an operating system most commonly used in the business environment.

IT48 Computer Literacy 3 credits

Is a course which promotes the understanding of the fundamental principles of information technology. Through guided hands-on learning, students explore such topics as hardware, software, operating systems, networks, data communications, and the Internet.

IT49 Fundamentals of the Computer 3 credits

Is an introductory course which familiarizes students with computer concepts and with using computers. The course incorporates hands-on experience to help students understand the many ways computer hardware and software are used in business.

IT106 Court Reporting Technology 3 credits

This course will cover advance functions of the software, page layouts, transcript production and editing options. Students will learn to use reference materials when producing transcripts and how to locate additional references when needed. Students will work to create and enhance different job dictionaries and create a salable transcript. In this class, students will produce a complete and accurate transcript of at least ten pages on a computer-aided transcription system from their own stenographic notes. Student shall be able to produce a (5) five-page, first-pass transcript with a goal of 95-percent translation rate using a real-time system.

IT115 Spreadsheet Applications 3 credits

By using a computer-based spreadsheet program such as Microsoft Excel, the student learns to solve business problems and present data for managerial decision-making purposes. Through class assignments and by preparing a portfolio project, the student will work with essential features involved in planning and creating the worksheet, understanding formulas and calculations, applying formats and illustrating data graphically.

IT116 Advanced Spreadsheet Applications 3 credits

Challenges the student to master the concepts and skills required to solve complex business problems. There is comprehensive coverage of advanced features of spreadsheet programs such as multiple worksheets, data tables, macros, sorting and filtering a worksheet database, and object linking and embedding. The project-oriented nature of the course enables students not only to acquire a thorough knowledge of the software program but to integrate critical thinking, decision-making, and problem-solving strategies.

IT130 Word Processing 3 credits

Is a course designed to introduce basic word processing functions used to create, edit, and save documents in conjunction with proper keyboarding techniques that encourage the efficient and accurate production of documents. Students learn how to format business and personal correspondence.

IT132 Keyboarding for the Computer 3 credits

Presents fundamental keyboarding theory used in the preparation of documents while encouraging the student to develop proper keystroking technique. Accommodating each student's need to progress, the learning experience encompasses both the traditional group setting as well as individualized methods of instruction.

IT133 Introduction to Microcomputer Keyboarding 1 credit

Is a course designed for students who have had no previous training on the microcomputer keyboard or who need a complete review. Students use microcomputer keyboarding software designed especially for individualized instruction to learn proper keystroking techniques and fundamental word processing concepts.

IT134 Intermediate Microcomputer Keyboarding 1 credit

Is designed for students who have had keyboarding experience. This course presents particular strategies students can use to reach a higher level of keyboarding competency. Special attention is given to address individual needs and problems.

IT135 Advanced Microcomputer Keyboarding 1 credit

Challenges the student to further develop skill on the computer keyboard. Applications require students to integrate knowledge of document formatting and the language arts.

IT137 Document Processing for the Professional 3 credits

Students prepare document formats typically used in a variety of office settings. There is integration of language arts, proofreading, and editing skills. Special attention is given to develop keyboarding techniques that allow accurate and efficient production of information.

IT141 Data Management 3 credits

Explores ways in which data can be processed and managed. Hands-on applications focus on learning a database program well-known in the business environment. Topics include designing and creating a database, manipulating the database to extract information, and generating reports.

IT142 Presentation Technology and Techniques 3 credits

Is a course which focuses on both technical and oral communication strategies critical to designing, developing, and delivering an effective presentation using computer software such as PowerPoint.

(This course is not recommended for students who have taken 143 Software Systems I)

IT148 Editing Skills and Applications 3 credits

Integrates editing, proofreading, word processing, and language skills competencies enabling the student to become proficient in all phases of document production. Real-world applications require students to apply communications concepts in preparing documents that are accurate and complete.

IT150 Advanced Office Technologies 3 credits

Presents software applications featuring database management, word processing, and the electronic spreadsheet. The course combines the study of concepts with hands-on operating procedures.

IT151 Word Processing Operations 3 credits

Embraces a hands-on approach to learning a word processing software program used in the office setting. Course work includes the study of concepts and operating procedures and how to create professional business documents. Knowledge of Windows is necessary.

IT152 Advanced Word Processing 3 credits
(formerly IT42)

Emphasizes the study of complex word processing operations. Topics include the merge function and advanced applications, creating multiple-page documents, setting up columns of text, and using specialized formatting features to enhance documents.

IT227 Office Administration 3 credits
(formerly 227 Office Administration I)

Is a course which represents a dynamic new approach to managing a variety of administration tasks within the office environment. The administrative assistant is given situations demanding judgement and initiative, decision-making, organizing and planning work, and techniques in meeting deadlines.

IT244 Networking Operations 3 credits

Is an introduction to computer networking and data communications concepts that are fundamental to providing network support, assessment, or administration. Students will learn about the latest trends, developments, and practices from the field. Topics include: data and signals, wireless media, making connections efficient, types of networks, security, and management.

IT245 Help Desk Support 3 credits

Explores the role of technology support within organizations and the evolution of the help desk function. Topics include operations, the roles and responsibilities of computer support professionals, tools, and technologies, among others.

IT247 Web Technology 3 credits
(formerly 50 Internet Design)

Students will use the Internet as a tool for business success by applying techniques involved in designing and maintaining web pages and web sites. Current web development software will be used to complete projects covering such topics as layout and design, creating links, building forms, and editing images.

IT248 Computer Maintenance Solutions 3 credits

Is a course designed to develop technical expertise in maintaining and optimizing system performance of the personal computer. Topics include: hardware and software installation, managing memory, and troubleshooting and diagnosing operating problems among others. Coursework is geared toward preparing students for professional certification examinations such as the A+ Certification.

IT249 Strategies for Computer Management and Maintenance 3 credits

Covers a variety of topics that further develop expertise in managing and maintaining personal computers in a networked environment. Topics include: supporting input/output devices, multimedia technology, and the role of the professional PC technician. Students also learn specific assessment strategies as preparation for professional certifications examinations such as the A+ certification.

IT250 Computer User Support Methods 3 credits

Is a course which promotes the understanding of essential computer concepts and the latest technologies to enhance access to communication and collaboration activities at home, school, and work environments. Through guided hands-on learning, students develop their skills related to such topics as mobile and wireless devices, programs, apps, preserving data, digital security and privacy.

IT251 Project Management Technology and Applications 3 credits

Is a course designed to develop technical expertise in project management technology. Students use a commercially available software package to plan and implement management projects. Students work through case studies to chart, create, communicate information, assign resources and costs, and track progress to project conclusion.

IT252 Graphic Arts Media 3 credits
(formerly IT147 Software Systems IV)

Encourages the development of graphic arts skill using prevalent industry software such as Adobe Photoshop. Project work focuses on using image editing techniques and enhancement tools to meet specific information needs.

IT253 Digital Communication and Design 3 credits

Engages the student's artistic expression and builds graphic design skill in creating visual communication for both Web and print media. The student will learn fundamental design concepts used by artists and designers while developing their computer skills using a software program such as Adobe Illustrator. Projects include working with shapes, colors, textures, composition, and spatial illusions to address the visual information needs of clients.

IT254 Desktop Publishing 3 credits

By applying techniques learned through this course, the student will design and create marketing materials and other documents using a contemporary software program such as Microsoft Publisher. Projects will involve physical print as well as electronic media applications for web page development.

IT255 Advanced Database Management 3 credits

Challenges the student to master the concepts and skills required to perform advanced features of a database program commonly

used in the business environment. Topics include multi-table forms, advanced form and report techniques, macros, SQL language to create queries, and administering a database system.

MANAGEMENT

MG64 Business Concepts 3 credits

Is an introductory survey course designed to broaden a student's perspective and understanding of the business environment. Students explore the role of business in relationship to the economy as well the financial, social, and ethical responsibilities required of managers and employees to grow the success of a business enterprise.

MG70 Business Law I 3 credits

Is an introductory course designed to give students a fundamental understanding of the nature of the judicial system, legal problems, and terminology. Topics include the origin and development of law, the law of torts and crimes, and contract law, among others.

MG73 Business Organization 3 credits

Studies the role of American business from a global perspective, principles of organization structure, and the function of administration and management. There is a focus on corporate structure and operations. In preparing a portfolio project, students are challenged to apply their knowledge of business concepts, think critically, perform research, and communicate their ideas effectively in writing.

MG74 Human Resources Management 3 credits

Focuses on the relationship of managers to employees and the impact and importance of the human resources function within the organization. Through the study of human resources policies and procedures, students gain an understanding of how and why managerial decisions are made. A component on technology management of communications is also included. Topics such as the role of the manager, government regulation, employee training, motivation, and the selection process are covered.

MG79 Fundamentals of Sales 3 credits

For students interested in career opportunities in sales, this course presents key concepts of the selling process. Topics include, psychology, communication, planning, closing, follow-up, and customer satisfaction, among others.

MG89 Small Business Management 3 credits

Guides students through the process of launching and managing a small business. The business plan is a major theme throughout the course. Topics such as entrepreneurship opportunities, marketing strategies, and financial planning are included from the perspective of real-life applications.

MG230 Professional Development 3 credits

Is a capstone course appropriate for students approaching graduation. The course applies a variety of concepts relating to written and oral communication, psychology, and human relations introduced in earlier studies to career planning activities. Students receive special attention in developing job search plans and learn strategies for advancing their careers and prepare a graduate portfolio.

MG231 The Customer Connection 3 credits

Promotes an understanding of the role of customer service in creating a successful business. Topics include how to develop and build relationships with customers; how to create a climate of service excellence; how to develop listening, verbal, and non-verbal communications skills; how to encourage loyalty; how to deal with difficult customers; how to recover and retain customers; and the impact of multicultural factors on service delivery.

MG232 Integrated Marketing 3 credits (formerly known as Marketing)

Explores how companies effectively communicate and interact with customers and potential customers. Since marketing has expanded beyond traditional advertising and promotion strategies, students will explore the expanded methods for reaching the consumer including social media, blogs on the Internet, and messages delivered by mobile phones. Topics include: the foundation of marketing communications, advertising tools, and digital and alternative marketing, among others.

UPPER DIVISION MANAGEMENT COURSES

MGT1000 Values and Ethics in the Business Environment 3 credits

Investigates ethical issues as a dimension of social responsibility and business decision-making. The course is designed to promote critical thinking skills, as the student is challenged to grapple with important theoretical and practical issues presented in contemporary case situations.

MGT1001 Management Tools and Resources 3 credits

This course focuses on the formation of a student's presentation skills in preparation for assuming a managerial role. By integrating the use of presentation software such as PowerPoint, the student will learn specific design and delivery techniques to create superior business presentations that clearly convey a message yet are creative and dynamic. Project work challenges students to further develop their technical proficiency. Note that the level of technical proficiency required for this class serves as a means for preparing for a certification exam.

MGT1002 Marketing Concepts and Practices 3 credits

Integrates the study of marketing principles with strategies. The student will assume the role of marketing manager and practice decision-making by responding to the challenges and difficulties of marketing a product or service in a dynamic and competitive environment. Topics will include: brand management, buyer behaviors, advertising design, digital marketing, and social media aspects of the marketing campaign.

MGT1003 Supervisory Management 3 credits

Provides essential insights and techniques that prepare a student for assuming the responsibilities required of a supervisory role. This course will address common work situations and challenges. Topics include communication, resolving conflicts, managing a diverse workforce, and preparing a departmental budget, among others.

MGT1004 Business Planning 3 credits

Is a course designed to address a manager's or entrepreneur's role in planning for a new business venture. By completing a business plan the student will employ critical thought processes in formulating various components of the plan related to organization structure, management, marketing, and finance. This course includes the study of advanced Excel techniques for financial planning and how to create a website to launch a business.

MGT1005 Research Methods and Statistics 3 credits

Is a survey course designed to introduce the student to the statistical methods and processes involved in conducting primary research. The course will focus on data collection and basic statistical techniques used to organize and analyze data.

MGT1006 Business Strategies 3 credits

Is a capstone course challenging students to utilize their research experience to gain a deeper understanding of business issues and their relationship to managerial decision-making strategies. The student will build experience in applying business strategies to affect operating excellence given situations involving high profile companies, products, and people in both domestic and international companies.

MGT1007 Business and Career Dynamics 3 credits

Is an interdisciplinary capstone course during which students create a graduate portfolio representing learning experienced through the study of business, technology, and the liberal arts. The course explores the reality of today's workplace, human resource management issues, and such lifetime career advancement and management strategies as reinventing oneself, building relationships in a culturally diverse workplace, making career transitions, and growing professionally.

MGT1008 Compensation and Benefits Management 3 credits

Examines wage administration techniques in relation to job analysis, compensation, performance incentives, and performance evaluation to develop effective organizational policies and practices. Case studies and projects are an integral part of this course.

MGT1009 Conflict Management 3 credits

Presents major concepts and theories related to collective bargaining, negotiation, and mediation to enhance a manager's skill in successfully resolving conflicts. By practicing conflict resolutions procedures and techniques in simulated work settings and diverse work situations, each student is challenged to develop a personal approach.

MGT1010 Financial Management 3 credits

Is a course focusing on key financial management topics and issues managers frequently encounter. Using practical applications, the student will discover the purpose, relevance, and strategies for performing financial statement and cash flow analysis, financial planning, business investing, and budgeting.

MGT1011 Building Sales Through Customer Relationships 3 credits

Identifies strategies that lead to higher profitability for salespeople and their organizations. Case studies and role playing give the student practical experience in using the tools for attracting prospects, converting prospects into customers, and cultivating customers to maintain long-term business relationships.

MGT1012 Strategies for Managerial Writing 3 credits

Addresses the critical need of business professionals to have effective communication skills. Those who aspire to be successful in the business world must have strong writing ability as well as the savvy to know how and why to communicate effectively. Using various categories of business writing: memos, e-mail, press releases, reports, letters, and more, the student will perform realistic activities and exercises. Special attention is given to fairness, diversity, business ethics, and globalization issues related to communication.

MGT1013 Marketing Research 3 credits

Presents concepts and applications of market research. This course focuses on students as managers and addresses the role of marketing research relevant to a firm's current and future needs. Topics include how research applies to strategy, basic methodologies and techniques, and the reporting of marketing research among others.

PARALEGAL

PL100 Introduction To Law 3 credits

This course will introduce students to American jurisprudence, examining the functions and processes of the judicial, executive and legislative branches of the government. The role of the Paralegal in the legal field will be discussed and students will examine the code of ethics applicable to both the attorney and the Paralegal. Techniques for studying the law will also be discussed.

PL101 Family Law 3 credits

The legal formalities involved in forming and dissolving a marriage will be discussed. Ancillary issues to divorce such as annulment, separation, equitable distribution, custody, visitation rights, child support, maintenance and adoption will also be considered. Family Court and Supreme Court jurisdiction in family law matters will also be examined.

PL102 Litigation 3 credits

Students will learn the procedure necessary for commencing a civil lawsuit beginning with the initial client interview. They will examine and prepare the different pleadings, such as a complaint and answer, filing procedures, motion practice, and the nature of the different discovery techniques. The relevant rules of evidence will also be studied. They will be exposed to the mechanics of a trial from jury selection to appeal.

PL103 Legal Research and Writing 3 credits

Students will become familiar with the basic workings of the law library. They will utilize both state and federal materials to locate and research the relevant laws. The course stresses how to conduct research by searching statutes, digests, reporters and legal encyclopedias. The students will learn how the citation system works and how to Shepardize. They will learn how to brief a case. In addition, they will be introduced to online legal research.

PL104 Real Estate Law 3 credits

This course will give students an overview of real property law with emphasis on the sale and resale of residential property, co-operatives and condominiums. Students will become familiar with the procedures involved in a real estate closing, from preparation and interpretation of the contract of sale to actual closing. They will also examine and interpret title reports. Sales and leases for commercial property will also be discussed.

PL105 Contract Law 3 credits

The traditional concepts of contract law such as formation of contracts, consideration, competence of the parties, and breach of contract will be studied. The Statute of Frauds and sections of the Uniform Commercial Code will also be discussed.

PL106 Advanced Legal Research 3 credits

This course provides in depth exposure to online legal research. The students will conduct legal research utilizing the internet, including but not limited to Lexis-Nexis. In addition, they will receive training in E-filing. Students will be required to submit a comprehensive memorandum of law and/or appellate brief. In addition, they will be given additional exercises relating to the interpretation of legal materials.

PL107 Torts 3 credits

The traditional concepts of tort law will be studied, including torts committed against property and torts committed against persons, with concentration on the personal injury lawsuit. Students will study how to conduct an investigation in a personal injury lawsuit and discuss the different techniques used in negotiating a settlement. Product liability lawsuits will also be examined.

PL108 Paralegal Internship 3 credits

The student is required to participate in an internship program, which involves working in a legal setting under the supervision of a practicing attorney or paralegal. Each attorney to whom the student is assigned will submit an evaluation of the student's performance. In addition, the paralegal has weekly meetings with the instructor/program director to review tasks completed during the week at the internship site. The student is given various legal documents to complete in accordance with the type of firm they are working with, for example, summons, complaint, answer, discovery demands and replies, interrogatories, motions, replies and cross motions, letters to clients, opposing counsel and/or the Court. Students may be asked to review and digest deposition transcripts. All course and practice activities are under the direction of a program director/instructor.

PL109 Law Office Management, Finance And Technology 3 credits

This course provides the student with detailed information as to how the average law firm functions. Included is a review of a matter from inception until completion. Specific attention is devoted to budgetary and fiscal considerations of the law firm in accepting a client. The various methods of accounting as utilized by law firms are explored.

PL110 Employment Law 3 credits

Students will study the development of employment law in the U.S. The collective bargaining process, grievance procedures and alternative methods to the resolution of labor disputes will be discussed. The different forms of employment discrimination will be examined with emphasis on the remedies available through administrative and judicial forums. This course will discuss both the private and public sector employment.

PL111 Administrative Agency Law 3 credits

This course will examine the structure, procedures and authority of administrative agencies, with emphasis placed on the administrative agency hearing. Students will also study the courts' exercise of control over agency procedures through judicial review of agency actions.

