

**WOOD TOBÉ-COBURN SCHOOL**

**8 EAST 40<sup>th</sup> STREET**

**NEW YORK, NEW YORK 10016**

**(212) 686-9040**

**ACADEMIC CATALOG**

**ACADEMIC YEAR 2016 – 2017**

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# **GENERAL INFORMATION**

## **WOOD TOBÉ-COBURN SCHOOL AND ITS MISSION**

The mission of Wood Tobé-Coburn School is to enable its graduates to obtain rewarding employment, to develop and succeed in their careers, and to be productive and valued members of their communities. Since 1879, Wood Tobé-Coburn has pursued this mission by providing curricula that meet current employer demands, a dedicated and respected faculty with industry experience, and proactive career counseling and placement services. With high educational and professional standards, we continue to achieve success through technical competence and open communication between students, faculty, and staff.

Wood Tobé-Coburn continues its traditional mission of providing career education services to the New York metropolitan area. Programs are designed to prepare graduates for employment in the areas of business, technology, allied health, and design industries. In fulfillment of our mission, Wood Tobé-Coburn School is committed to identifying and responding to the needs of our students. We do this through our modern classrooms and labs, by continuing to update the academic curricula to reflect current trends, and by recruiting and retaining devoted and knowledgeable faculty.

A highly proactive career counseling and placement program is an integral part of the school's overall educational service. Longstanding working relationships with preferred employers result in a sound interpretation of needs, job requirements, and changing employment conditions. The dialogue facilitated by these relations is the basis of many improvements in services to the school's students.

There is a clear recognition that to carry out its mission, Wood Tobé-Coburn School must maintain technical competence in such factors as curricula, facilities, and equipment; we also must integrate students, faculty, and staff in the process of attaining their common goals. To that end, full and open communication between these constituents is encouraged; therefore, opportunity is provided for participation in decisions that substantially affect the school's learning and working conditions, educational goals, and overall program of services.

## **LOCATION**

New York City is an ideal setting in which to gain orientation into the business, design, and health care fields. Wood Tobé-Coburn School's convenient location at 8 East 40<sup>th</sup> Street between Fifth and Madison Avenues is in the heart of this environment.

## **FACILITIES**

It is a tenet of Wood Tobé-Coburn School that those who look forward to employment in the business, design, and health care fields should receive their education in an environment characterized by good taste. As a result, every effort has been made to provide attractive surroundings that create an atmosphere of good fellowship that is favorable to the development of personality and ability. The general academic space contains a resource library and a total of thirteen classrooms. Four of the classrooms are equipped with state-of-the-art microcomputers and/or Macintosh laboratories; the remainder are furnished as lecture classrooms. Our facility incorporates not only the most modern classrooms and student lounges, but also a graphic and a fashion design

studio, in addition to a medical assisting laboratory. In this professional atmosphere, students receive the training and skills necessary to begin their careers. Wood Tobé-Coburn School is equipped to handle the handicapped.

## **ACCREDITATION**

The Wood Tobé-Coburn School is accredited by the New York State Board of Regents and Commissioner of Education, 89 Washington Avenue, Albany, NY 12234.

The Wood Tobé-Coburn Medical Assisting Programs are currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address, telephone number, and website of the Commission on Accreditation of Allied Health Education Programs are 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, (727) 210-2350, [www.caahep.org](http://www.caahep.org).

## **AFFILIATIONS**

American Association of Medical Assistants  
American Medical Technologists  
Commission on Accreditation of Allied Health Education Programs (CAAHEP)  
Medical Assisting Educational Review Board (MAERB)  
Metropolitan New York Library Council  
New York State Association of Proprietary Colleges

## **APPROVALS**

Wood Tobé-Coburn School's programs are registered by the New York State Education Department, Board of Regents, Division of College and University Evaluation, Albany, New York 12230, (518) 474-2593.

Wood Tobé-Coburn School's programs are approved by the New York State Education Department for the training of veterans and their eligible dependents.

