

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	
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

BUSINESS ADMINISTRATION
Associate in Applied Science Degree Program
69 Semester Credits, HEGIS Code 5004
***Dual Legal Studies Certificate**

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.....	9
Subtotal.....	18
 *Legal Studies	
PL100 Introduction to Law.....	3
PL103 Legal Research and Writing.....	3
PL106 Advanced Legal Writing.....	3
PL108 Paralegal Internship.....	3
PL109 Legal Technologies.....	3
Subtotal.....	15
Total Program Requirements (Semester Credits).....	69

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.

Effective Winter 2023

Externship Policy:

For students enrolled in the Healthcare Management program:

Students who are currently working full-time in field and submit a letter from their supervisor outlining their duties, do not require an additional site but must complete 15 hours of SIM Charts and 70 hours of Jones and Bartlett case studies and simulations

Students who cannot provide proof of full-time employment (35 hours per week) in the medical field or are working but not in the medical field must complete an onsite externship

Accommodations for Pregnant Students

In accordance with Title IX of the Education Amendments of 1972, discrimination of a student due to pregnancy, childbirth, or related medical conditions is prohibited. Plaza College provides the same educational opportunities and resources for all students, and works with students to identify reasonable and appropriate accommodations on a case-by-case basis. Reasonable accommodations may include but are not limited to; granting a leave of absence, allowing make-up tests/assignments, and/or scheduling meetings with course instructors to arrange for content missed due to class absence(s). Accommodations for non-classroom learning requirements (ex: laboratory components, externships, clinical rotations, etc.) require special consideration. Students must submit an official request for accommodation or academic adjustment in writing to the Title IX Coordinator, including supporting documentation outlining all physical limitations from their medical provider. Upon complete and timely review of the request, students will be notified in writing of the granting or denial of the request inclusive of an outline approved accommodation(s) or the reason for denial.

Semester Hour Registration Limitations

Plaza College strives to assist every student in achieving on-time graduation. As an ongoing process, students can meet with their Academic Advisors to discuss credits earned toward their degree, remaining courses required, and schedule options for upcoming semesters. Prior to the start of each semester, all students in good academic standing will be issued a schedule that includes a full-time course load of 12 credits required for their program. Where permissible, students may work with Academic Administration and Student Services to alter their course schedule to accommodate outside obligations. Additional courses may be taken above 12 credits based on each student's aptitude, prior performance, and availability. However, students who request to register for more than 16 credits must receive direct permission of their Dean/Program Director.

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.

*Does not apply to graduates of the Plaza College A.A.S. in Dental Hygiene

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 Quantitative 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 or Math 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

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-20AB: 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. As per SEVIS guidelines an F-1 Visa student may only pursue one online or distance education course (or the equivalent of three credits) toward a full course of study per academic term.

LS194 Microbiology 2 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.

LS196 Medical Microbiology 3 Credits

This course and associated lab explores the principles of medical microbiology and infectious disease. The course covers an overview of the microbial origin of disease, principles of aseptic practice, modern diseases of concern, and methods of microbial control. The course also provides the conceptual basis for understanding pathogenic microorganisms, the mechanisms by which they cause disease in the human body, and the host inflammatory and immune response to pathogens. The biology of bacterial, viral, fungal, and parasitic pathogens and the diseases they cause are examined. The lab develops diagnostic skills, including the use and interpretation of laboratory tests in the identification and diagnosis of infectious diseases.

Return of Unused Tuition Assistance Funds Schedule

15-week Course

Withdraw submitted

Before or during week 1	100% return
During week 2	75% return
During week 3	50% return
During week 4	25% return
During weeks 5-9	5% return
During weeks 10-15	0% return