PL112 Immigration Law 3 credits

This course will give students an overview of the immigration laws, including the 1986, 1990, 1991, and 1996 Amendments. Students will become familiar with the different requirements for completing the various immigration applications and forms. They will study the immigration categories and their preferences and will complete visa petitions for these categories. They will study the procedures involved in an adjustment of status case and complete a petition for an adjustment of status. They will also consider the procedures involved in completing a labor certification petition. They will also become familiar with removal prior to entry and subsequent to entry. Students will also be advised of the impact of post 911 amendments to the immigration law.

PL113 Elder Law 3 credits

Students will be prepared to assume a productive role in elder law practice. The course will be presented in a practical and organized style that lays a solid foundation in key concepts, with broad coverage of topics required for elder law practice that includes: guardianships, Social Security, medical matters, Medicare, Medicaid, estate planning, housing, abuse, neglect, financial exploitation and financial matters, end of life issues, family matters, discrimination, and veterans.

INTERNSHIP

ID101 Internship 2 credits

Is a program providing students with an opportunity to participate in an on-the-job work experience related to the student's career objective. As a structured business internship, students receive direction and guidance under the close supervision of a faculty instructor. Admission is by application and interview.

ID102 Extended Internship 3 credits

This internship experience follows the same framework as 101 and is appropriate for the student who desires additional (extended) hours of internship work experience.

ALLIED HEALTH

AH102b Medical Internship 3 credits

This course provides students with an opportunity to participate in on-the-job experiences in health care business supporting the resources to ensure that health care facilities are running efficiently. All course and practice activities are under the direction of a program director/instructor. All course and practice activities are under the direction of a program director/instructor.

AH153 Patient Billing 3 credits

Is a course through which students develop specialized computer skills needed to handle the complete range of patient billing requirements of a medical office. Students gain the kind of experience directly related to the workplace and an overview of tasks that a medical billing assistant will have to perform on a daily basis.

AH154 Medical Insurance 3 credits

Provides the student interested in working in a health care providers' office with a working knowledge of the major nationwide medical insurance programs. Topics include: the roles and responsibilities of the health insurance specialist, the types of insurance, and preparing insurance claims.

AH155 Medical Terminology 3 credits

Is designed for the student who plans to work as an administrative or office assistant in a medical environment. Terminology relating to the human body systems is introduced. Emphasis is placed on spelling, pronunciation, and meaning of terms.

AH1000 Medical Law and Ethics 3 credits

Exposes students pursuing medical careers to the legal and ethical aspects of working in a medical office. Students will be given an overview of what they need to know to be able to give competent care to patients that is within acceptable legal and ethical boundaries. Principles governing the release of information and confidentiality of patient information are discussed. (Same as HS103 Legal Practices of Health Information.)

AH1001 Medical Administrative Procedures 3 credits

Serves as an introduction to the daily functions and practices of an automated medical office. Topics include job responsibilities, medical practice settings, patient case histories, interpersonal communications, and administrative procedures such as receiving patients, setting appointments, and answering telephones. Technological skills will be developed as students learn to manage specialized software used by medical offices.

AH1002 Document Processing for the Medical Office 3 credits

Integrates word Processing and keyboarding theory to provide students with a working knowledge of medical correspondence. By using a word processing software package, students learn concepts and techniques commonly used to create, format, edit, save and print medical documents. This course supports the development of medical terminology and proofreading.

AH1003 Medical Financial and Records Management 3 credits

Assists students in developing the necessary operational, financial and records management job skills needed to manage today's medical office.

AH1004 Basic ICD-CM Coding I 3 credits

Provides the student with the basic principles of ICD-CM Coding and Classification Systems: sequencing of codes and impact on reimbursement. This course is one in a sequence of coding courses that will help students to prepare for certification in medical coding.

AH1005 Basic ICD-CM Coding II 3 credits

Provides the student with the basic principles of ICD-CM /PCS Coding and Classification Systems: sequencing of codes and impact on reimbursement. This course is one in a sequence of coding courses that will help students to prepare for certification in medical coding.

AH1006 Basic CPT Coding I 3 credits

Provides the student with the basic principles of CPT and Classification systems; sequencing of codes and impact on reimbursement. This course is one of several courses that will help students prepare for certification in medical coding.

AH1006b HCPCS Coding 4 credits

The purpose of this course is to provide students with the basic principles of HCPCS Coding and classification systems; sequencing of codes and impact on reimbursement. This course is one of several coding courses that will help students to prepare for certification in medical coding.

AH1007 Medical Coding 3 credits

This course prepares students to develop advanced skills and training in diagnostic and procedural coding. Students will problem solve real-world scenarios applying their knowledge in documentation, coding guidelines and reimbursement and use software to access different coding guideline resources to justify the accuracy of diagnosis and procedure codes. Students will also have a foundation in the application of different APC status indicators and DRG weights for reimbursement. This course is one of several coding courses that will help students prepare for certification in medical coding.

AH1008b Medical Assisting Practicum 4 credits

Is a practicum that provides the student with medical assisting experience in the physician's private office, clinic, or hospital. The student will be supervised and evaluated for work performed in both the administrative and clinical areas. Students cannot receive direct or indirect remuneration. Students will communicate throughout this course mostly online through discussion bulletin boards and e-mail. Some face-to-face meetings will be required. Handouts and other supplementary materials will be posted online. All course and practice activities are under the direction of a program director/instructor.

AH1009 Health Records Management 3 credits

This course prepares students to understand and use health records in a medical setting in both paper and electronic format. Students will use real-world exercises for the practical application of knowledge on documentation requirements, legal and ethical standards in healthcare, third party regulations governing documentation and issues related to the quality improvement process in the healthcare environment. Using state-of-the-art software to simulate an electronic healthcare environment, students will capture and document patients' demographic, insurance, and health information.

AH0010 Clinical Procedures and Applications I 3 credits

Introduces the medical assistant student to basic patient care skills, which include preparation, examination, and basic assessment of patients. Skills taught include vital signs, medical asepsis, OSHA guidelines, sterilization, electrocardiography, and patient modalities. Students learn to prepare the examination and treatment areas.

AH1011 Clinical Procedures and Applications II 4 credits

Builds on Clinical Procedures I. Students will learn procedures involving sterile techniques and assisting with specialty exams. Basic principles of Obstetrics and Gynecology, Pediatrics, Proctoscopy, Sigmoidoscopy, Eye and Ear, Electrocardiography, and First Aid and CPR are studied. The lab class requires students to perform applications of the procedures learned in the lecture class.

AH1013 Laboratory Procedures 4 credits

Prepares students to perform laboratory procedures commonly performed by medical assistants under the supervision of a physician. Topics include laboratory equipment and safety, quality control, drug administration, basic microbiology, collecting and processing urine and blood specimens, performing selected tests, and OSHA/CLIA regulations. The laboratory requires a performance application of the procedures studied in the lecture class.

AH1016 Phlebotomy Laboratory Procedures 4 credits

Upon completion of this course, the students will have a full understanding of the different procedures and collection devices used to obtain blood. Blood collection is a required part of the course. Students will learn correct preparation of white and red blood cells for examination. Other topics include care and use of the microscope and various instruments utilized in the clinical laboratory and Universal Precautions and Infection Controls as authorized for the health care worker by CDC, OSHA, and CLIA.

AH1017 Pathophysiology and Pharmacology 3 credits

Is a course that places emphasis on the disease processes affecting the human body. Included will be a review of the body systems in a disease state with a primary focus on the cause, diagnosis, and treatment. Principles of pharmacology will be integrated to give students an understanding of the drug classifications used as treatments for specific diseases. The course is designed to provide students with the ability to interpret medical records when coding diagnoses according to the International Classification of Disease Modification and Current Procedural Terminology when formulating reports, abstracts, or tabulating data for group studies of disease.

AH1018 Basic Laboratory Technology 4 credits

Prepares students to perform basic laboratory procedures for ambulatory care settings. Topics include specimen collection and processing, testing methods, quality control and safety procedures. Correlates laboratory testing to human disease processes. Blood collection is a required part of this class. The laboratory class requires a performance application of the procedures studied in the lecture class.

AH1019 Phlebotomy Extended Externship 4 credits

Is a course that provides a supervised practicum professional experience at an approved external site which allows students an opportunity to perform venipuncture and other specimen collection procedures, processing and handling of laboratory specimens, and performing related duties. Experiential opportunities allow students to relate the functional theoretical components of the program to realistic practice situations. Students will be evaluated for performance on the job as well as on other coursework completed. Other coursework will include career planning, resume writing, job search and interviewing, and the importance of life-long learning skills such as certification testing, professional memberships, and continuing education. Coursework will be presented online with weekly face-to-face meetings.

AH1020 Life in the Later Years 3 credits

This is a course that presents health perspectives for the aging. The course will study the physical changes that occur with age, chronic illnesses and diseases that may occur, medication use, and disease prevention and health promotion. Other topics include nutrition, physical fitness, sexuality, eldercare including long-term care, and the challenges of death and bereavement.

AH1021 Coding for Long-Term Care 3 credits

This course provides ICD-CM coding principles and practice for students interested in working in long-term care. Students will code using actual patient records, patient record abstracts, and an electronic health record system.

AH1022 Documentation and Reimbursement for Long-Term Care 3 credits

This course provides students with the principles and practice for documentation requirements in long-term care facilities. Topics include the importance of the resident assessment instrument, minimum data set, and resident assessment protocol, planning and narrative charting, and the skilled nursing prospective payment system. Students understand the importance of

documentation, the need for accurate assessment, and the connection among the resident assessment instrument, quality indicators, and quality measures. Documentation is tied into the reimbursement cycle.

AH1023 Medical Office Management 3 credits

Is a course designed to provide students with some basic management principles to organize and supervise the front office of a small to medium-sized facility. Topics include the health profession; personnel management; the medical record; billing, coding, and collections; ethical and legal issues; technology; finances; and marketing.

AH1024 Clinical Nursing Skills and Concepts 4 credits

This course focuses on the development of clinical nursing skills involved in managing the health care of patients in the acute care setting, skilled nursing homes, and assisted living. Concepts address providing hands-on assistance to meet the patient's basic needs in accomplishing his or her activities of daily living under the supervision of a Registered Nurse. Students gain knowledge and skills to safely perform basic client care within the designated role on the healthcare team. They demonstrate understanding of assisting with ambulation emphasizing proper body mechanics, assisting client with hygiene and nutritional intake needs, and obtaining lab specimens. Students will continue to practice effective communication techniques, as well as patient observation skills when completing clinical procedures. They also continue the study and practice of clinical skills such as vital signs, EKGs and phlebotomy while continuing to demonstrate infection control and legal, ethical, and professional standards.

DENTAL SCIENCES

DA100 Introduction to Dental Assisting 3 Credits

This course includes an introduction to dentistry and begins the student's instruction on terminology, dentition, and dental health. The student will have the opportunity to gain an understanding of ethics and jurisprudence as it relates to the modern dental team.

DA105 Dental Sciences 3 Credits

This course begins with a brief look at general anatomy and physiology and continues by giving the student an in-depth study of the head, neck, and oral cavity. It also includes instruction in microbiology and pharmacology. It includes instruction in the dental sciences that are essential to the functioning of an advanced level dental assistant.

DA110 Preclinical 3 Credits

This course covers the critical theoretical knowledge and practical preclinical skills required in dental assisting. Topics include infection control, sterilizations, OSHA, CPR, and the handling of medical and dental emergencies.

DA115 Chairside Assisting I 3 Credits

This course prepares the student for chairside assisting by providing theory and practice instruction related to the operator, equipment, instruments, pain management, moisture control, and four handed dentistry.

DA120 Dental Materials 2 Credits

This course provides fundamental knowledge of the materials commonly used in dentistry. Hands-on manipulation provides the practical skills necessary for competent assisting during multiple procedures. This course also includes instruction in laboratory materials including all materials needed for taking alginate impressions and constructing diagnostic casts.

DA125 Radiography I 3 Credits

This course covers the basic concepts in radiation and principles of radiography, focusing on patient and operator safety. The student will practice the paralleling techniques on manikins and be competent in exposure, processing techniques, and mounting.

DA130 Dental Specialties I 3 Credits

This course contains theory and practice instruction on dental specialty procedures, specifically Fixed Prosthodontics, Pedodontics, Periodontics, and Oral Surgery.

DA135 Chairside Assisting II 3 Credits

This course continues the preparation of the student for chairside assisting by introducing the varying procedures and chairside functions. Hands-on manipulation provides the practical skills necessary for competent assisting during multiple procedures.

DA140 Externship I 3 Credits

This course continues the preparation of the student for chair side assisting by introducing the varying procedures and chairside functions. Hands-on manipulation provides the practical skills necessary for competent assisting during multiple procedures.

DA145 Radiography II 3 Credits

This course continues with more concepts in radiation and principles of radiography, focusing on patient and operator safety. The student will practice bi-secting on manikins and be competent in exposure and processing techniques. Students will practice clinical radiography skills (paralleling and bi-secting) on patients after proof of competency on manikins.

DA150 Dental Office Management 3 Credits

This course will instruct students in the business of dentistry. Student will have the opportunity to gain skills in the area of front office procedures including phone management, appointment scheduling, recall management, clinical records maintenance, third party reimbursement, bookkeeping, and written & oral communications.

DA160 Dental Specialties II 3 Credits

This course contains theory and practice instruction on dental specialty procedures, specifically Endodontics, Orthodontics, Removable Prosthetics, and Implants.

DA165 Externship II 3 Credits

During externship, students are placed on a clinical assignment in a dental office. Students will have the opportunity to practice the clinical skills necessary to complete their dental assisting education. Faculty will evaluate each student on identified competencies during this assignment. The student must complete 150 externship hours in this course. During Externship II, students have the option of completing their hours at a specialty practice.

DH100 Introduction to Dental Hygiene 3 Credits

This course introduces students to dental hygiene as a health care profession and their future role as an important members of the dental team. Major topics to be identified and discussed include the history of dental hygiene, Evidence Based Decision Making (EBDM), the principles of infection and exposure control, the CDC Bloodborne Pathogens Standard and safety, and emergency procedures. Additionally, students will be introduced to critical thinking and problem solving, the dental hygiene process of care/ADPIED -- Assessment, Diagnosis, Planning, Implementation, Evaluation, and Documentation, and the Dental Hygiene Diagnosis processes. The dental hygiene care environment and appointment process (assessments, carries risk assessment process) will be identified and discussed. Students will explore the dental hygiene licensure process - testing, licensing, and scope of practice along with an introduction to legal, ethical issues, and cultural competence as related to the dental hygiene profession.

DH101 Dental Anatomy, Histology, and Embryology 4 Credits

This course prepares the dental hygiene student for DH105-Preclinic and Infection Control. The student will understand and demonstrate knowledge of the normal structure and function of the regions of the human head and neck via lecture and lab delivery. This includes gross anatomical structures as well as neuroanatomical structures, with particular emphasis on those areas relevant to the practice of dental hygiene. Students will develop a firm foundation in morphology and function of the head, neck and oral structures along with the formation of the face (nervous system, muscles), development and growth of the jaws including the temporomandibular joint, the origin and stages of the primary and permanent tooth and root formation and development, and occlusion.

DH102 Medical Emergencies in the Dental Office 3 Credits

This course prepares the entry level dental hygiene student to quickly and proactively identify and manage medical emergencies that may occur in DH215 Clinic I and Seminar, DH225 Clinic II and Periodontology, and DH235 Clinic III and Advanced Periodontology, along with future practice post-graduation. The student will learn and understand how to anticipate and utilize the resources and personnel necessary to handle medical emergencies in the dental setting. The basic physiology and pathophysiology that occurs with common medical emergencies will be discussed with algorithms to provide step-by-step instructions to stimulate critical thinking with the decision making process necessary to address medical emergent situations. Students will be introduced to the concept of legal considerations regarding the dental practitioner and emergency situations. Diligent assessment and documentation measures will be emphasized and reinforced in conjunction with clinical practice. Students will be required to research and present a medical emergent condition that presents in the dental office to their peers through a role playing exercise.

DH105 Preclinic and Infection Control 4 Credits

This course presents the didactic and laboratory components of pre-clinical dental hygiene theory. Foundational instruction and application in infection control procedures, dental hygiene process of care, ADPIED, client assessment procedures, and documentation of treatment are presented. This combination lecture-laboratory course is designed to introduce the student to the dental hygiene care environment and to present basic instrumentation skills and techniques. The principles of instrumentation, ergonomic standards, and preparation for educational and therapeutic patient services are presented in detail. Students are guided throughout lab instruction by dental hygiene instructors with the expectation that the student will prove competent by course end. In preparation for advancing to patient care (DH215), the following topics are presented: OSHA regulations, Bloodborne Pathogen Standard, Hazard Communication Standard, and CDC Guidelines for universal precautions for clinical practice. Students will gain clinical experiences through student partner clinical experiences. Students are brought to familiarity with clinical grading and will self-reflect daily and through an online journaling requirement to promote self-awareness and professionalism.

DH110 Radiology 2 Credits

This course provides lecture and laboratory-based instruction on the exposure and processing techniques of dental films and prepares the student for patient care for DH215 Clinic I & Seminar, DH225 Clinic II & Periodontology, and Clinic III & Advanced Periodontology. Radiographic instruction includes intraoral conventional and panoramic x-rays, and an overview of digital x-ray systems. Students will define and discuss the basic principles of radiographic equipment, including the components and maintenance, radiation physics and the concepts of radiation safety in the dental office. Students will understand the special needs and pediatric patient and prepare for clinical exposure to such populations. Technique errors, pathology, normal and abnormal anatomy, the detection of dental caries and periodontal disease will be discussed and interpreted in clinical experiences. Using radiology simulator typodonts, students will take and develop required radiographs as per course instruction to demonstrate competence in exposing, processing and mounting intra and extra-oral radiographs and digital panoramic radiographs. Students will demonstrate professionalism through self-assessment in clinical experiences.