## **LEGAL CONTROL**

Wood Tobé-Coburn School is legally controlled by Bradford Schools, Incorporated, 133 Freeport Road, Pittsburgh, PA 15215. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President, Chief Executive Officer, and Treasurer; Jo Ann Travis, Vice President; and Jennifer G. Calihan, Secretary.

Other affiliated Bradford schools include:

- Antonelli Institute, Philadelphia, Pennsylvania
- Bradford School, Columbus, Ohio
- Bradford School, Pittsburgh, Pennsylvania
- Fox College, Bedford Park, Illinois
- Hickey College, St. Louis, Missouri
- International Business College, Fort Wayne, Indiana
- International Business College, Indianapolis, Indiana
- King's College, Charlotte, North Carolina
- Minneapolis Business College, Minneapolis, Minnesota
- Vet Tech Institute, Pittsburgh, Pennsylvania
- Vet Tech Institute of Houston, Houston, Texas

## **PROGRAM MODERNIZATION**

Wood Tobé-Coburn School prepares its students for employment in the business, design, and health care communities. To best meet the needs of these employers, periodic revision of our courses and programs is necessary. Wood Tobé-Coburn School, therefore, reserves the right to add to or delete material from courses; alter program content; change software and equipment; change faculty; adjust tuition and fee rates; and modify cancellation/refund policies as circumstances indicate, subject to the approval of the various state and national agencies under whose regulations we operate. Also included is the right to cancel a program if there is insufficient enrollment.

## **DISASTER AFFECTING THE SCHOOL'S OPERATIONS**

In the event of Acts of God affecting operations (i.e., fire, flood, hurricane, tornado, etc.), Wood Tobé-Coburn School reserves the right to suspend training for a period not to exceed 90 days.

## **STUDENT RETENTION**

At Wood Tobé-Coburn School every effort is made to accept students whose evaluation indicates a definite potential for success. Each student is expected to have a carefully defined educational goal--that of developing marketable skills. Of the 1038 students who attended Wood Tobé-Coburn School during the past three years, 826 students, or 79.58 percent, successfully completed their program.

## **STUDENT COMPLAINT PROCEDURES**

The purpose of this procedure is to outline a process for students to follow to communicate complaints they may have regarding a specific course, instructor, or decision. For complaints involving allegations of discrimination or harassment, including sexual misconduct, refer to the Nondiscrimination in Education Programs and Activities and the Campus Security sections of this catalog.

Students are encouraged to first discuss the problem or complaint with the individual(s) involved. If the problem is not resolved, the student should then discuss the matter with the employee's supervisor (e.g., department director or program administrator), who will attempt to mediate a resolution. In the case of the program administrator, if s/he cannot resolve the issue, the matter should be reported to the Director of Education.

If the supervisor or Director of Education cannot resolve the issue adequately, the student should submit a formal complaint in the form of a written statement to the President of Wood/Tobé-Coburn School. The written statement should outline the circumstances of the complaint, identify the parties involved, and indicate the location and date of the incident. Upon receipt of the written statement, the President will gather any other information and facts needed to facilitate a fair decision. The investigation should be completed within 10 class days, and the President will provide written notice of the outcome to all parties involved.

If the student continues to have concerns that the issue has not been adequately resolved, the student may contact the New York State Education Department, Office of College and University Evaluation at (518) 474-1551.

No adverse action will be taken against a student for filing a complaint.

## **NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES**

Educational institutions receiving federal financial assistance are required to comply with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964. These federal laws prohibit discrimination on the basis of gender, including sexual harassment and sexual violence; sexual orientation; genetic information; race; color; religion; national origin; age; veteran status; and disability in the educational programs and activities that they operate. Wood Tobé-Coburn School is subject to these laws and complies fully with them in the enrollment of students, the hiring of faculty and staff, and in all other activities of the college. The Director of Education, who is identified in the Administration, Faculty, and Staff section of this catalog and who may be reached at (212) 686-9040, is the Title IX coordinator at Wood Tobé-Coburn School. Questions regarding Title IX may be referred to the Title IX coordinator or to the U. S. Department of Education Office for Civil Rights. Students, faculty, and administrative employees are encouraged to bring any complaints or reports of discrimination to the coordinator's attention. The matter will be investigated promptly, and both parties will be notified in writing about the outcome of the complaint. Appropriate follow-up will be implemented to assure that no person associated with the school is subjected to unlawful discrimination. Individuals who report discrimination will not be subjected to any retaliation for doing so.

