

PLAZA  **COLLEGE**
Est. 1916

CATALOG
ADDENDUM

VETERAN BENEFITS

In accordance with Title 38 US Code 3679 Subsection e, this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the V.A. The School will not

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide additional information needed to properly certify the enrollment as described in other

institutional policies. 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 individually 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>

Plaza College acknowledges a small TM violation on page 10 of the catalog, and realizes that the TM symbol should appear, with the following attribution notice: GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

REQUIREMENTS FOR ADMISSION TO ASSOCIATE DEGREE AND CERTIFICATE 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.

FACILITIES

A recipient of the “Excellence in Design” award from the Queens Chamber of Commerce, Plaza College’s Forest Hills campus was designed from scratch around the collegiate student learning experience and is a true representation of Plaza’s unmistakable sense of place. The campus was built in 2014 utilizing Forest Hill Tower’s unique “building within a building” option. Located on the first, second, and third floors of the Forest Hills Tower, the College has its own designated street level entrance allowing for easy accessibility and maximum security. Forest Hills Tower is situated on the corner of Queens Boulevard and Union Turnpike – a central location very accessible through multiple highways and all mass transit. The Kew Gardens/Union Turnpike express subway stop (E & F Train) is less than 25 steps from our front door, and both local and express bus routes stop right in front of our main entrance. Additionally, the campus offers discounted parking to both students and staff through our on-site garage (directly beneath the College’s building).

Across the 60,000 square foot campus are 13 custom computer and lecture classrooms, focusing on student-teacher interaction and encouraging collaboration and providing the most modern technology. The School of Allied Health wing on the first floor features a dedicated phlebotomy lab and two multiuse laboratories. The School of Nursing’s Center for Healthcare Simulation was constructed in 2021 with innovative, high-fidelity technology that allows nursing students to practice skills development and high-risk, low-frequency scenarios in an educational, yet realistic patient care setting. It features 4 labs on the second floor of the campus. The School of Dental Sciences’ third floor wing features a dedicated Multipurpose Lab and the Community Dental Clinic, a fully-functioning 20-operatory dental clinic that provides oral hygiene services to more than 1500 patients per semester.

Plaza’s Library and Academic Resources Center are facilities which offer students research assistance, tutoring, supplemental instruction, writing consultations, online computing, and special events in support of academic programs. Because of its location in the metropolitan area, Plaza students also have access not only to the Queens Borough Public Library collection but to the New York Public Library and its many specialized branches. Students also benefit from ample study spaces, a student Commons with in-house café and vending options, and a 10,000 square foot outdoor terrace.

Additionally, the Academic and Faculty Administration areas and Faculty Resources Center provide space for collegiality and pedagogical innovation. There are administrative offices on all three floors of the campus, allowing for student accessibility and oversight. The Admissions, Student Life, and Information Technology departments are located on the first floor; Student Services, Financial Aid, Nursing and Faculty Administration, and the Office of the President on the second floor; and Academic Administration and Dental Hygiene Administration on the third floor.

In addition to physical resources, the College’s campus and resources extend to the virtual network as well. 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 advanced technology from campus or from home. All students and administrators have access to three educational information systems – Google Apps & Email, MyPortal, and Canvas. 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. Canvas allows users to log into classes online, view academic resources and calendars, and access Gmail and MyPortal from one location. Nursing students also utilize the Elsevier suite of online resources as a resource platform to supplement and enhance their learning as they progress through the program.

MANAGERIAL STUDIES
(formerly known as Administrative Studies)
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, medical, or legal 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, Medical Office, Health Care Information, and Legal Studies. 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 or Document Processing or Open Elective.....	3
Elective	
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, Health Care Information, or Legal Studies	
***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, health care information studies, and legal studies to build an option specialization in medical and business courses; listed are suggested combinations.

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

MANAGERIAL STUDIES

Suggested Combinations

Course		Semester Credits
Business		
IT115	Spreadsheet Applications	3
IT142	Presentation Technology and Techniques	3
IT151	Word Processing Operations	3
[]	IT Elective or Open Elective	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
AH1003 or	Medical Financial 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 Care Information		
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
*Legal Studies		
PL100	Introduction to Law.....	3
PL103	Legal Research and Writing.....	3
PL106	Advanced Legal Research.....	3
PL108	Paralegal Internship.....	3
PL109	Legal Technologies.....	3
LH177	American Government.....	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

HEALTHCARE MANAGEMENT
Associate Degree in Applied Science Program
75 Semester Credits, HEGIS Code 1202
***Dual Legal Studies Certificate**

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
LL254 Composition and Research	3
[] Language and Literature Electives	6
Subtotal	21
*Legal Studies	
PL100 Introduction to Law.....	3
PL103 Legal Research and Writing.....	3
PL106 Advanced Legal Research.....	3
PL108 Paralegal Internship.....	3
PL109 Legal Technologies.....	3
Subtotal.....	15
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)	75

LEGAL 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 Managerial 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
PL103	Legal Research and Writing	3
PL106	Advanced Legal Research.....	3
PL109	Legal Technologies.....	3
[]	Paralegal Elective	3
	Subtotal	15
Liberal Arts		
[]	Language and Literature Elective	3
[]	Social Science Elective.....	3
[]	Liberal Arts Elective	3
	Subtotal	9
Other		
MG230	Professional Development	3
[]	Technology Elective	3
	Subtotal	6
	Total Program Requirements (Semester Credits)	30

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: Dean Kalli Koutsoutis at Plaza College via email at kkoutsoutis@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.

If a student wishes to file a written appeal/grievance specific to disability-based accommodations please follow the Appeals Procedures as outlined on Page 29 of the Plaza College Student Handbook.