DH200 Dental Materials 2 Credits

DH200 Dental Materials is a course that integrates both lecture and laboratory to introduce students to the dental laboratory environment and prepare them for clinical use. This course focuses on the nature, qualities, composition, and manipulation of materials used in dentistry. The student will understand evidence-based dental hygiene decision-making and use this information to formulate judgments as to application. Lecture topics include dental material standards, dental material properties, and impression materials. Classifications for restorative dentistry, direct restorative materials, indirect restorative materials, removable dental prostheses, sealants and implants are also covered in this course. Students will engage in hands-on laboratory experience in the proper manipulation of dental materials commonly employed in dentistry and must prove proficient with prescribed lab competencies.

DH210 General, Maxillofacial, and Oral Pathology 3 Credits

This course prepares the student dental hygienist to determine when to consult, treat or refer clients with various disease, infection or physiological conditions in clinical practice. Students learn to recognize the signs, causes, and implications of common pathological conditions including inflammatory responses, immune disorders, genetic disorders, developmental disorders of tissues and cysts, oral tissue trauma, and neoplasm of the oral cavity. Particular emphasis is given to the study of pathological conditions of the mouth, teeth and their supporting structures.

DH212 Nutrition and Dental Health 2 Credits

DH212 Nutrition and Dental Health will explore basic concepts of nutrition as they apply to general and oral health and prepare the student for integration into clinical care. Topics include digestion, carbohydrates, proteins, lipids, the utilization of energy and metabolism. The role of vitamins, minerals and nutrients are emphasized and their role in maintaining healthy oral tissues. Students will learn to identify clinic patients with dietary and nutritional deficiencies, and with interpersonal communication skills, provide nutritional counseling treatment plans, and adapt behavioral modification techniques. Students, in preparation for DH225 Clinic Nutritional Counseling Competency, will prepare a Personal Nutritional Assessment Project utilizing the same format encountered in clinic.

DH215 Clinic I and Seminar 3 Credits

This course is designed to enable the beginning dental hygiene student to apply concepts learned in preclinical coursework and deliver clinical dental hygiene preventive and therapeutic care appropriate to the novice level. All clinical experiences are conducted in the College dental hygiene clinic under the supervision of a dentist. Through the clinic experience, the student gains first-hand knowledge of the workplace and performs assigned duties to meet the expectations in a professional setting. Students are expected to see a variety of patients with didactic reinforcement of proper procedure. Students are expected to adhere to any and all clinical rules and regulations set forth in the provided Program and Clinic Manual. The seminar portion is designed to

reinforce previous practical and theoretical learning with the dental hygiene process of care and ADPIED: Assess, Diagnose, Planning, Implementation, Evaluation, and Documentation, along with a forum to discuss clinical experiences for critical thinking purposes. Students are introduced to treatment planning chemotherapeutic agents and preventive pit and fissure sealants, their application and evaluation. Students are introduced to the setup, technique, patient selection and treatment planning of sonic and ultrasonic instrumentation and must prove competent for utilization. Further, students will be expected to keep a weekly journal and self-reflect as to clinical experiences based on description and rubric provided. **Students are expected to complete a minimum of five (5) patients at the Clinic I level.**

DH225 Clinic II and Periodontology 4 Credits

Clinic II

The clinical component of this course is designed to further refine the psychomotor instrumentation skills of dental hygiene students. Students are expected to complete oral assessment and delivery of dental hygiene services in a more independent manner. The students will have experiences with special care patient populations, pediatric clients and radiologic interpretations. Treatment plans will be written with more comprehensive components. Students will self-reflect on their daily performance and perceptions as to progression or deficits. Further, students will be expected to keep a weekly journal and self-reflect as to clinical experiences based on description and rubric provided. An emerging and continuing portfolio of foundational competencies is expected at the completion of this course. **Students are expected to complete a minimum of ten (10) patients at the Clinic II level.**

Periodontology Lecture:

Working in conjunction with the clinical component of this course, the intent of Periodontology is to acquaint the dental hygiene student with the fundamentals of periodontology and therapeutic treatment for periodontal disease. The course provides an in-depth discussion of epidemiology, anatomy, physiology, neurology, lymphatics and hematology of the periodontium in health and disease. A detailed presentation of the classification and etiology of periodontal diseases (periodontitis and gingivitis) is provided along with the clinical and radiographic assessment of periodontal pathologies. The relationship of systemic conditions affecting the health of the periodontium and associated pathology is also discussed along with surgical and nonsurgical dental procedures in the treatment of periodontal disease. Students will complete a basic periodontal case presentation in preparation for DH235, Advanced Periodontology based on identical requirements, but with additional guidance from the instructor.

DH230 Law, Ethics, & Jurisprudence in Dental Hygiene 3 Credits

This course prepares the dental hygiene student to manage the moral and legal challenges encountered in dental clinical and non-clinical settings. Principles and standards of conduct are presented as well as ethical issues and challenges associated with a professional health care career. The ethical values presented provide a basis for an appropriate decision-making model. Case-based discussion of ethical issues will provide training for appropriate decision-making. Students will participate in an Ethical Dilemma Video Presentation project to demonstrate applied knowledge and critical thinking skills and evaluate utilizing a provided ethical decision making model.

DH235 Clinic III and Advanced Periodontology 5 Credits

Clinic III

The clinical component of this course is intended for the advanced dental hygiene student who will incorporate all components of the process of care and will recognize and implement evaluation methods in an independent, autonomous manner. The student will further enrich their clinical skills and prove mastery of the entry-level competencies to the dental hygiene profession. An ongoing portfolio of competencies is expected at the completion of this course. In addition, the student will apply the techniques of pain control presented in DH255 Dental Anesthesia. Students must prove competent with a simulation clinical board examination, similar to the Commission on Dental Clinical Assessments examination. Students will self-reflect on their daily performance and perceptions. Further, students will be expected to keep a weekly journal and self-reflect as to clinical experiences based on description and rubric provided. **Students are expected to complete a minimum of 20 patients at the Clinic III level.**

Advanced Periodontology

Working in conjunction with the clinical component of this course, the intent of Advanced Periodontology is to, based on the foundation of the introductory course, introduce the senior dental hygiene student to the clinical application of patient management skills with individualized treatment plan development for the periodontally involved patient. The processes of comprehensive evaluation, risk assessment, treatment planning, instrumentation, soft tissue management evaluation and maintenance will be presented and reinforced. Students will gain experience with autonomous decision making of evidence-based treatment planning and case management. Strong emphasis is placed on the role of the dental hygienist as a periodontal therapist in the recognition, treatment and prevention of periodontal diseases.

DH240 Oral Health Education and Promotion 3 Credits

This course is designed to emphasize the role of the dental hygienist in health promotion, as educator and resource professional chairside and in the community. Students will revisit the Human Needs Theory in the context of motivating patients and changing health behaviors. Major topics include: current trends in oral health, nutrition and the oral health systemic link, communication styles and educational strategies along with learning styles on a patient and community level. The dental hygiene student will develop and enhance the interpersonal communication skills necessary to interact effectively with patients from diverse populations and communities, with emphasis on cultural diversity and competency as it relates to patient management. Special needs populations, children, adolescents, adults, and the elderly adult are all considered as potential populations. Partnering with other health professionals and community partners is discussed and encouraged. Utilizing a health planning process method, students must create and display a Table Clinic for faculty and peers to evaluate in preparation for DH245 Community Dental Health capstone project.

DH245 Community Dental Health 3 Credits

Building on DH240 Oral Health Education and Promotion, DH245 Community Dental Health introduces the history and principles of community dental health and health care delivery systems to the dental hygiene student. Topics include the prevention of oral disease, development of public policy, and implementation of community projects. Issues such as access to care, the role of the government in public health and dental public health. In addition, students will gain insight into research design, statistical methods and evaluation, and utilize critical thinking skills to critique scientific journal articles. Utilizing a community health program planning process, participate in a team based capstone community based dental hygiene program demonstrating understanding, application, evaluation and conceptualization of an intervention for a community in need.

DH250 Dental Pharmacology 3 Credits

This course provides the student with the knowledge and understanding of basic pharmacology specific to the clinical practice of the dental hygienist. This course examines medications routinely prescribed for medical and dental conditions and the role of the dental hygienist in patient assessment and treatment planning. Systemic medications, anesthesia, oral pharmacotherapy, and complementary medicine will be included. Local anesthetic agents and nitrous oxide sedation will be emphasized in preparation for DH255 Dental Anesthesia. The student will, through research and presentation, reinforce knowledge of the top 100 drugs encountered in the dental practice to prepare the student for chairside practice and the National Board Dental Hygiene exam.

DH255 Dental Anesthesia and Pain Control 2 Credits

This course is designed for the advanced dental hygiene student to understand the physiology, interactions and the effects of drugs used in pain control and the administration of local anesthesia and nitrous oxide-oxygen sedation. The student will gain the necessary knowledge and skills to effectively treatment plan and properly administer local anesthesia and nitrous oxide-oxygen sedation to patients who require pain management/anxiety control during the course of dental hygiene treatment. The pharmacology of pain control via local anesthetic injection, injection fundamentals, along with proper administration of nitrous oxide-oxygen sedation and the safe administration of both modalities will be emphasized and made to prove competent. The student will understand local and systemic complications that may arise from anesthetic administration and nitrous oxide-oxygen sedation and any legal considerations that could result from administration in dental hygiene treatment. The didactic and clinical content of this course meets requirements for the New York State Restricted Anesthesia Certification for Dental Hygienists.

UPPER DIVISION DENTAL SCIENCES COURSES**BDH300 Leadership and Management in Healthcare 3 Credits**

This course will utilize a systems focus to analyze the "fit" and "position" of dental hygiene within organizations and health care systems. Issues related to power, politics and influence, distribution of resources, marketing healthcare, and organizational dynamics will be examined. The course will enhance the student's ability to examine, evaluate and shape social policy and its impact on health policy, health status and systems, delivery of care, and reduction of disparities through effective leadership and management.

BDH305 Global Healthcare and Population Issues 3 Credits

This course will provide the student with up to date information exploring a variety of global health topics and perspectives: culture, religion, and health, health research, ethics and health, reproductive health, infectious diseases, chronic disease, nutrition, mental health, environmental health, aging, ambulatory care, economics, and health care, health care insurance will be reviewed for various geographical regions and specific populations. Students will develop a case study and recommendations for intervention utilizing a population of interest and a global public health concern.

BDH310 Program and Curriculum Planning, Development, and Evaluation 3 Credits

This course prepares the student to be an effective curriculum and program planner, manager and evaluator of academic curriculum and public health programs. The student is introduced to adult learning theory (experiential, transformational learning) with a focus on cultural competence. Further, the student will learn the fundamentals of the development and evaluation of health programs using the framework of evaluation of need, evaluation of progress, evaluation of outcome and evaluation of efficiency. Psychometric, economic, political and ethical issues related to health program evaluation are analyzed. The course will provide the student with the skills to evaluate the rigor and validity of published evaluations. Students will design and present a discrete lesson plan demonstrating integration into either a classroom or outreach setting.

BDH400 Epidemiology and Biostatistics 3 Credits

This course introduces the basic concepts of epidemiology and biostatistics as applied to public health problems. Emphasis is placed on the principles and methods of epidemiologic investigation, appropriate summaries and displays of data, and the use of classical statistical approaches to describing population health. Topics include defining epidemiology in public health, study types in epidemiology, basic infectious disease concepts in epidemiology, measuring risk in epidemiology, basic concepts in data analysis, application of sound methods of scientific investigation and the application of this study to the prevention and control of health problems. This course will provide students with the basic tools necessary to manage, analyze, and interpret information and statistics.

BDH410 Risk Assessment, Disease Management, and Health Interventions 3 Credits

This course will provide the dental hygienist with guidelines and protocols needed for risk assessment. Collaborative disease management based on risk levels will be discussed and health interventions will be formulated for target populations in public health settings, as well as private practice.

HEALTH INFORMATION TECHNOLOGY**HT102 Health Information Systems and Technology 3 credits**

In this course, students are introduced to information systems for health information, managerial and clinical support. Systems acquisition, architecture and design, evaluation, access and information systems security are also studied. Technology used in specialized health information processes is introduced as well as common business software applications and online search tools.

HT103 Legal Aspects of Health Information 3 credits

This course is designed to give students an overview of the legal and ethical issues central to the management of health information. It covers such topics as confidentiality, Informed Consent, judicial process of health information, risk management and quality management, access and security of health information, and health care fraud and abuse.

HT104 Health Statistics for Quality Improvement 3 credits

Is a course that provides students with an in-depth study of concepts and techniques related to statistical analysis of health care data. Basic research methods, tools, and procedures for analyzing data for variations and deficiencies are examined and applied. Principles and tools of quality health care management are integrated to expose students to quality assessment and performance improvement. Students will use computerized statistical programs for the analysis of descriptive and inferential statistics. Data will be transformed into effective reports for administrative decisions using a spreadsheet package. Case studies and projects will provide real world situations to reinforce principles and techniques.

HT106 Health Information and Records Management 3 credits

This course provides students the opportunity to explore the functions of an HIM department taking both a traditional and electronic approach to the formulation of health records and prepares students with hands-on experience using a widely-adopted electronic health-record system. The purpose of a health record, content of hospital health care records, the standards (accreditation, Medicare, state, facility bylaws, etc.) that apply to hospital health care documentation, documentation principles and record formats (paper, electronic, hybrid), and record storage alternatives are evaluated.

HT107 Health Care Reimbursement and Insurance 3 credits

Course introduces students to payment methodologies and systems (DRG, APC, RBRVS, and others) as they relate to a variety of settings, payers, and populations as well as billing processes and procedures; regulatory guidelines; and reimbursement monitoring and reporting. Commercial, managed care, and Federal insurance plans are reviewed and compared.

HT108 Health Care Data, Indices and Registries 3 credits

Course expands on concepts of data sets, data mining, data dictionaries, data warehouses and storage, and data quality, and applies them to health care data. Use of data in health care reporting, such as indexes and registries, is also presented. Students will gain experience in building screens and data report forms.

HT109 Introduction to Health Care Delivery Systems 3 credits
(Formerly HS100)

This course covers the recent history and current challenges facing the health care delivery system in the United States. A variety of delivery systems throughout the continuum of health care is compared on regulatory issues, documentation, reimbursement and funding, information management, coding and classifications, computer systems and data sets, quality improvement and utilization management, risk management, and the role of the HIM professional. Emerging trends facing each delivery system are also explored. This course will also provide an overview of various health information systems.

HT110 Introduction to Organizational Resources for Health Information Management 3 credits
(Formerly HS101)

Is a course that presents an overview of the principles and techniques of management including strategic and management planning, leadership and management theories, human resources, and financial management. The role of the human resources function and the health information management professional are explored in relation to organization and personnel resources.

HT112b Health Information Professional Practice 4 credits
(Formerly HS105b)

Is a course that provides a supervised practicum professional experience at an approved external site which allows students an opportunity to perform medical record procedures. Experiential opportunities allow students to relate the functional theoretical components of the program to realistic practice situations. Students cannot receive direct or indirect remuneration. Students will be evaluated for performance on the job as well as on other coursework completed. Other coursework will include career planning, resume writing, job search and interviewing, and the importance of life-long learning skills such as certification testing, professional memberships, and continuing education. All course and practice activities are under the direction of a program director/instructor.

HT200 Health Information Professional Applications 3 credits

This course is designed to move students from theory to application and analysis as they complete projects and case studies covering health information principles through such topics as health data management; clinical classification systems and reimbursement methodology; statistics and quality improvement; health care privacy, confidentiality, legal and ethical issues; information technology and systems; management and health information services; and project and operations management. Techniques of problem solving, teamwork, and critical thinking are applied to solve case study work. Students also focus on both technical and oral communication strategies critical to designing, developing, and delivering an effective presentation using computer software such as PowerPoint.

HT201 Strategic Planning and Leadership in Health Information Management 3 credits

Is a course that presents the principles of management, including planning, organization, leadership and control in health information management. The concepts of motivation, communication, change and contingency management are studied.

HT202 Managing Across the Continuum of Long-Term Care 3 credits

Is a course that examines the framework of long-term care as it exists in today's society. Services across providers of long-term care are compared and discussed based on clients, financing, staffing, and other features to highlight the challenges of achieving integration. Topics include typical clients to be served, services for special populations, informal care giving, and integrating mechanisms such as case management, information systems, and financing.

HT203 Financial Management for Health Care 3 credits

An introduction to and examination of financial management techniques required to successfully operate health care organizations involving reimbursement, capital investment and financing, operating budget development, working capital management, utilization management, cost accounting, quality assurance, and outcomes management. Course provides a framework for the changes in the health care system brought about by managed care. Major financial concerns and future directions for managed care will be investigated and discussed.

HT204 Technology for Health Record Specialists 3 credits

Using state of the art software to simulate an electronic health record, this course enables the student to go beyond the intermediate level of using electronic health data and information to ensure compliance with all federal, state, accreditation and regulatory requirements for healthcare facilities. Students will generate managerial level reports through the navigation of the simulated EHR for various needs of the facility. Students will manage backup of EHR data and operate integrated devices such as scanners, fax machines and cameras.

LIBERAL ARTS

Language & Literature

LL51 Interpersonal Communications 3 credits

Is a course which explores the human communication process from personal, social and career perspectives. Topics include personal awareness, listening, non-verbal behavior, and small group interaction among others.

LL52 Interpersonal Communication for the Healthcare Professional 3 credits

This course is designed to familiarize students with aspects of interpersonal communication. Students will discuss, examine and demonstrate the differences between nonverbal, verbal and social cues and their effects on communication. The course will also cover ways to communicate specifically in the medical/health field with regard to perspective, diversity, judgments, explanations, personalities and current health issues. Students will explore not only how to communicate through verbal and nonverbal means, but also in writing.

LL55 Introduction to Speech 3 credits

Introduces the basic principles and practices of effective oral communication. Includes the study of voice, diction, and phonetics. Students have an opportunity for individual practice and application as voices are taped and analyzed. Special attention is given to specific needs of individual students as revealed by frequent evaluation by instructor.

LL56 Speech 3 credits

Provides practice in public speaking with a focus on speech composition and delivery. Students present informative, persuasive, and ceremonial speeches as well as oral interpretations. Principles of audience analysis, speaker credibility, and research are stressed.