## **COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS**

Wood Tobé-Coburn School requires all students, faculty, and staff to comply with copyright laws. Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship." The owner of copyright has the exclusive rights of reproduction, adaptation, publication, performance, and display. Types of works that are covered by copyright law include, but are not limited to, text, music, art, photographs, graphics, film, and software. Copyright covers all forms of a work, including its digital transmission and its subsequent use.

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. Copying copyrighted materials in excess of the "fair use" limitation without the authority of the copyright owner, including uploading or downloading works protected by copyright, is an infringement of the copyright owner's exclusive rights of reproduction and/or distribution. Unauthorized distribution of copyrighted material, including distribution of copyrighted material through unauthorized peer-to-peer file sharing, may subject individuals to civil and criminal liabilities.

Copyright infringement violates the institution's policies and the law. Anyone who engages in copyright infringement, including the unauthorized distribution of copyrighted materials using the institution's information technology system, will be subjected to discipline by the school, which may include warning, suspension, expulsion, or termination. Copyright infringement may also subject the individual to civil and criminal liabilities. Anyone found to have infringed a copyrighted work may be liable for actual damages or statutory damages up to \$30,000 for each work infringed and, if willful infringement is proven by the copyright owner, that amount may be increased up to \$150,000 for each work infringed. In addition, individual infringers may be subject to criminal prosecution.

## **STUDENT CONSUMER INFORMATION**

Federal regulations set forth by the Higher Education Act of 1965 as amended require Wood Tobé-Coburn School to annually distribute to all enrolled students and to prospective students upon request information about the availability of specific types of consumer information. To comply with these regulations, Wood Tobé-Coburn School has prepared a "Guide to Student Consumer Information." This report is distributed annually to enrolled students. Copies are available upon request in the office of the Director of Education.

# ADMISSIONS INFORMATION

## ADMISSIONS REQUIREMENTS

To be considered for admission to Wood Tobé-Coburn School, an applicant must have graduated from or be a potential graduate from a valid high school, private school, or equivalent (GED). When an applicant has not yet graduated, offers of admission are contingent on high school graduation. Applicants are admitted for enrollment on the basis of previous scholastic records as evidenced by a transcript of work completed in high school or college. Previous training in technical subjects is not required.

## PROCEDURE

Potential students should call or write the Admissions Department to request an application form. To apply for enrollment, the student should complete the application form and submit it with the application fee to the Director of Admissions, Wood Tobé-Coburn School, 8 East 40<sup>th</sup> Street, New York, New York 10016. Potential students may also apply online at [woodtobecoburn.edu](http://woodtobecoburn.edu).

Prior to application, potential students are expected to receive a tour of the school.

Upon receipt of the application, the school will request all necessary records for current high school students. Students who have attended postsecondary schools will be responsible for requesting a transcript from their college. A recipient of a General Education Development certificate (GED) should have a copy of the certificate and scores sent to the Admissions Office.

Generally, the applicant is notified of the school's decision within four weeks after submission of the application.

# FINANCIAL INFORMATION

## TUITION AND FEES

**Application Fee**.....\$50

Payable with all applications for admission. The fee is refunded if the application is rejected.