LL57 Essentials of College Writing 3 credits

Is an introductory composition course offering practice in effective writing with a focus on strategies to connect the use of language with the organization of ideas. Students are introduced to basic information literacy skills which provide a foundation for writing assignments in classes that require research. Special attention is given to each student's writing needs using a diagnostic and prescriptive approach.

LL59 Writing From a Personal Perspective 3 credits

Is a course providing an in-depth study of the writing process. A variety of projects engages the student in each step of the writing process including: pre-writing, purpose (thesis), audience, tone, topic sentences, transitional words, paragraph development, concluding sentences, style, drafting, peer review, and revision. Special attention is given to each student's writing needs through the application of an integrated online learning system which uses a diagnostic and prescriptive approach.

LL60 Writing and Reacting to Literature 3 credits

Is designed to apply the writing process as a means of reacting to literature. Students will read selected poems, short stories, and plays and respond to various writing assignments with an emphasis on essay structure. There is continued development of information literacy skills and writing techniques.

LL61 Writing and Fundamentals of Research 3 credits

Challenges the student to apply the writing process by reacting to traditional and non traditional media. Assignments range from writing short, concise responses to following a structure for developing effective essays. Information literacy skill development is integrated throughout, including the use of databases and search engines for research and MLA format for citing sources and

avoiding plagiarism. The student will learn techniques to paraphrase and directly quote information to support claims, while engaging in the writing process—including pre-writing, drafting, and revision. Individual writing needs are assessed through a diagnostic and prescriptive approach.

LL62 English for Court Reporting 3 credits

This course emphasizes specialized English training as it is applied to the Court and Freelance Reporting profession, such as grammar review, punctuation, transcription, usage of source material, and proofreading.

LL201 Survey of American Literature 3 credits

Explores various forms of literature with readings in fiction, poetry, and drama. The course is designed to develop an appreciation for literature and an understanding of literary techniques and strategies.

LL254 Composition and Research 3 credits
(Renumbered, formerly LL54 Foundation in Composition)

Is an expository writing course whereby the student will apply information literacy and critical thinking skills to the writing process. Writing assignments which focus on the essay, a guided research project, and the preparation of a writing portfolio challenge the student to become a clear and effective writer. Each student has the opportunity to address personal writing needs through the application of an integrated online learning system which uses a diagnostic and prescriptive approach.

LL290 Literary Analysis 3 credits
(Renumbered, formerly LL200 Literary Analysis)

Is a course which provides a dual focus: the study of fiction and intensified work in writing. Students' appreciation of literature is developed through the study of the short story, with emphasis on such areas as point of view, plot, conflict, and theme. Writing assignments focus on critical and personal essays and will culminate in an exemplary portfolio. In addition, research strategies, proper format, and documentation are surveyed.

LL295 Critical Writing and Information Literacy 3 credits

LL295 is the foundational English course for students in a bachelor's program. Students will build their skills in key areas of writing, research, and revision in order to prepare them for future English courses as well as research and writing projects and portfolios within major courses. Students will learn to better analyze texts, develop critical thinking and persuasive writing techniques, improve their information literacy skills, and demonstrate effective writing and revision skills throughout the writing process.

LL353 Advanced Composition 3 credits
(Renumbered, formerly LL53)

Is a portfolio course designed to provide opportunities for reading, discussion, critical thinking, and writing. A diverse range of essays on contemporary topics challenge the student to evaluate issues and develop writing strategies that focus on the argument. Information literacy skills will be further developed by applying techniques for performing and collecting primary research in combination with secondary research to produce a researched position paper.

LL354 Literature and Film 3 credits

This course integrates the study of both literature and film to engage the student in furthering their understanding of literature, while addressing the inevitable problems faced when adapting a work of literature to the screen. What are the advantages and limitations of a cinematic adaptation? The student will explore cinematic adaptations of a variety of literary works, focusing on character development, elements of film art, dramatic structure, acting, directing, editing, and designing.

History/Government

LH174 Introduction to Ancient History 3 credits

Surveys the development of political, cultural, and economic dynamics of the early ancient civilizations in the near east, Egypt, Europe, Greece, Rome, China, and India.

LH175 American History 3 credits

Is a survey course which examines the social, political, and economic factors which have shaped American civilization. Although the focus of the course is on the colonial era through 1877, outstanding people and events of later years will be considered in view of their contribution to the development of present-day American society.

LH176 A History of Multicultural America 3 credits

Is an introduction to the literature and history of ethnic groups as they bring their distinct heritages to enrich American society. Through reading, writing, and discussion of historic and contemporary issues, students will gain an appreciation of the diversity of backgrounds in the United States and a new willingness to work with others to respect the multicultural richness of America.

LH177 American Government and Politics 3 credits

Is a study of the structure and processes of American government. The course will examine foundations of the American Constitution and its evolution over time. An emphasis on current events will aid students in their application of topics studied.

LH300 American History Post Civil War 3 credits

Covers America's history since 1865. The enduring themes of individual freedom, social justice, tolerance for diversity, and equality of opportunity are emphasized as meaningful values that have led to significant historical developments. Such topics as: reconstruction, immigration, industrialization, world wars, and other global challenges are included.

LH301 Historical Perspectives of American Business 3 credits

Examines significant historical movements, events, and individuals that have shaped American business. Through an exploration of the contributions of leading edge entrepreneurs, the student will gain both an appreciation and an understanding of the historical formation of business within the United States. Topics include the emergence of big business, industrialization, the rise of technology, and times of crisis among others.

Economics

LE69 The Economics of Money and Banking 3 credits

Examines how economic activity in the U.S. is impacted by the Federal Reserve, commercial banks and other financial institutions. Such topics as the money supply, interest rates, and government regulations are included.

LE72 Survey of Economics 3 credits

Surveys micro and macroeconomic principles and explores the important role that economics plays in personal and business decision-making. Topics include the nature and scope of economics, the U.S. economic system, competition, and the business cycle among others.

LE250 Microeconomics 3 credits

Is a course designed to present microeconomic principles as valuable tools that a student can use to analyze a host of issues and problems connected with real world events. Topics include supply and demand, elasticity, market efficiency and welfare, market structures, income distribution, and public policy.

LE251 Macroeconomics 3 credits

Is a course which seeks to promote the relevance and wealth of macroeconomic applications to everyday life. Topics include the role and method of economics, macroeconomic goals, measuring economic performance, economic growth in the global economy, monetary and fiscal policies, and the role of the Federal Reserve, among others.

Math

LM63 Mathematical Applications 3 credits

Is designed to reinforce and expand on a student's knowledge of mathematical concepts by challenging the student to build conceptual thought and quantitative reasoning skills. Through a variety of applications students will gain an understanding of

the value of mathematical relationships. Topics include a review of mathematical problem-solving concepts, algebra, graphing, sets and logic, probability, and statistics. Special attention is given to individual needs.

LM68 Fundamentals of College Mathematics 3 credits

Is designed for the student who plans to pursue baccalaureate degree study. This course reinforces and expands on the student's knowledge of algebra providing a strong foundation necessary for further study of mathematics.

LM69 Math for Health Sciences 3 credits

Designed for medical majors, this course will aid in applying mathematical concepts to solve on-the-job situations. Topics include algebra; dilutions, solutions, and concentrations; drug dosages; linear equations and graphing; exponential and logarithmic functions; charts, tables, and graphs; geometry; and statistics. Students will apply new knowledge to understanding Metric and non-metric measurement systems, dimensional analysis, apothecary and household systems, temperature measurement and conversion.

LM300 Quantitative Analysis 3 credits

This course covers major quantitative techniques and their application to the analysis of solving problems. Topics include descriptive measures such central tendency and dispersion, the normal curve, sampling distributions, simple linear regression, and hypothesis theory. Other topics included are creating and interpreting graphical displays such as frequency distributions, histograms, and box plots.

LM301 Data Analysis 3 credits

This course is designed to build on a student's knowledge of data analysis and statistical computing. The emphasis is on a student's ability to interpret data and communicate statistical information. The goal is to provide students pragmatic tools for assessing statistical hypotheses and conducting their own statistical analyses. By understanding methods and measurements for analyzing data, the student will learn how to convey meaning. Topics include graphical and numerical methods for describing data, correlation, hypothesis testing, linear regression and other statistical analysis methods.

Psychology/Sociology

LP179 Psychology 3 credits

Is a general survey course introducing students to the basic principles of psychology. This course emphasizes the major aspects of human behavior and its adaptation to the environment. Topics such as emotional behavior, motivation, and personality are discussed; information is also provided on the effects of drug and alcohol abuse.

LP182 Marriage and the Family 3 credits

Presents several perspectives essential to understanding human relationships, marriages, and family life. Students will explore various theories and current research dealing with how lasting relationships are formed and maintained, and methods for problem solving and conflict resolution will be discussed. Issues related to family planning, individual roles and responsibilities, and raising children are also covered.

LP183 Sociology 3 credits

Provides an overview of the study of society and presents fundamental concepts in the field of sociology. Topics include culture, trends in modern society, and major social issues, among others.

LP184 Developmental Psychology 3 credits

This course is a general study of human development throughout the life span with a focus on environmental, hereditary, and cultural influences on behavior. The course covers all stages of life, including conception and prenatal development, infancy, early through late childhood, adolescence, young adulthood, middle age, and the elderly. Topics include: physical growth, basic genetic concepts, learning and cognitive development, language acquisition, socialization, and emotional development.

LP185 Social Psychology 3 credits

Is an in-depth study of the interaction between the individual and the social environment. Such topics as social influence, attitude formation, group behavior, and interpersonal communication are examined.

LP187 The Parenting Process 3 credits

Explores the unique process of interaction between parent and child within their complex social systems. Personal and social development; parenting tasks; and routines, problems, and strategies are explored as they arise during different stages of child development.

LP188 Psychology of Aging 3 credits

Introduces students to human development through the adult years. Research and theory are presented on adult development and aging while presenting critical issues to prepare students for personal and professional experiences. Emphasis is placed upon promoting optimal outcomes in response to events that can occur during the adult years.

LP189 Introduction to Social Gerontology 3 credits

Is a course that introduces the student to theoretical issues and trends in the study of gerontology. Theories and research on the historical, biological, and psychological aspects of aging are studied in detail. Social, economic, and political issues presented examine changes in social roles, relationships, living arrangements, and health that occur as people age. Agencies and programs established to meet the health needs of the elderly are examined.

LP191 Death, Dying, and Developmental Perspectives 3 credits

Is a course that will create a unique opportunity for students to understand the insights and attitudes about death and dying so that they can better communicate during these events. Students will learn to cope more effectively through bereavement as they understand the importance of celebrating life and living. Emphasis is placed on sensitivity to developmental perspectives and cultural differences.

LP194 Abnormal Psychology 3 credits

Acquaints students with the field of psychology devoted to study of causes of mental dysfunction including mental illness, psychopathology, maladjustment, and emotional disturbance. Emphasis is placed upon the manifestation of thoughts and behaviors that deviate from the norm, as well as general causation, assessment, diagnostics, and treatments (both psychopharmaceutical and psychotherapy-based).

LP300 Intercultural Communication 3 credits

Examines the basis for culture, reviewing the work of social scientists, cultural anthropologists, and global managers on this emerging topic. Definitions of culture, issues of cultural change, and how cultures adapt are included. Practical examples, case studies, and illustrations show how cultural issues are managed in the business environment both domestically and internationally.

LP301 Trends and Perspectives in Gerontology 3 credits

Is an investigation and discussion of current issues in gerontology. Students discuss current articles, examine facts, weigh controversies, and support positions on social, economic, and political issues involving eldercare. Students will be asked to explore a topic of interest in depth through a research experience.

LP6001 Psychology for Health Care 3 credits

Introduces students to the basic principles of human development through the lifespan. Coursework aims to increase self-understanding and enable students to apply knowledge in a variety of interpersonal situations as health care providers. The course provides study and discussion of themes such as effective communication; hereditary, cultural and environmental influences on behavior; the effects of stress; the effects of illness on behavior; grief and bereavement; coping with loss; and emotions such as fear, frustration, and anger.

Humanities

LHU180 History of Art I 3 credits

Is designed for students to experience Art as a means to link the past with the present. By allowing for communication through time and diverse cultures, the study of art history is uniquely suited to meet the contemporary needs of a multicultural education. This course will examine art from the Paleolithic period to the Renaissance. Discussion will focus on how analyzing works of architecture, painting and sculpture reveal the historical, political and conceptual forces that modeled the art of the West and other cultures. Students will visit museums to enrich their experience of this course.

LHU186 Introduction to the Arts 3 credits

Is designed to encourage appreciation for the arts. Students are expected to analyze and explore the diversity of elements that comprise the arts through participation in culturally enriching activities within the New York area in addition to research and readings. Requirements of the course include group attendance at a variety of performances such as theater, dance and music, and field trips to museums and art exhibitions.

LHU187 Introduction to Theater (Formerly LHU189 Modern Drama) 3 credits

Introduces students to the art form of the theater both as literature and a performance-based art. The class explores theater through the study of its various literary and performance elements using plays representing different time periods and styles in order to become familiar with the conventions and dynamics of the theater. The purposes of the course are to examine and analyze the dramatic elements independently and as they converge to create the theater experience, and to practice professional skills in communication and analysis through theatre-based writing and speaking activities. The course includes a theater trip, viewing videos of plays, student participation in script reading, theater research, original dramatic writing, theater criticism, and an oral presentation.

LHU188 Introduction to Music 3 credits

Uses a multi-media approach to teach students how to listen to music. Live performances both in and out of the classroom provide valuable artistic experiences in the development of sophisticated musical taste. Students work at the keyboard to learn basic theory. The common style periods of music including Grand Opera are studied and correlated with contemporary world history. Films featuring famous musicians are used to enhance instruction.

LHU190 Film Study 3 credits

Provides students with a framework for understanding film as a business, an art form and a cultural institution. Students will develop a critical approach to the medium by applying knowledge of form, visual style and sound to the thoughtful interpretation of film.

LHU191 The American Musical Theater 3 credits

Is designed as an historical approach to the development of the American Musical Theater. Students will explore how musicals are conceived, constructed, rewritten, musically arranged, cast, and performed.

LHU192 20th Century Music 3 credits

Beginning with the late romantic composers, the course develops an appreciation for the music of Europe, Asia, and Africa. Students will learn about the history of jazz, American musical theater, music for films, rhythm and blues and the eventual development of rock and roll. Classes attend relevant musical experiences featuring some of New York's finest musicians.

LHU194 History of Art II 3 credits

Covers the European tradition from the early Renaissance through 20th Century Modernism in addition to the art of Pacific Cultures, Africa, and the Americas. The world's finest paintings, sculpture, and works of architecture are examined within the social, religious, and intellectual contexts of their creation. Students will explore intriguing issues surrounding art: How have science and art interacted since the seventeenth century? Is there still a mainstream in art? Classes will be instructed using a multi-media approach – films, slides guest lecturers and guided museum and gallery visits.

LHU195 Introduction to Philosophy 3 credits

Introduces the subject of philosophy by covering both eastern and western ideas, as well as practicing logical reasoning skills. Students will share their own views on life, identify examples of how philosophy can be used in everyday situations and current events, and hone their ability to recognize valid and sound arguments. Films, documentaries, news media and other course materials will provide the student with an opportunity to engage in lively philosophical discourse through writing activities and classroom discussions.

LHU300 Latin American and Caribbean Art 3 credits

Introduces the student to the rich variety of cultures that thrived in pre-Hispanic and modern South America and the Caribbean, and their unique social development. During the duration of the course, the student will investigate how the Pre-Columbian, Colonial, Indigenist, and European styles influenced the Latin American culture. The course will examine the influence of political and social issues with a direct impact on the arts of Latin America and the Caribbean from the Pre-Columbian to the

contemporary times. Course activities include a combination of lectures, discussions, guest artist presentations, and museum visits. Lectures will be supported with visual aids and handouts.

LHU302 Women In Film 3 credits

Critically examines the evolution of women across the globe in film as actors, directors, writers, designers, and producers. The class will also analyze how sexism, male chauvinism, feminism, and post-feminism have shaped film and television internationally, spanning from the early 20th Century until today.

LHU303 Race, Class, and Gender in American Film 3 credits

Is an issues-focused course designed to generate great dialogue and encourage each student to expand world views through the study of the art of cinema. By analyzing the elements, nature, and methods of gender, race, and class stereotyping in relationship to the portrayal of characters and groups of people in cinema, study will provide the opportunity to be sensitized to issues within cultures.

LHU304 Western Philosophy and Film 3 credits

Critically examines the three traditional divisions of philosophy (epistemology, metaphysics, and ethics) by studying theories of various Western thinkers (including Plato, Descartes, Hobbes, and Kant) and applying them to contemporary issues and film in both discussion and organized writing. Students will evaluate essential arguments throughout the history of western philosophy, including those of human nature, free will, the existence of God, and moral standards and responsibility. Finally, they will lead their own Socratic seminars among fellow students. Discussions and readings will be supplemented with films, documentaries, and news media.

LHU305 Film Criticism and Analysis 3 credits

Is designed to help students develop an understanding of the fundamentals of film art (narrative; mise-en-scène; editing; sound) and to give them the tools to critically examine key theoretical and critical approaches to analyzing film form. All of these elements will be addressed as students engage scholarly journalistic criticism from the early 20th century to today.

LHU306 Topics on Women and Art 3 credits

Considers both the history of women artists and representations of women from cultures around the world, from prehistory to the contemporary era. In addition, the class will introduce feminist methodologies that can be applied to specific case studies, such as problems of biography for women artists, depictions of sexuality in art, performing gender in visual images, and feminist activist collaborations.

LHU307 Theatre and Society 3 Credits

Familiarizes students with the art form of theatre by focusing on critical analysis of theater and its relationship with contemporary society. Students will gain an understanding of theatre's role in history related to personal identity, including topics such as gender, race, beliefs, and sexual orientation. Students will study artists who have addressed such issues in their theater as well as the impact of such works on society throughout history. The class will discuss theater as a cultural force used to create conversation around difficult issues and promote understanding.

Science

LS192 Biology 3 credits

Designed for non-science majors, provides insights into fundamental biological concepts and challenges students to think critically about some of the most compelling issues which highlight biology's relevance. Topics include: the cell's biological structure and processes, genetics, biotechnology, evolution, and ecosystems among others.

LS193 Nutrition 3 credits

Is an overview of the science of nutrition, the physiology of digestion, and the chemistry and function of fats, carbohydrates, protein, vitamins, and minerals. By emphasizing appropriate nutritional practices, it is the intention of this course that knowledge of personal wellness be incorporated into each individual's daily living.

LS194 Microbiology 3 credits

This course is a study of microorganisms and the manner in which they affect health; characteristics, growth requirements, methods of transfer and reactions of the body toward invading organisms; principles underlying immunity; food, water industrial and ecological microbiology. The microbial world is composed of an incredibly diverse group of microorganisms. Therefore, this course will also include host defense mechanisms that interact with microorganisms. Ultimately, the student will understand the history of microbiology and how microbes are grown, studied, and controlled. Further, the student will also understand the types of diseases that viral, fungal, and bacterial pathogens can cause, and the general mechanisms of how they cause disease.

LS195 Human Anatomy and Physiology I 3 credits

Covers the study of basic molecular and cellular functions, as well as the structure, functions, basic disease processes, and common diagnostic tests of the skeletal, muscular, cardiovascular, and digestive systems. Can be taken concurrently with LS6000 Human Anatomy and Physiology II with approval.

LS197 Chemistry and Biochemistry for Allied Health Professional 3 credits

This course explores the basic principles of chemistry and biochemistry in relation to chemical principles and introduces concepts of molecular biology, metabolism, cancer chemotherapy, and herbal dietary supplements. Students will have the opportunity to gain an understanding of the basic principles of general, organic, and biochemistry; the relationship between biochemistry and new developments in health therapy; and how chemical and biochemical principals relate to the health professions.

LS6000 Human Anatomy and Physiology II 3 credits

Covers the study of basic molecular and cellular functions, as well as the structure, functions, basic disease processes, and common diagnostic tests of the endocrine, integumentary, nervous, immune and lymphatic, respiratory, urinary, senses, and reproductive systems. Nutrition is also introduced. Can be taken concurrently with LS195 Human Anatomy and Physiology I with approval.

DEVELOPMENTAL EDUCATION

DE90 Basic Math Skills 3 equated credits

Is a basic mathematics course designed for students who need review work in order to improve their skills in arithmetic and basic algebra.

DE91 Advanced Math Skills 3 equated credits

Is a review of basic math but also focuses on introducing algebra concepts. The course is designed for those students who demonstrate need for strengthening of their math skills before taking college-level courses. Topics such as fractions, percents, ratios, signed numbers, and algebraic formulas are included.

DE92 Writing Skills 3 equated credits

Presents the study of the essential fundamentals of English grammar, punctuation, and sentence structure. Emphasis is on written expression. This course is also ideal for the student whose second language is English.

DE93 Introduction to College English 3 equated credits

Is designed to help individuals master the fundamentals of writing and grammar, in preparation for future advanced writing courses. The basics of grammar, punctuation, usage, spelling, and sentence structure are reviewed. The writing process is introduced along with some information literacy concepts. This course is also ideal for the student whose second language is English.

DE98 English as a Second Language I 3 equated credits

Is designed for students who have limited knowledge of English. Develops proficiency in listening, speaking, reading, and writing for academic purposes, with pronunciation receiving careful attention.

DE99 English as a Second Language II 3 equated credits

Student's English language ability is developed to the intermediate level on the sentence and paragraph level through reading, grammar exercises, writing and editing their work, and speaking and doing oral presentations. Emphasis is on standard English grammar usage in all forms of communication.

DE100 English as a Second Language III 3 equated credits

Presents complex English grammatical structures and provides extensive writing, reading, and oral practice. Its primary purpose enables the student to develop the ability to express ideas in acceptable written and spoken English. Terminology and conceptual material are integrated to familiarize the student with a variety of subject areas that may be encountered in their college studies.

Note:

While certain courses are recommended as prerequisites to be taken before others to establish a balanced program of study, individual student needs and abilities are considered in the advisement and registration process. Each student is advised and registered by a member of the academic staff of the college who authorizes the individual student's course of study to best reflect and challenge the student's aptitude and experience.

Inactive Courses: An inactive course is a course that is removed from the catalog course listings but may be re-instated in the catalog course listings upon the decision of the Curriculum Committee. An inactive course may have the possibility for rapid re-activation.

ACCOUNTING

AC18 Computerized Applications in Accounting 3 credits / Explores the software features of a commercially available accounting software package. Through the integration of a variety of skills, this course offers each student the opportunity to add depth to his or her accounting and computer experience.

AC60 Practical Math 3 credits / Focuses on business aspects as well as personal applications of mathematics. Students are provided with a sound preparation for the business office and an excellent foundation for further study. Topics include: estimating and making cost projections, qualifying for a mortgage, setting up and solving equations, and calculating market share, among others.

AC62 Business Math 3 credits / Prepares the student to handle the many mathematical computations required in the business environment. Accuracy and attention in the problem-solving procedures required in such areas as depreciation, taxes, salary records, and investments are developed.

AC111 Computer Information Systems in Accounting 2 credits / Provides accounting students with a combination of classroom instruction and hands-on computer experience in learning to operate software packages to process information such as accounts receivable, accounts payable, and the general ledger.

COMPUTER AND INFORMATION TECHNOLOGY

IT31 Intermediate Keyboarding 2 credits / Presents additional letter styles, memorandums, tabulations, manuscripts, and rough drafts. Emphasis is on the production of mailable copy while using proper keystroking technique. Proofreading and editing procedures and office production standards are stressed.

IT33 Advanced Keyboarding 2 credits / Covers advanced concepts and applications based on the mastery of the keyboard. Assignments include complex letter formats, tabulations, manuscripts, forms and job application papers.

IT43 Word Processing and the Language Arts 3 credits / Is an interdisciplinary course which focuses on integrating word processing technology with language arts skills. Through the use of application materials consisting of realistic office communications, students are encouraged to demonstrate their knowledge of concepts, develop decision-making skills, and think critically in preparing documents.

IT45 Computerized Business Applications I 3 credits / Introduces students to spreadsheet concepts and information processing applications. Using microcomputers, students solve business problems and complete a variety of office tasks.

IT131 Professional Keyboarding 2 credits / Develops the students' knowledge of keyboarding concepts within the framework of a simulated work situation. Emphasis is placed on keyboarding business forms, letters with special notations, tabulations, reports, rough drafts, and legal documents.

IT136 Document Processing 2 credits / Emphasizes effective production of documents to meet the needs common to a variety of office settings. The student is challenged to apply language arts and editing skills in the completion of project work.

IT140 Computerized Business Applications II 2 credits / Presents a variety of information processing concepts and applications. Projects challenge students to use their knowledge of computer operations to solve realistic business problems.

IT149 Office Systems Procedures 3 credits / Through simulated office situations, students gain both understanding and experiential knowledge of the functions which comprise the office support system. Applications are included to sharpen office skills and competencies in order to perform a variety of tasks required of an office assistant.

IT156 Programming Business Applications 3 credits / This course is designed for beginners and is an introduction to the unique features and benefits of a program such as Visual Basic. It is attractive to students who work with a variety of software applications and desire to learn more about how software can be customized to meet a particular need. Topics include project structure and programming tools, representing data, performing calculations, specifying alternate courses of action, reducing program complexity through menus, sub-procedures, and programmer-defined functions, among others.

IT157 Technology Seminar-Word Processing 3 credits / Is designed for the advanced student motivated to further cultivate and refine word processing skills. The course uses a diagnostic and prescriptive approach to evaluate the needs of each individual and targets those topics with supporting applications. Special attention is given to developing strategies and techniques for meeting the challenges posed by online assessment programs such as the Microsoft certification exam.

MANAGEMENT

MG80 Career Planning 2 credits / Emphasizes career goal-setting and includes self-assessment of interests, skills, and values as well as practical exploration of the job market. Study skills, planning, organizing work loads, handling priorities, communication skills, personal appearance, and attitude are stressed as important aspects of career preparation.

MG82 Retail Management 3 credits / Examines a broad range of retailing principles, problems, and issues which are important to today's retail managers.

MG84 Introduction to the Hospitality Industry 3 credits / Is an overview of the lodging and food service industry. Topics include a review of the historical developments, basic managerial and operating functions, future industry trends, and career opportunities.

MG85 Front Office Operations 3 credits / Introduces students to hotel/motel office systems and procedures. Areas covered include guest reception and reservation systems, guest accounts settlement, and managerial practices involved in front office operations.

MG86 Food and Beverage Management 3 credits / Is a study of the principles for effective management of food and beverage service. Topics include sanitation, menu planning, purchasing and other important systems and procedures used by the manager to maintain a successful operation.

MG87 Travel and Tourism 3 credits / Is an overview of the travel and tourism industry and presents fundamental concepts. Areas covered include transportation, accommodations, tourism systems and services, channels of distribution, and career opportunities, among others.

MG88 Back Office Operations 3 credits / Gives the student hands-on experience in the basics of hotel operations. Topics include organization of the business office, room functions, hotel accounting, financial reports and planning, operational procedures, and human resources management.

MG229 College and Industry Seminar 1 credit / Provides the student with an awareness of the skills necessary to succeed both in college and today's work environment. The direct connection between achievement in school and on the job is emphasized; topics include goal-setting, educational planning, time management, learning techniques, critical thinking, problem solving, communicating effectively, teamwork, and research skills among others. The student will practice techniques by completing specifically designed "hands-on" exercises and will be expected to learn the dynamics of group work.

DEVELOPMENTAL

DE57 Basic Mathematics Review 1 equated credit / Surveys basic math applications with some review of algebra concepts. Through a diagnostic and prescriptive approach, special attention is focused on the individual needs of students.

DE94 Reading Fundamentals 3 equated credits / Is designed for students who need to improve their reading skills. Recognizing the relationship of language behavior and reading, the objective of this course is to develop the individual components of the strategies necessary for understanding reading tasks and procedures for coping with the cues within language.

DE95 Advanced Reading 3 equated credits / Emphasizes literal reading, interpretive reading, critical reading, understanding literary concepts, building vocabulary and exercise in non-fiction.

HUMANITIES

LIBERAL ARTS

Language & Literature

LL47 Research and the Internet 3 credits / In this course students will learn strategies for conducting research using Internet technology and be able to effectively present information in a logical format. A variety of Internet capabilities are explored including web search engines, resource sites, and news groups. Techniques for using the Library in terms of locating books, understanding catalog entries, classification systems, and databases are also presented.

LL52 The Short Story 3 credits / Is a critical study of short stories from selected works of authors from a variety of ethnic and cultural backgrounds. By investigating narrative techniques students are encouraged to convey their ideas through reading, discussing, and writing.

LL58 Communicating Through Writing 3 credits / Is a course that uses a holistic approach to writing. Emphasis will be placed upon the relationship between critical reading skills and effective oral communication to expand and further develop written self-expression.

LL202 Administrative Writing 3 credits / Is an advanced writing course intended to develop writing fluency and writing skills relevant to business and professional activities. The student is engaged in the writing process through a variety of assignments including the creation of reports, proposals, letters, and memoranda. Techniques and strategies for research, presentation, analysis, and interpretation of factual data further encourage the student to refine communication and critical thinking skills. Clarity, organization, and tone as well as correct punctuation and mechanics are emphasized. Coursework includes computer classroom integration.

Psychology / Sociology

LP178 Academic Foundations 3 credits / Is an interdisciplinary course that examines how learning and the acquisition of knowledge relate to the development of information literacy skills, a primary means for achieving personal and professional growth. Topics include: personal assessment, motivation, self-esteem, research strategies and the Internet, avoiding plagiarism, and the connection of research to future career and educational goals.

Retired Courses: A course whose number and name will no longer be offered by the College and are permanently deleted.

ACCOUNTING

R10 Accounting I 4 credits / Presents fundamental accounting principles, concepts, and practices. Topics include an overview of the accounting cycle and preparation of financial statements. Procedures for collecting, recording, analyzing and interpreting financial data to determine the worth and position of a business enterprise are examined. Students begin a portfolio project.

R11 Accounting II 4 credits / Builds on accounting knowledge gained in Accounting I. The future accountant further surveys the realms and concepts of purchases, sales, inventories, long-lived assets, ownership, and the formalized reporting of vital information used in business. Students continue work on a portfolio project and use accounting software to perform basic accounting functions.

R12 Accounting III 3 credits / Is designed to teach the student how to interpret accounting and statistical data used in the solution of internal problems of management. Some of the topics covered include use of budgets, use of cost control, and interpretation of cost reports. Students complete a portfolio project.

R19 Career Accounting 4 credits / Introduces basic bookkeeping principles and their applications. Attention is centered on transaction analysis and recording in special journals and ledgers. It includes preparation of financial statements and a detailed coverage of payroll procedures and cash control. This course is suggested for students who do not possess a background in bookkeeping.

R114 Cost Accounting 3 credits / Is a study of cost accounting systems, including job cost procedures, process cost systems, and standard cost accounting for materials, labor, and factory overhead. Causes of variance from standard costs, joint and by-products are also included, along with an applicable case used to collate the chapter topics into a practical cost accounting situation.

RAC110 Computerized Payroll 2 credits / Focuses on concepts while students gain experience in using the computer to perform payroll accounting functions through a combination of hands-on activities in the information processing center and classroom instruction.

COMPUTER AND INFORMATION TECHNOLOGY

RIT42 Advanced Word Processing 3 credits / (retired and renumbered to IT152) / Emphasizes the study of complex word processing operations. Topics include the merge function and advanced applications, creating multiple-page documents, setting up columns of text, and using specialized formatting features to enhance documents.

R46 Office Systems Management 2 credits / Presents concepts of records administration and examines technology currently being implemented in the office. Students learn specific skills and procedures and how the computer can be used in performing management support functions.

RIT0143 Software System I 3 credits

Is a course designed for individuals who wish to become familiar with the basic operating features of a contemporary software program. Through study of the program's documentation and projects which challenge critical thinking and problem solving skills, students have the opportunity to add depth to their information processing background.

RIT144 Software System II 3 credits

Features the study of one commercially available software package. Students develop information processing skills as they complete projects which apply to the business setting.

RIT146 Software System III 3 credits

Continues to diversify and build on the student's information processing experience through the study of a software package well-known in the business environment. The integration of a variety of skills is emphasized as concepts are applied to produce documents characteristic of the office setting.

RIT147 Software System IV 3 credits

Introduces the full-range of information-processing capabilities of a software program. Lessons progress from simple concepts to more advanced procedures. Applications problems are given throughout enabling students to handle the most common as well as complex tasks.

R152 Computers In The Medical Office 3 credits / Is a course designed for students who have an interest in working in the health care profession. The course focuses on how the computer is used in the medical office and provides instruction in learning a popular computer software program specifically designed for the health care industry. Using computers, students will learn to input patient information, schedule appointments, handle billing and produce reports necessary for the medical office.

R246 Managing Your Computer 4 credits / (retired and restructured into IT248 and IT249) / Is a course designed to develop highly technical expertise in maintaining and optimizing system performance of the personal computer. Topics include: hardware and software installation, troubleshooting and diagnosing operating problems, understanding and supporting various operating systems and multimedia technology, protecting data, disaster recovery, and maintenance plans, among others.

MANAGEMENT

R71 Business Law II 2 credits / Is a study of the principles of business law as they affect the areas of commercial paper, elements of negotiability, transfer endorsements, holders in due course, warranties and product liability, remedies for breach of sales contracts, and government regulation of business.

R76 Investment Analysis 2 credits / Is a comprehensive course covering basic principles of investment and is presented from the viewpoint of the individual as distinguished from the institution. It is a detailed analysis of the securities market, public securities, mortgages, and annuities.

R83 Principles of Marketing 2 credits / Examines the role of marketing by relating theory to actual case histories. It focuses on the system of distribution of goods from producer to consumer, consumer behavior, and efficient marketing techniques.

ALLIED HEALTH

RAH102 Medical Office Practicum 4 credits / This course prepares students to use and build upon the skills and concepts learned from prior courses in medical office operations. Students will receive additional hours of practical experience in revenue cycle management, medical insurance, medical billing, coding with encoder pro and other administrative functions, including appointment management and patient chart documentation and abstraction, through a combination of classroom simulations and site experience.

RAH152 Computers In The Medical Office 3 credits / Is a course designed for students who have an interest in working in the health care profession. The course focuses on how the computer is used in the medical office and provides instruction in learning a popular computer software program specifically designed for the health care industry. Using the computers, students will learn to input patient information, schedule appointments, handle billing and produce reports necessary for the medical office.

RAH156 Applied Medical Terminology 3 credits / Is a course which provides students the opportunity to apply medical terminology to the contents, use, and structure of the health record including data and data sets. This course takes both a traditional and electronic approach to the formulation of health records and prepares the student with hands-on experience using a widely-adopted electronic health-record system. The role of health records and clinical documentation in the delivery of patient care and the operation of individual health care organizations are studied. The external environment in which health records function and the documentation requirements of local, state, and federal governments are explored.

RALH1002 Document Processing for the Medical Office 3 credits / Is a course designed to integrate word processing, medical transcription, and keyboarding theory to provide student with a working knowledge of the transcription of medical reports and correspondence. By using a word processing software package, students learn concepts and techniques commonly used to create, format, edit, save and print medical documents. Medical reports include chart notes, history and examinations reports, radiology reports, procedure reports, operative reports and consultation correspondence. This course supports the development of medical terminology and of proofreading techniques.

RALH1003 Medical Financial and Records Management 3 credits / This course is designed to assist students in developing the necessary operational, financial and records management job skills needed to manage today's medical office.

RAH1007 Basic CPT Coding II 3 credits / Enhances the basic principles of CPT Coding and Classification systems sequencing of codes and impact on reimbursement. This course is a dedicated online course offered by the American Health Information Management Association (AHIMA) and hosted by Plaza College. Students will be expected to participate in some face-to-face meetings at the College. This course is one of four coding courses that will help students to prepare for certification in medical coding.

RAH1009 Extended Medical Assisting Externship 5 credits / This externship experience follows the same framework as the Medical Assisting Internship and is appropriate for the student who desires (extended) hours of a practicum at a health care facility. The student will be supervised and evaluated for work performed in both the administrative and clinical areas. Students will communicate throughout this course mostly online through discussion bulletin boards and e-mail. Some face-to-face meetings will be required. Handouts and other supplementary materials will be posted online.

RALH1010 Clinical Procedures and Applications I 4 credits / Introduces the medical assistant student to basic patient care skills, which include preparation, examination, and basic assessment of patients. Skills taught include vital signs, medical asepsis, OSHA guidelines, sterilization, electrocardiography, and patient modalities. Students learn to prepare the examination and treatment areas.

RAH1012 Pharmacology 3 credits / Introduces the principles of clinical pharmacology. Discusses the most common medications in current use with emphasis on classifications, uses, routes of administration, dosages, interactions, incompatibilities and side effects. Drug legislation and laws governing dispensing of drugs are studied. The mathematics of dosages, metric conversions, and the classification of drugs are discussed.

RAH1014 Document Processing for the Medical Office 2 credits / Integrates word processing and keyboarding theory to provide student with a working knowledge of medical correspondence. By using a word processing software package, students learn concepts and techniques commonly used to create, format, edit, save and print medical documents. This course supports the development of medical terminology and of proofreading techniques.

RAH1015 Medical Financial and Records Management 2 credits / Assists students in developing the necessary operational, financial and records management job skills needed to manage today's medical office.

HEALTH INFORMATION TECHNOLOGY

RHS100 Introduction to Health Delivery Systems 3 credits

This course covers the recent history and current challenges facing the health care delivery system in the United States. A variety of delivery systems throughout the continuum of health care is compared on regulatory issues, documentation, reimbursement and funding, information management, coding and classifications, computer systems and data sets, quality improvement and utilization management, risk management, and the role of the HIM professional. Emerging trends facing each delivery system are also explored. This course will also provide an overview of various health information systems.

RHS101 Introduction to Organizational Resources 3 credits

Is a course that presents an overview of the principles and techniques of management including strategic and management planning, leadership and management theories, human resources, and financial management. The role of the human resources function and the health information management professional are explored in relation to organization and personnel resources.

RHS105b Health Information Professional Practice 4 credits

Is a course that provides a supervised practicum professional experience at an approved external site which allows students an opportunity to perform medical record procedures. Experiential opportunities allow students to relate the functional theoretical components of the program to realistic practice situations. Students will be evaluated for performance on the job as well as on other coursework completed. Other coursework will include career planning, resume writing, job search and interviewing, and the importance of life-long learning skills such as certification testing, professional memberships, and continuing education.

LIBERAL ARTS

RLL53 Advanced Composition 3 credits / Is a portfolio course designed to provide opportunities for reading, discussion, critical thinking, and writing. A diverse range of essays on contemporary topics challenge the student to evaluate issues and develop writing strategies that focus on the argument. Information literacy skills will be further developed by applying techniques for performing and collecting primary research in combination with secondary research to produce a researched position paper.

RLL54 Composition and Research 3 credits / Is an expository writing course whereby the student will apply information literacy and critical thinking skills to the writing process. Writing assignments which focus on the essay, a guided research project, and the preparation of a writing portfolio challenge the student to become a clear and effective writer. Each student has the opportunity to address personal writing needs through the application of an integrated online learning system which uses a diagnostic and prescriptive approach.

RLL200 Literary Analysis 3 credits / Is a course which provides a dual focus: the study of fiction and intensified work in writing. Students' appreciation of literature is developed through the study of the short story, with emphasis on such areas as point of view, plot, conflict, and theme. Writing assignments focus on critical and personal essays and will culminate in an exemplary portfolio. In addition, research strategies, proper format, and documentation are surveyed.

RLM075 Mathematical Analysis 3 credits / Is a course which acquaints the student with basic statistical methods of presenting, collecting, and interpreting data. It includes application of techniques used in decision making as simple probability distributions and hypothesis testing.

RLM75 Mathematical Analysis 2 credits / Is a course which acquaints the student with basic statistical methods of presenting, collecting, and interpreting data. It includes application of techniques used in decision making as simple probability distributions and hypothesis testing.

RLM85 Math for Health Care 3 credits / Designed for the student who plans to pursue clinical and pharmacology coursework. This course requires students to apply mathematical principles to more complicated operations involving real world problems. Students solve problems that require technical knowledge and critical thinking skills. Topics include numerical systems, measurement systems, percentages and conversions, medication dosage calculations, weights and measures, and measuring intake and output.

PROJECTED COURSE OFFERINGS

AC009	Introduction to Accounting	F,W,SP	MGT1004	Business Planning	SP
AC010	Accounting I	ALL	MGT1005	Research Methods & Statistics	SP
AC011	Accounting II	F,W,SP	MGT1006	Business Strategies	F,W
AC13	Computerized Accounting	SP,W	MGT1007	Business and Career Dynamics	F,W
AC14	Personal Finance	SP	MGT1008	Compensation and Benefits	W
AC015	Contemporary Accounting and Technology	SP	MGT1009	Conflict Management	SP
AC77	Income Tax I	F,W,SP	MGT1010	Financial Management	SP
AC78	Income Tax II	SP	MGT1011	Building Sales	W
AC112	Payroll Accounting	F	MGT1012	Managerial Writing	W
CR100	Theory	ALL	MGT1013	Marketing Research	F, SP
CR101	Advanced Theory	ALL	PL100	Introduction to Law	ALL
CR102	Speedbuilding II	ALL	PL101	Family Law	ALL
CR103	Speedbuilding III	ALL	PL102	Litigation	ALL
CR104	Speedbuilding IV	ALL	PL103	Legal Research and Writing	ALL
CR105	Reporting Procedures	ALL	PL104	Real Estate Law	ALL
CR106	Computer Aided Transcription	ALL	PL105	Contract Law	ALL
CR107	Court Reporting Internship	ALL	PL106	Advanced Legal Research	ALL
CR108	Speedbuilding V	ALL	PL107	Torts	ALL
IT40	System Technology & Application	ALL	PL108	Paralegal Internship	ALL
IT44	Computer Operating Systems	F,SP	PL109	Law Office Management, Finance and Technology	ALL
IT48	Computer Literacy	F,W,SP	PL110	Employment Law	SP
IT49	Fundamentals of the Computer	F,W	PL111	Administrative Agency Law	W
IT106	Court Reporting Technology	ALL	PL112	Immigration Law	W
IT115	Spreadsheet Applications	ALL	PL113	Elder Law	SP
IT116	Advanced Spreadsheet Applications	SP	AH1000	Medical Law and Ethics	F, SP
IT130	Word Processing	ALL	AH1001	Medical Administrative Procedures	F,SP
IT132	Keyboarding for the Computer	ALL	AH1002	Document Processing for the Medical Office	W,SP
IT133	Introduction to Microcomputer Keyboarding	ALL	AH1003	Medical Financial and Records Management	F,SP
IT134	Intermediate Microcomputer Keyboarding	ALL	AH1004	Basic ICD-CM Coding I	ALL
IT135	Advanced Microcomputer Keyboarding	ALL	AH1005	Basic ICD-CM Coding II	F,SP
IT137	Document Processing for the Professional	ALL	AH1006	Basic CPT Coding I	ALL
IT141	Data Management	F,SP	AH1006b	HCPCS Coding	ALL
IT142	Presentation Technology and Techniques	ALL	AH1007	Medical Coding	F,SP
IT148	Editing Skills & Applications	SP	AH1008b	Medical Assisting Practicum	ALL
IT150	Advanced Office Technology	ALL	AH1009	Health Records Management	ALL
IT151	Word Processing Operations	ALL	AH0010	Clinical Procedures and Application I	ALL
IT152	Advanced Word Processing	F,SP	AH1011	Clinical Procedures and Application II	ALL
IT227	Office Administration	W,SP	AH1013	Laboratory Procedures	ALL
IT244	Networking Operations	F,W,SP	AH1016	Phlebotomy	SP
IT245	Help Desk Support	W,SP	AH1017	Pathophysiology and Pharmacology	F, SP
IT247	Web Technology	SP	AH1018	Basic Laboratory Technology	W
IT248	Computer Maintenance Solutions	F,W,SP	AH1019	Phlebotomy Extended Externship	F
IT249	Strategies for Computer Management & Maintenance	F,W,SP	AH1020	Life in the Later Years	W, F
IT250	Computer User Support Methods	F,W,SP	AH1021	Coding for Long-Term Care	W
IT251	Project Management Technology and Applications	W, F	AH1022	Documentation and Reimbursement for Long-Term Care	SP
IT252	Graphic Arts	SP	AH1023	Medical Office Management	F, W
IT253	Digital Communication	W	AH1024	Clinical Nursing Skills and Concepts	W
IT254	Desktop Publishing	SP	AH102b	Medical Internship	ALL
IT255	Advanced Database Management	SP	AH153	Patient Billing	W
MG64	Business Concept	ALL	AH154	Medical Insurance	W,SP
MG70	Business Law I	ALL	AH155	Medical Terminology	ALL
MG73	Business Organization	ALL	DA100	Introduction to Dental Assisting	FW
MG74	Human Resources Management	ALL	DA105	Dental Sciences	FW
MG79	Fundamental of Sales	SP	DA110	Preclinical	FW
MG89	Small Business Management	F,SP	DA115	Chairside Assisting I	FW
MG230	Professional Development	ALL	DA120	Dental Materials	W, SP
MG231	The Customer Connection	SP	DA125	Radiography I	W, SP
MG232	Integrated Marketing	W	DA130	Dental Specialties I	W, SP
MGT1000	Values and Ethics in the Business Environment	F,W	DA135	Chairside Assisting II	W, SP
MGT1001	Management Tools and Resources	F,W	DA140	Externship I	W, SP
MGT1002	Marketing Concepts and Practices	W	DA145	Radiography II	SP, F
MGT1003	Supervisory Management	F,W	DA150	Dental Office Management	SP, F

DA165	Externship II	SP, F	LE250	Microeconomics	W
DA160	Dental Specialties II	SP, F	LE251	Macroeconomics	F
DH100	Dental Anatomy, Histology and Embryology	F, SP	LM63	Mathematical Applications	F,SP
DH101	Introduction to Dental Hygiene	F, SP	LM68	Fundamentals of College Mathematics	F,SP
DH102	Medical Emergencies in the Dental Office	W, F	LM69	Math for Health Sciences	ALL
DH105	Preclinic and Infection Control	W, F	LM300	Quantitative Analysis	F, SP
DH110	Radiology	SP, W	LM301	Data Analysis	W, F
DH200	Dental Materials	SP, W	LP179	Psychology	ALL
DH210	General, Maxillofacial, & Oral Pathology	SP, W	LP182	Marriage and the Family	SP,W
DH212	Nutrition and Dental Health	SP, W	LP183	Sociology	SP,W
DH215	Clinic I and Seminar	SP, W	LP184	Development Psychology	F
DH225	Clinic II & Periodontology	F, SP	LP185	Social Psychology	SP
DH230	Law, Ethics, and Jurisprudence in Dental Hygiene	F, SP	LP187	The Parenting Process	SP
DH235	Clinic III Advanced Periodontology	W, F	LP188	Psychology of Aging	F, SP
DH240	Oral Health Promotion	F, SP	LP189	Introduction to Social Gerontology	W, SP
DH245	Community Dental Health	W, F	LP191	Death, Dying, and Developmental Perspectives	F, SP
DH250	Pharmacology	F, SP	LP194	Abnormal Psych	W
DH255	Dental Anesthesia	W, F	LP300	Intercultural Communication	W
BDH300	Leadership & Management in Healthcare	SP	LP301	Trends and Perspectives in Gerontology	W, SP
BDH305	Global Healthcare and Population Health Issues	F	LP6001	Psychology for Health Care	F,W,SP
BDH310	Program and Curriculum Planning, Development, and Evaluation	W	LHU180	History of Art I	F,SP
BDH400	Epidemiology and Biostatistics	SP	LHU186	Introduction to the Arts	F,SP
BDH410	Risk Assessment, Disease Management, & Healthcare Int.	SP	LHU187	Introduction to Theater	ALL
HT102	Health Information Systems & Technology	ALL	LHU188	Introduction to Music	W
HT103	Legal Aspects of Health Information	W, F	LHU190	Film Study	SP
HT104	Health Statistics for Quality Improvement	F	LHU191	The American Musical Theater	F
HT106	Health Information and Records Management	ALL	LHU192	20th Century Music	W
HT107	Health Care Reimbursement and Insurance	ALL	LHU194	History of Art II	SP
HT108	Health Care Data, Indices, and Registries	W, F	LHU195	Introduction to Western Philosophy	F
HT109	Introduction to Health Care Delivery Systems	W, F	LHU300	Latin and Caribbean Art	F W
HT110	Introduction to Organizational Resources for Health Information Management	SP, F	LHU301	History of Design	F
HT112b	Health Information Professional Practice	ALL	LHU302	Women In Film	W
HT200	Health Information Professional Applications	W	LHU303	Race, Class, and Gender in Film	SP
HT201	Strategic Planning and Leadership in Health Information Management	F	LHU304	Western Philosophy and Film	F
HT202	Managing Across the Continuum of Long-Term Care	F	LHU305	Film Criticism and Analysis	W
HT203	Financial Management for Health Information	W	LHU306	Topic on Woman and Art	SP
HT204	Technology for Health Record Specialists	F, SP	LHU307	Theater and Society	SP
LL51	Interpersonal Communications	F,SP	LS192	Biology	ALL
LL52	Interpersonal Communication for Healthcare Professionals	W, F	LS193	Nutrition	F,SP
LL55	Introduction to Speech	F	LS194	Microbiology	F, SP
LL56	Speech	F,SP	LS195	Human Anatomy and Physiology I	F,W,SP
LL57	Essentials of College Writing	W	LS197	Chemistry and Biochemistry	SP, W
LL59	Writing From a Personal Perspective	F,W,SP	LS6000	Human Anatomy and Physiology II	F,SP
LL60	Writing and Reacting to Literature	ALL	DE90	Basic Math Skills	F,W
LL61	Writing and Fundamentals of Research	ALL	DE91	Advanced Math Skills	W
LL201	Survey of American Literature	F	DE92	Writing Skills	ALL
LL254	Foundation in Composition	ALL	DE93	Introduction to College English	ALL
LL290	Literary Analysis	ALL	DE98	English as a Second Language I	F
LL295	Critical Writing and Information Literacy	F, SP	DE99	English as a Second Language II	W
LL353	Advanced Composition	F, SP	DE100	English as a Second Language III	SP
LL354	Literature and Film	W	ID101	Internship	ALL
LH174	Introduction to Ancient History	W,SP	ID102	Extended Internship	ALL
LH175	American History	SP			
LH176	A History of Multicultural America	F,SP			
LH177	American Government and Politics	W			
LH300	History Post Civil War	F	ALL	Taught All Semesters	
LH301	History American Business	F W	W	Winter Semester	
LE69	The Economics of Money and Banking	SP	SP	Spring/Summer Semester	
LE72	Survey of Economics	F,SP	F	Fall Semester	
			XX	Every Other Year	

SAMPLE COURSE SEQUENCE

BUSINESS ADMINISTRATION

A.A.S. Associate Degree
60 Semester Credits

Transfer to:

BUSINESS ADMINISTRATION – MANAGEMENT

B.B.A. Bachelor Degree Program
Upper Division Program
60 Semester Credits

Semester 1

MG64	Business Concepts	3
IT130	Word Processing	3
[]	One Course: Psychology/ Sociology/Economics/History	3
[]	Liberal Arts Elective	3
[]	Liberal Arts Elective	3
Subtotal		15

Semester 2

AC009	Introduction to Accounting	3
IT40	System Technology and Application	3
IT142	Presentation Technology and Techniques	3
[]	Liberal Arts Elective	3
[]	Open Elective	3
Subtotal		15

Semester 3

AC010	Accounting I	3
LL254	Composition and Research	3
MG73	Business Organization	3
IT137	Document Processing for the Professional	3
IT115	Spreadsheet Applications	3
Subtotal		15

Semester 4

MG74	Human Resources Management	3
LL290	Literary Analysis	3
MG230	Professional Development	3
MG70	Business Law I	3
[]	Liberal Arts Elective	3
Subtotal		15

Total Associate Degree Program Credits **60**

Semester 5

MGT1000	Values and Ethics in the Business Environment	3
MGT1001	Management Tools and Resources	3
[]	Economics Course	3
[]	Science/Math Course	3
[]	Open Elective	3
Subtotal		15

Semester 6

MGT1002	Marketing Concepts and Practices	3
MGT1003	Supervisory Management	3
[]	**Language and Literature Course	3
[]	Open Electives	6
Subtotal		15

Semester 7

MGT1004	Business Planning	3
MGT1005	Research Methods & Statistics	3
[]	**Humanities Course	3
[]	Open Electives	6
Subtotal		15

Semester 8

MGT1006	Business Strategies	3
MGT1007	Business and Career Dynamics	3
[]	**History Course	3
[]	Open Electives	6
Subtotal		15

Total Upper Division Program Credits **60**

Total Bachelor Program Credits **120**

Note: 30 credits of the 120 credits must be in Liberal Arts study

****300 Level Course Required**

INFORMATION SCIENCES
A.A.S. Associate Degree
60 Semester Credits

Transfer to:
Business Administration – Management
B.B.A. Bachelor Degree Program
Upper Division Program
60 Semester Credits

Semester 1		
MG64	Business Concepts	3
IT130	Word Processing	3
[]	Liberal Arts Elective	3
[]	One Course: Psychology/ Sociology/Economics/History	3
[]	Open Elective	3
Subtotal		15

Semester 2		
IT40	System Technology and Application	3
IT142	Presentation Technology and Techniques	3
[]	Liberal Arts Electives	6
MG74	Human Resources Management	3
Subtotal		15

Semester 3		
IT115	Spreadsheet Applications	3
IT151	Word Processing Operations	3
LL254	Composition and Research	3
IT227	Office Administration	3
IT137	Document Processing for the Professional	3
Subtotal		15

Semester 4		
MG73	Business Organization	3
[]	Liberal Arts Elective	3
MG230	Professional Development	3
[]	Liberal Arts Elective	3
[]	Open Elective	3
Subtotal		15

Total Associate Degree Program Credits 60

Semester 5		
*MGT1001	Management Tools and Resources	3
MGT1000	Values and Ethics in the Business Environment	3
[]	Economics Course	3
MG70	Business Law I	3
LL290	Literary Analysis	3
Subtotal		15

Semester 6		
MGT1002	Marketing Concepts and Practices	3
MGT1003	Supervisory Management	3
[]	**Language and Literature Course	3
[]	Open Elective	3
[]	Science/Math Course	3
Subtotal		15

Semester 7		
MGT1004	Business Planning	3
MGT1005	Research Methods & Statistics	3
[]	**Humanities Course	3
[]	Open Electives	6
Subtotal		15

Semester 8		
MGT1006	Business Strategies	3
MGT1007	Business and Career Dynamics	3
[]	**History Course	3
[]	Open Electives	6
Subtotal		15

Total Upper Division Program Credits 60

Total Bachelor Program Credits 120

Note: 30 credits of the 120 credits must be in Liberal Arts study

*** IT142 Presentation Technology and Techniques if not already taken**

****300 Level Course Required**

PARALEGAL STUDIES
A.A.S. Associate Degree
60 Semester Credits

Transfer To:
BUSINESS ADMINISTRATION—MANAGEMENT
B.B.A. Bachelor Degree Program
Upper Division Program
60 Semester Credits

Semester 1

[]	Language and Literature Elective	3
[]	Social Science Elective	3
LH177	American Government and Politics	3
LM63	Mathematical Applications	3
PL100	Introduction to Law	3
Subtotal		15

Semester 2

[]	Language and Literature Elective	3
[]	Paralegal Elective	3
IT40	System Technology and Applications	3
PL101	Family Law	3
PL102	Litigation	3
Subtotal		15

Semester 3

LL254	Composition and Research	3
PL104	Real Estate	3
PL105	Contract Law	3
PL103	Legal Research and Writing	3
PL106	Advanced Legal Research	3
Subtotal		15

Semester 4

LL63	Advanced Writing	3
MG230	Professional Development	3
PL107 T	orts	3
PL108	Internship	3
PL109	Law Office Management	3
Subtotal		15

Total Associate Degree Program Credits 60

Semester 5

IT115	Spreadsheets	3
IT142	Presentation Technology and Techniques	3
LL290	Literary Analysis	3
MG73	Business Organization	3
MGT1000	Values and Ethics in the Business Environment	3
Subtotal		15

Semester 6

MG74	Human Resources Management	3
MGT1001	Management Tools and Resources	3
MGT1002	Marketing Concepts and Practices	3
MGT1003	Supervisory Management	3
[]	Open Elective	3
Subtotal		15

Semester 7

MGT1004	Business Planning	3
MGT1005	Research Methods & Statistics	3
[]	**Language and Literature Elective	3
[]	**Humanities Elective	3
[]	Economics Elective	3
Subtotal		15

Semester 8

MGT1006	Business Strategies	3
MGT1007	Business and Career Dynamics	3
[]	**History Elective	3
[]	Open Electives	6
Subtotal		15

Total Upper Division Program Credits 60

Total bachelor Program Credits 120

Note: 30 credits of the 120 credits must be in Liberal Arts study

****300 Level Course Required**

DENTAL ASSISTING PROGRAM
A.A.S. Associate Degree
62 Semester Credits

Semester 1

DA100	Introduction to Dental Assisting	3
DA105	Dental Sciences	3
DA110	Preclinical	3
DA115	Chairside Assisting I	3
Subtotal		12

Semester 2

DA120	Dental Materials	2
DA125	Radiography I	3
DA130	Dental Specialties I	3
DA135	Chairside Assisting II	3
DA140	Externship I	3
Subtotal		14

Semester 3

DA145	Radiography II	3
DA150	Dental Office Management	3
DA165	Externship II	3
DA160	Dental Specialties II	3
Subtotal		12

Semester 4

LS195	Anatomy and Physiology I	3
LM63	Math	3
LL61	Writing and Fundamentals of Research	3
[]	Liberal Arts Elective	3
Subtotal		12

Semester 5

[]	Social Science Elective	3
LS6000	Anatomy and Physiology II	3
LL52	Interpersonal Communication for Healthcare Professionals	3
LL254	Composition and Research	3
Subtotal		12

Total Associate Degree Program Credits		62
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ADMINISTRATIVE STUDIES
(formerly Office Technologies)
A.O.S. Associate Degree Program
60 Semester Credits

Transfer to:
BUSINESS ADMINISTRATION – MANAGEMENT
B.B.A. Bachelor Degree Program
Upper Division Program
60 Semester Credits

Business Option

Semester 1		
IT130	Word Processing	3
MG64	Business Concepts	3
[]	Language and Literature Course	3
LL51	Interpersonal Communications – or – Elective	3
[]	One Course: Psychology/ Sociology/Economics/History	3
Subtotal		15

Semester 2		
IT40	System Technology and Application	3
[]	Liberal Arts Elective	3
IT142	Presentation Technology and Techniques	3
[]	Math or Science Course	3
[]	Open Elective	3
Subtotal		15

Semester 3		
IT151	Word Processing Operations	3
LL254	Composition and Research	3
IT115	Spreadsheet Applications	3
IT137	Document Processing for the Prof.	3
MG74	Human Resources Management	3
Subtotal		15

Semester 4		
[]	One Course: MG73, MG79, MG231	3
[]	Open Electives	6
IT227	Office Administration	3
MG230	Professional Development	3
Subtotal		15

Total Associate Degree Program Credits 60

Semester 5		
MGT1001	Management Tools and Resources	3
MGT1000	Values and Ethics in the Business Environment	3
LL290	Literary Analysis	3
MG70	Business Law I	3
[]	*Open Elective	3
or MG73	Business Organization	
Subtotal		15

Semester 6		
MGT1002	Marketing Concepts and Practices	3
MGT1003	Supervisory Management	3
[]	**Language and Literature Course	3
[]	Economics Course	3
[]	Math or Science Course	3
Subtotal		15

Semester 7		
MGT1004	Business Planning	3
MGT1005	Research Methods & Statistics	3
[]	**Humanities Course	3
[]	Open Electives	6
Subtotal		15

Semester 8		
MGT1006	Business Strategies	3
MGT1007	Business and Career Dynamics	3
[]	**History Course	3
[]	Open Electives	6
Subtotal		15

Total Upper Division Program Credits 60

Total Bachelor Program Credits 120

*NOTE: 30 credits of the 120 credits must be in
Liberal Arts study*

* **NOTE:** MG73 if not already fulfilled.

****300 Level Course Required**

ADMINISTRATIVE STUDIES
(formerly Office Technologies)
A.O.S. Associate Degree Program
60 Semester Credits

TRANSFER TO:
BUSINESS ADMINISTRATION – MANAGEMENT
B.B.A. Bachelor Degree Program
Upper Division Program
60 Semester Credits

Medical Office Option

Semester 1		
IT130	Word Processing	3
MG64	Business Concepts	3
[]	Language and Literature Course	3
AH155	Medical Terminology	3
LS195	Human Anatomy & Physiology I	3
Subtotal		15

Semester 2		
IT40	System Technology and Application	3
[]	Liberal Arts Elective	3
AH1001	Medical Administrative Procedures	3
LS6000	Human Anatomy & Physiology II	3
[]	One Course: Psychology/ Sociology/Economics/History	3
Subtotal		15

Semester 3		
MG74	Human Resources Management	3
LL254	Composition and Research	3
[]	Open Elective	3
IT137	Document Processing for the Professional	3
[]	Math or Science Course	3
Subtotal		15

Semester 4		
[]	Open Electives	6
AH1023	Medical Office Management	3
AH1009	Health Records Management	3
MG230	Professional Development	3
Subtotal		15

Total Associate Degree Program Credits 60

Semester 5		
IT142	Presentation Technology and Techniques	3
MGT1000	Values and Ethics in the Business Environment	3
MG73	Business Organization	3
LL290	Literary Analysis	3
IT115	Spreadsheet Applications	3
Subtotal		15

Semester 6		
MGT1001	Management Tools and Resources	3
MGT1002	Marketing Concepts and Practices	3
MGT1003	Supervisory Management	3
[]	**Language and Literature Course	3
MG70	Business Law I	3
Subtotal		15

Semester 7		
MGT1004	Business Planning	3
MGT1005	Research Methods & Statistics	3
[]	**Humanities Course	3
[]	Math or Science Course	3
[]	Economics Course	3
Subtotal		15

Semester 8		
MGT1006	Business Strategies	3
MGT1007	Business and Career Dynamics	3
[]	**History Course	3
[]	Open Electives	6
Subtotal		15

Total Upper Division Program Credits 60

Total Bachelor Program Credits 120

*Note: 30 credits of the 120 credits must be in
Liberal Arts study*

****300 Level Course Required**

**COMPUTER BUSINESS SUPPORT SPECIALIST
A.O.S. Associate Degree Program
60 Semester Credits**

**TRANSFER TO:
BUSINESS ADMINISTRATION – MANAGEMENT
B.B.A. Bachelor Degree Program
Upper Division Program
60 Semester Credits**

Semester 1		
IT130	Word Processing	3
MG64	Business Concepts	3
[]	Liberal Art Elective	3
[]	Language and Literature Course	3
[]	Open Elective	3
Subtotal		15

Semester 2		
IT40	System Technology and Application	3
[]	Liberal Arts Elective	3
IT142	Presentation Technology and Techniques	3
[]	Open Elective	3
IT49	Fundamentals of the Computer	3
Subtotal		15

Semester 3		
IT115	Spreadsheet Applications	3
IT137	Document Processing for the Professional	3
LL254	Composition and Research	3
IT151	Word Processing Operations	3
[]	Math or Science Course	3
Subtotal		15

Semester 4		
IT141	Data Management	3
[]	One Course: IT116, IT152, IT227, IT244, IT245, IT247, IT248, IT249, IT250, IT251, IT252, IT253, IT255	
MG230	Professional Development	3
MG74	Human Resources Management	3
[]	Open Elective	3
Subtotal		15

Total Associate Degree Program Credits 60

Semester 5		
MGT1001	Management Tools and Resources	3
MGT1000	Values and Ethics in the Business Environment	3
[]	Economics Course	3
MG73	Business Organization	3
LL290	Literary Analysis	3
Subtotal		15

Semester 6		
MGT1002	Marketing Concepts and Practices	3
MGT1003	Supervisory Management	3
[]	**Language and Literature Course	3
[]	Math or Science Course	3
MG70	Business Law I	3
Subtotal		15

Semester 7		
MGT1004	Business Planning	3
MGT1005	Research Methods & Statistics	3
[]	**Humanities Course	3
[]	Open Elective	3
[]	Math or Science Course	3
Subtotal		15

Semester 8		
MGT1006	Business Strategies	3
MGT1007	Business and Career Dynamics	3
[]	**History Course	3
[]	Open Electives	6
Subtotal		15

Total Upper Division Program Credits 60

Total Bachelor Program Credits 120

*Note: 30 credits of the 120 credits must be in
Liberal Arts study*

****300 Level Course Required**

COURT REPORTING
A.O.S. Associate Degree Program
75 Semester Credits

TRANSFER TO:
BUSINESS ADMINISTRATION—MANAGEMENT
B.B.A. Bachelor Degree Program
Upper Division Program
60 Semester Credits

Semester 1		
[]	Language and Literature Elective	3
CR100	Theory	6
LP184	Developmental Psychology	3
Subtotal		12

Semester 2		
CR101	Advanced Theory	6
LR300	Legal Terminology	3
LL62	English for Court Reporting	3
Subtotal		12

Semester 3		
CR102	Speedbuilding II	6
AH155	Medical Terminology	3
IT40	System Technology and Applications	3
Subtotal		12

Semester 4		
CR103	Speedbuilding III	6
CR105	Court Reporting Procedures	3
CR106	Computer Aided Transcription	3
Subtotal		12

Semester 5		
CR104	Speedbuilding IV	6
LM63	Mathematical Applications	3
IT106	Court Reporting Technology	3
Subtotal		12

Semester 6		
[]	Liberal Arts Elective	3
CR107	Court Reporting Internship	3
CR108	Speedbuilding V	6
MG230	Professional Development	3
Subtotal		15

Total Associate Degree Program Credits 75

Semester 7		
IT115	Spreadsheets	3
IT142	Presentation Technology and Techniques	3
LL254	Composition and Research	3
MG70	Business Law	3
MG74	Human Resources Management	3
Subtotal		15

Semester 8		
LL290	Literary Analysis	3
MG73	Business Organization	3
MGT1000	Values and Ethics in the Business Environment	3
MGT1001	Management Tools and Resources	3
MGT1002	Marketing Concepts and Practices	3
Subtotal		15

Semester 9		
MGT1003	Supervisory Management	3
MGT1004	Business Planning	3
MGT1005	Research Methods & Statistics	3
[]	**Language and Literature Elective	3
[]	**Humanities Elective	3
Subtotal		15

Semester 10		
MGT1006	Business Strategies	3
MGT1007	Business and Career Dynamics	3
[]	Economics Elective	3
[]	*History Elective	3
[]	Open Elective	3
Subtotal		15

Total Upper Division Program Credits 60

Total Bachelor Program Credits 120

Note: 30 credits of the 120 credits must be in Liberal Arts study

****300 Level Course Required**

DENTAL HYGIENE
A.A.S. Associate Degree
76 Semester Credits

TRANSFER TO:
DENTAL HYGIENE
B.S. Associate Degree
127 Semester Credits

Semester 1			Semester 1		
LS194	Microbiology	3	BDH300	Leadership & Management in Healthcare	3
LS195	Anatomy & Physiology I	3	[]	Liberal Arts Elective	3
LL61	Writing & Fundamentals of Research	3	Subtotal		6
DH100	Introduction to Dental Hygiene	3	Semester 2		
DH101	Dental Anatomy, Histology, & Embryology	4	BDH305	Global Healthcare and Population Health Issues	3
Subtotal		16	LL290	Literary Analysis	3
Semester 2			LM300	Quantitative Analysis	3
LS6000	Anatomy & Physiology II	3	LP188	Psychology of Aging	3
LM63	Mathematical Applications	3	Subtotal		12
DH102	Medical Emergencies in the Dental Office	3	Semester 3		
DH105	Pre Clinic & Infection Control	4	BDH310	Program and Curriculum Planning, Development, and Evaluation	3
DH110	Radiology	2	LP300	Intercultural Communication	3
Subtotal		15	LM301	Data Analysis	3
Semester 3			[]	Economics Elective	3
DH215	Clinic I and Seminar	3	Subtotal		12
DH210	General and Oral Pathology	3	Semester 4		
DH200	Dental Materials	2	BDH400	Epidemiology and Biostatistics	3
DH212	Nutrition	2	LL353	Advanced Composition	3
LS197	Chemistry & Biochemistry	3	LP189	Introduction to Social Gerontology	3
Subtotal		13	[]	Social Science Elective	3
Semester 4			Subtotal		12
DH225	Clinic II & Periodontology	4	Semester 5		
DH250	Pharmacology	3	BDH410	Risk Assessment, Disease Management, and Health Care Int.	3
DH240	Oral Health Promotion	3	LP301	Trends and Perspectives in Gerontology	3
LP184	Developmental Psychology	3	[]	Liberal Arts Elective	3
DH230	Law, Ethics and Jurisprudence	3	Subtotal		9
Subtotal		16	Total Upper Division Program Credits		51
Semester 5			Transfer Credit from Associate Level		76
DH235	Clinic III & Advanced Periodontology	5	Total Bachelor Program Credits		127
DH255	Dental Anesthesia & Pain Control	2			
DH245	Community Dental Health	3			
LL52	Interpersonal Communication for the Healthcare Professional	3			
LP183	Sociology	3			
Subtotal		16			
Total Associate Degree Program Credits		76			

HEALTHCARE MANAGEMENT
A.A.S. Associate Degree
60 Semester Credits

Semester 1

[]	Language and Literature Elective	3	
AH155	Medical Terminology	3	
LP184	Developmental Psychology	3	
LS195	Human Anatomy and Physiology I	3	
IT130	Word Processing	3	
	Subtotal	15	

Semester 2

[]	Language and Literature Elective	3	
AH1001	Medical Administrative Procedures	3	
IT40	System Technology and Applications	3	
LM63	Mathematical Applications	3	
LS6000	Human Anatomy and Physiology II	3	
	Subtotal	15	

Semester 3

AC009	Intro to Accounting	3	
AH1009	Health Records Management	3	
AH1000	Medical Law and Ethics	3	
AH1023	Medical Office Management	3	
IT115	Spreadsheets	3	
	Subtotal	15	

Semester 4

[]	Economics Elective	3	
AH102b	Medical Internship	3	
HT104	Health Statistics for Quality Improvement	3	
MG74	Human Resources Management	3	
MG230	Professional Development3	3	
	Subtotal	15	

Total Associate Degree Program Credits 60

TRANSFER TO:
BUSINESS ADMINISTRATION—MANAGEMENT
B.B.A. Bachelor Degree Program
Upper Division Program
60 Semester Credits

Semester 5

IT115	Spreadsheets	3	
IT142	Presentation Technology and Techniques	3	
LL254	Composition and Research	3	
MG70	Business Law	3	
[]	Open Elective	3	
	Subtotal	15	

Semester 6

LL290	Literary Analysis	3	
MG73	Business Organization	3	
MGT1000	Values and Ethics in the Business Environment	3	
MGT1001	Management Tools and Resources	3	
MGT1002	Marketing Concepts and Practices	3	
	Subtotal	15	

Semester 7

MGT1003	Supervisory Management	3	
MGT1004	Business Planning	3	
MGT1005	Research Methods & Statistics	3	
[]	**Language and Literature Elective	3	
[]	**Humanities Elective	3	
	Subtotal	15	

Semester 8

MGT1006	Business Strategies	3	
MGT1007	Business and Career Dynamics	3	
[]	**History Elective	3	
[]	Open Elective	6	
	Subtotal	15	

Total Upper Division Program Credits 60

Total bachelor Program Credits 120

Note: 30 credits of the 120 credits must be in Liberal Arts study

****300 Level Course Required**

**MEDICAL ASSISTING
A.A.S Degree Program
66 Semester Credits**

Semester 1

[]	Liberal Arts Elective	3
[]	Math Liberal Arts Elective	3
AH0010	Clinical Procedures and Applications I	3
AH155	Medical Terminology	3
LP184	Developmental Psychology	3
or LP6001	Psychology for Health Care	
LS195	Human Anatomy and Physiology I	3
Subtotal		18

Semester 2

LS6000	Human Anatomy and Physiology II	3
LL254	Composition and Research	3
AH1011	Clinical Procedures and Applications II	4
AH1001	Medical Administrative Procedures	3
AH1002	Document Processing for the Medical Office	3
Subtotal		16

Semester 3

AH1000	Law and Ethics	3
AH1004	Basic ICD-CM Coding I	3
AH1013	Laboratory Procedures	4
AH1017	Pathophysiology and Pharmacology	3
AH1006	Basic CPT Coding I	3
Subtotal		16

Semester 4

AH1003	Medical Finances and Records Management	3
AH154	Medical Insurance	3
[]	Liberal Arts Elective	3
AH1008b	Medical Assisting Practicum	4
MG230	Professional Development	3
Subtotal		16
Total Associate Degree Program Credits		66

**TRANSFER TO:
PATIENT INFORMATION MANAGEMENT
PATIENT CARE
B.B.A. Degree Program
120 Semester Credits**

Semester 1

HT102	Health Information Systems and Technology	3
HT106	Health Care Data and Records Management	3
IT142	Presentation Technology and Techniques	3
LL290	Literary Analysis	3
LP188	Psychology of Aging	3
Subtotal		15

Semester 2

AH1018	Basic Laboratory Technology	4
HT104	Health Statistics for Quality Improvement	3
HT108	Health Care Data Indices and Registries	3
IT115	Spreadsheets	3
LL353	Advanced Composition	3
Subtotal		16

Semester 3

AH1016	Phlebotomy Laboratory Procedures	4
HT109	Introduction to Health Delivery Systems	3
HT110	Introduction to Organizational Resources for Health Information Management	3
IT251	Project Management Technology and Applications	3
[]	Restricted Elective Recommended	4
AH1006b	HCPCS Coding	4
Subtotal		17

Semester 4

AH1020	Life in the Later Years	3
AH1024	Clinical Nursing Skills and Concepts	4
HT200	Health Information Professional Applications	3
HT201	SP & Leadership in HIM	3
LP189	Introduction to Social Gerontology	3
Subtotal		15

Total Upper Division Program Credits	67
Transfer Credit from Associate Level	53
Total Bachelor Program Credits	120

See the transfer option on the following page.

**MEDICAL ASSISTING
A.A.S Degree Program
66 Semester Credits**

**TRANSFER TO:
PATIENT INFORMATION MANAGEMENT
LONG-TERM CARE / CODING & REIMBURSEMENT
B.B.A Degree Program
120 Semester Credits**

Semester 1		
[]	Liberal Arts Elective	3
[]	Math Liberal Arts Elective	3
AH0010	Clinical Procedures and Applications I	3
AH155	Medical Terminology	3
LP184	Developmental Psychology	3
or LP6001	Psychology for Health Care	
LS195	Human Anatomy and Physiology I	3
Subtotal		18

Semester 2		
LS6000	Human Anatomy and Physiology II	3
LL254	Composition and Research	3
AH1011	Clinical Procedures and Applications II	4
AH1001	Medical Administrative Procedures	3
AH1002	Document Processing for the Medical Office	3
Subtotal		16

Semester 3		
AH1000	Law and Ethics	3
AH1004	Basic ICD-CM Coding I	3
AH1006	Basic CPT Coding I	3
AH1017	Pathophysiology and Pharmacology	3
AH1013	Laboratory Procedures	4
Subtotal		16

Semester 4		
AH154	Medical Insurance	3
AH1003	Medical Finances and Records Management	3
AH1008b	Medical Assisting Practicum	4
[]	Liberal Arts Elective	3
MG230	Professional Development	3
Subtotal		18
Total Associate Degree Program Credits		66

Semester 1		
HT102	Health Information Systems & Technology	3
HT106	Health Care Data & Records Management	3
LL290	Literary Analysis	3
LP188	Psychology of Aging	3
IT115	Spreadsheets	3
IT142	Presentation Technology & Techniques	3
Subtotal		18

Semester 2		
AH1005	Basic ICD-CM Coding II	3
[]	Restricted Elective Recommended	
AH1006b	CPT HCPCS	4
HT104	Health Statistics for Quality Improvement	3
HT108	Health Care Data Indices and Registries	3
LL353	Advanced Composition	3
Subtotal		16

Semester 3		
AH1021	Coding for Long-Term Care	3
AH1022	Documentation and Reimbursement for Long-Term Care	3
HT109	Introduction to Health Delivery Systems	3
HT110	Introduction to Organizational Resources for Health Information Management	3
HT202	Managing Across the Continuum of Long-Term Care	3
LP189	Introduction to Social Gerontology	3
Subtotal		18

Semester 4		
AH1020	Life in Later Years	3
HT200	Health Information Professional Applications	3
HT201	SP & Leadership in HIM	3
IT251	Project Management Technology and Applications	3
LP301	Trends and Perspectives in Gerontology	3
Subtotal		15

Total Upper Division Program Credits	67
Transfer Credit from Associate Level	53
Total Bachelor Program Credits	120

PATIENT INFORMATION MANAGEMENT
B.B.A. Degree Program
120 Semester Credits

Semester 1			Semester 5		
IT130	Word Processing	3	Option: Patient Care		
LP6001	Psychology for Health		HT108	Health Care Data Indices and Registries	3
or LP184	Care or Developmental Psychology	3	IT251	Management Technology	3
[]	Liberal Arts Elective	3		and Applications	
AH155	Medical Terminology	3	LL290	Literary Analysis	3
LS195	Human Anatomy and Physiology I	3	[]	Liberal Art Elective	3
Subtotal		15	Subtotal		15
Semester 2			Semester 5		
AH1001	Medical Administrative Procedures	3	– OR –		
HT102	Health Information Systems and Technology	4	Semester 5		
IT40	System Technology and Applications	3	Option: Long-Term Care / Coding & Reimbursement		
LL254	Composition and Research	3	[]	Restricted Elective Recommended	3
LS6000	Human Anatomy and Physiology II	3		AH1005 Basic ICD-CM Coding II	
Subtotal		15	LP189	Introduction to Social Gerontology	3
Semester 3			HT108	Health Care Data Indices and Registries	3
AH1017	Pathophysiology and Pharmacology	3	IT251	Project Management Technology	3
AH1004	Basic ICD-CM Coding I	3		and Applications	
AH0010	Clinical Procedures and Applications I	3	LL290	Literary Analysis	3
HT103	Legal Aspects of Health Information	3	Subtotal		15
IT142	Presentation Techniques and Applications	3	Semester 6		
Subtotal		15	Option: Patient Care		
Semester 4			AH1018	Basic Laboratory Technology	4
AH1006b	HCPCS Coding	4	HT107	Health Care Reimbursement and Insurance	3
AH1011	Clinical Procedures and Applications II	4	HT109	Introduction to Health Delivery Systems	3
HT104	Health Statistics for Quality Improvement	3	HT110	Introduction to Organizational Resources	3
HT106	Health Care Data and Records Management	3		for Health Information Management	
IT115	Spreadsheets	3	LL353	Advanced Composition	3
Subtotal		17	Subtotal		16
Semester 5			– OR –		
Semester 6			Semester 6		
Semester 5			Option: Long-Term Care / Coding & Reimbursement		
Semester 6			HT107	Health Care Reimbursement and Insurance	3
Semester 5			HT109	Introduction to Health Delivery Systems	3
Semester 6			HT110	Introduction to Organizational Resources	3
Semester 5				for Health Information Management	
Semester 6			HT200	Health Information Professional	3
Semester 5				Applications	
Semester 6			LL353	Advanced Composition	3
Semester 5			Subtotal		15

From Semester 5 until program completion, students choose between two options: Patient Care or Long-Term Care / Coding and Reimbursement.

See the continuation for these options on the following page.

Semester 7

Option: Patient Care		
AH1016	Phlebotomy Laboratory Procedures	4
HT112b	Health Information Professional Practice	4
HT200	Health Information Professional Applications	3
LP188	Psychology of Aging	3
Subtotal		14

– OR –

Semester 7

Option: Long-Term Care / Coding & Reimbursement		
AH1021	Coding for Long-Term Care	3
AH1022	Documentation and Reimbursement for Long-Term Care	3
LP188	Psychology of Aging	3
HT201	Strategic Planning and Leadership in Health Information Management	3
HT202	Managing Across the Continuum of Long-Term Care	3
Subtotal		15

Semester 8

Option: Patient Care		
AH1024	Clinical Nursing Skills and Concepts	4
HT201	Strategic Planning and Leadership in Health Information Management	3
[]	Restricted Elective Recommended	3
LP189	Introduction to Social Gerontology	3
Subtotal		13

– OR –

Semester 8

Option: Long-Term Care / Coding & Reimbursement		
AH1020	Life in the Later Years	3
HT112b	Health Information Professional Practice	4
LP301	Trends and Perspective in Gerontology	3
[]	Liberal Arts Elective	3
Subtotal		13

Total Bachelor Program Credits 120

**OFFICE ASSISTANT
Certificate Program
60 Semester Credits**

**MEDICAL CODING AND BILLING
Certificate Program
40 Semester Credits**

Semester 1

IT130	Word Processing	3	
[]	Liberal Arts Courses	6	
[]	Open Electives	6	
Subtotal		15	

Semester 2

IT40	System Technology & Application	3	
[]	Accounting/Management/ Medical Course	3	
[]	Computer and Information Technology Course	3	
[]	Language and Literature Course	3	
[]	Open Elective	3	
Subtotal		15	

Semester 3

[]	Accounting/Management/ Medical Course	3	
[]	Computer and Information Technology Course	3	
[]	Language and Literature Course	3	
[]	Open Electives	6	
Subtotal		15	

Semester 4

[]	Liberal Arts Courses	3	
[]	Open Electives	12	
Subtotal		15	

Total Program Credits 60

Semester 1

AH155	Medical Terminology	3	
LS195	Anatomy and Physiology I	3	
LS6000	Anatomy and Physiology II	3	
[]	Language Arts Elective	3	
Subtotal		12	

Semester 2

AH1017	Pathophysiology and Pharmacology	3	
AH1004	Basic ICD-CM Coding I	3	
AH1006b	HCPCS Coding	4	
AH1000	Medical Law and Ethics	3	
AH1009	Health Records Management	3	
Subtotal		16	

Semester 3

AH1005	Basic ICD-CM II	3	
AH1023	Medical Office Management	3	
AH154	Medical Insurance	3	
AH102b	Medical Internship	3	
Subtotal		12	

Total Program Credits 40

**COURT REPORTING
Certificate Program
60 Semester Credits**

Semester 1

[]	Language and Literature Elective	3
CR100	Theory	6
LR300	Legal Terminology	3
Subtotal		12

Semester 2

AH155	Medical Terminology	3
CR101	Advanced Theory	6
LL62	English for Court Reporting	3
Subtotal		12

Semester 3

CR102	Speedbuilding II	6
CR105	Court Reporting Procedures	3
CR106	Computer Aided Transcription	3
Subtotal		12

Semester 4

CR103	Speedbuilding III	6
IT106	Court Reporting Technology	3
Subtotal		9

Semester 5

CR104	Speedbuilding IV	6
CR107	Court Reporting Internship	3
CR108	Advanced Court Reporting	6
Subtotal		15

Total Program Credits		60
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DENTAL ASSISTING PROGRAM
Certificate Program
41 Semester Credits

Semester 1

DA100	Introduction to Dental Assisting	3
DA105	Dental Sciences	3
A110	Preclinical	3
DA115	Chairside Assisting I	3
Subtotal		12

Semester 1

DA120	Dental Materials	2
DA125	Radiography I	3
DA130	Dental Specialties I	3
DA135	Chairside Assisting II	3
DA140	Externship I	3
Subtotal		14

Semester 1

DA145	Radiography II	3
DA150	Dental Office Management	3
LL62	Interpersonal Communication	3
DA165	Externship II	3
DA160	Dental Specialties II	3
Subtotal		15

Total Program Credits **41**

PARALEGAL STUDIES
Certificate Program
30 Semester Credits

Semester 1

[]	Language and Literature Elective	3
[]	Liberal Arts Elective	3
LH177	American Government and Politics	3
PL100	Introduction to Law	3
PL103	Legal Research and Writing	3
Subtotal		15

Semester 2

[]	Technology Elective	3
[]	Paralegal Elective	3
PL101	Family Law	3
PL106	Advanced Legal Research	3
MG230	Professional Development	3
Subtotal		15
Total Program Credits		30

**COMPUTER OPERATIONS ASSISTANT
Certificate Program
30 Semester Credits**

Semester 1

[]	Computer and Information Technology Courses	6
[]	Language and Literature Course	3
[]	Open Elective	3
Subtotal		12

Semester 2

[]	Computer and Information Technology Courses	6
[]	Liberal Arts Elective Course	6
[]	Open Electives	6
Subtotal		18
Total Program Credits		30

**COMPUTER SKILLS FOR THE
BUSINESS PROFESSIONAL
(formerly Word Processing)
Certificate Program
30 Semester Credits**

Semester 1

IT130	Word Processing	3
[]	One Course: IT251, IT252, IT253	3
[]	Language and Literature Course	3
[]	Open Electives	6
Subtotal		15

Semester 2

IT40	System Technology & Application	3
IT142	Presentation Technology and Techniques	3
IT247	Web Technology	3
[]	Open Electives	6
Subtotal		15
Total Program Credits		30

**JUNIOR ACCOUNTING
Certificate Program
30 Semester Credits**

Semester 1

[]	Accounting Course	3
IT40	System Technology & Application	3
IT130	Word Processing	3
[]	Open Elective	3
[]	Language and Literature Course	3
Subtotal		15

Semester 2

[]	Accounting Course	3
IT115	Spreadsheet Applications	3
[]	Open Electives	9
Subtotal		15
Total Program Credits		30

**ENTREPRENEURSHIP
Certificate Program
30 Semester Credits**

Semester 1

IT130	Word Processing	3
[]	Accounting/Management Course	3
[]	Language and Literature Course	3
[]	Open Electives	6
Subtotal		15

Semester 2

[]	Accounting/Management Courses	6
IT115	Spreadsheet Applications	3
IT130	Word Processing	3
[]	Open Elective	3
Subtotal		15
Total Program Credits		30

**MEDICAL OFFICE ASSISTANT
Certificate Program
30 Semester Credits**

Semester 1

[]	Allied Health Course	3
[]	Language and Literature Course	3
[]	Open Electives	9
Subtotal		15

Semester 2

[]	Allied Health Courses	6
[]	Open Electives	9
Subtotal		15
Total Program Credits		30

**JUNIOR OFFICE ASSISTANT
Certificate Program
24 Semester Credits**

Semester 1

[]	Keyboarding Courses	3
[]	Open Electives	6
[]	Liberal Arts Elective	3
Subtotal		12

Semester 2

[]	Open Electives	9
[]	Computer and Information Technology Course	3
Subtotal		12
Total Program Credits		24

**HIGH TECH
Certificate Program
12 Semester Credits**

Semester 1

[]	Computer and Information Technology Courses	6
[]	Open Electives	6
Subtotal		12

Total Program Credits		12
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Advanced Certificate in Prosthodontics-Boston
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Health Information Technology

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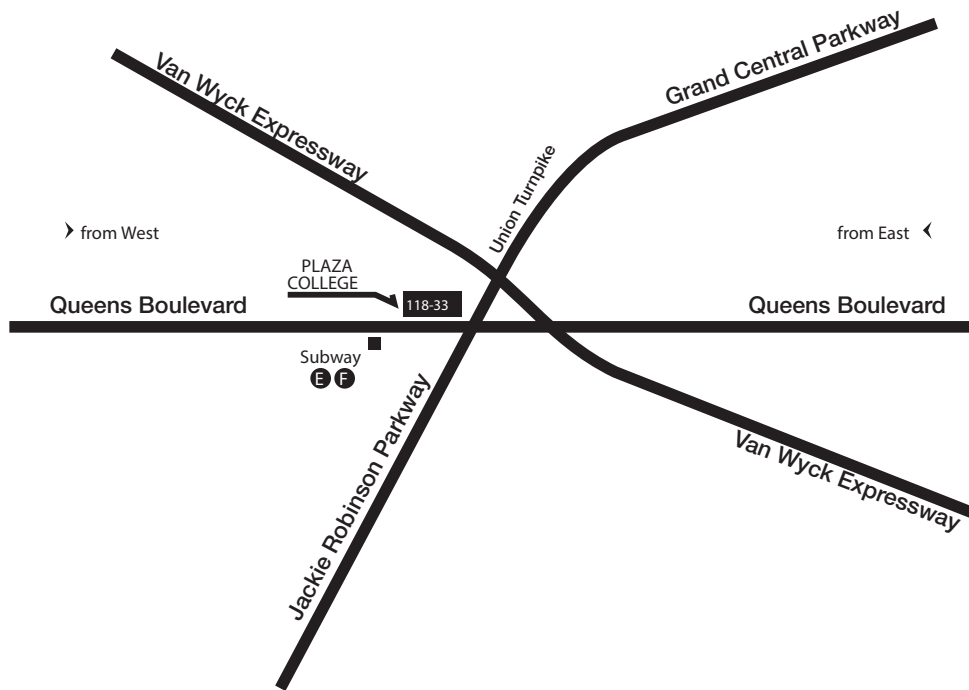
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DIRECTIONS

SUBWAY - E, F Trains to Kew Gardens - Union Turnpike

Travel time to FOREST HILLS - UNION TURNPIKE Station

from New York (Times Square):	30 minutes
from Brooklyn (Boro Hall):	50 minutes
from Flushing:	20 minutes
from Union Square:	40 minutes
from Queens Plaza:	20 minutes
from Rockaway (Bus):	60 minutes



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