**Tuition Deposit** .....\$50

A \$50 tuition deposit is due no later than 30 days after a student's acceptance, except for students who apply in the summer for admission not in the upcoming academic year but in the subsequent year. In those cases, deposits are due by October 1. Tuition deposits are applied to tuition when students begin classes. They are not refundable after their due date.\*

**Confirmation Deposit**.....\$50

A \$50 confirmation deposit is due no later than 30 days after the financial plan is held. This deposit is credited to tuition when the student begins classes. It is not refundable after its due date.\*

Rates for students entering between January 1, 2016, and December 31, 2016:

### Tuition

Per semester\*\* ..... \$8460

### Textbooks and Supplies

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$405 to \$1770 per semester. Actual charges will be used in the student's financial plan.

Uniforms are required for students in the Medical Assisting programs and are not included in the lab fees or estimated textbooks and supplies costs.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

### Lab Fees

Medical Assisting Programs (per semester)..... \$370

This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

Fashion Design and Graphic Design Programs (per semester).....\$370

This fee is charged for each semester the student is enrolled.

\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.



\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.

Rates for students entering between January 1, 2017, and December 31, 2017:

### **Tuition**

Per semester\*\* .....\$8460

### **Textbooks and Supplies**

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled. These charges will range from \$425 to \$1,860 per semester. Actual charges will be used in the student's financial plan.

Uniforms are required for students in the Medical Assisting programs and are not included in the lab fees or estimated textbooks and supplies costs.

Students may opt out of their plan to have books and/or supplies charged to their account. To start the opt-out process, the student must see the Financial Aid Office to revise the financial plan. If the student has a credit balance on his or her account, those funds will be made available immediately upon the student's request so that the student may purchase books and supplies.

### **Lab Fees**

Medical Assisting Programs (per semester) .....\$260

This fee is charged for each semester and half-semester term for which the student is enrolled during the first two and one-half semesters of the program. The student is charged at half the rate for a half-semester term.

### **Living Expenses**

The estimated cost of personal expenses applicable to students devoting primary efforts to the pursuit of educational objectives is \$1,195 per semester. The estimated additional cost of rent, utilities, and meals for a student not residing with parents is \$2,500 per semester.

Any unpaid balance of charges for tuition of any student who has withdrawn or is dismissed becomes payable to the school immediately upon such withdrawal or dismissal. Transcripts are not released for students who have outstanding obligations to Wood Tobé-Coburn School.

\*Applicants who are accepted or apply within 30 days of their original start date must pay all deposits before classes begin.

\*\*The quoted tuition rate is based on enrollment for the equivalent of 12 credit hours or more in a semester. Tuition charges for a student enrolled in less than 12 credit hours in a semester will be adjusted proportionately. Students reenrolling midsemester will be charged for a term. The charge for a stand-alone term is equal to one-half the semester rate and is based on enrollment for the equivalent of 6 credit hours or more in the stand-alone term. Tuition charges for a student enrolled in less than 6 credit hours in a stand-alone term will be adjusted proportionately.

## REFUND POLICIES

When students withdraw or are dismissed, refunds shall be based on and computed from the last day of attendance. For these purposes, the week during which the last day of attendance occurs will be considered a week of attendance. Refunds shall be made within 45 days of the date a student withdraws or the date of determination of withdrawal if a student does not notify the school of his/her intention to withdraw. Questions about refunds of tuition and other charges should be referred to the school's administrative or financial aid office. Examples of refund calculations are available upon request.

### Tuition Refund

Students who withdraw or who are dismissed during a semester or stand-alone term may be refunded a portion of the tuition charged. The amount to be refunded is determined based on the week of the semester or stand-alone term in which the student withdraws or is dismissed. The table below illustrates the proportion that may be refunded:

<u>Week of Semester</u>	<u>% Refund</u>	<u>Week of Stand-Alone Term</u>	<u>% Refund</u>
1	100%	1	100%
2,3,4	55%	2	55%
5,6,7,8	30%	3,4	30%
After Week 8	None	After Week 4	None

### Refund Policy for Students Called to Active Military Service

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition and lab fees. However, if the student is eligible to graduate from a shorter program mid-semester, the student will be graduated from the shorter program, and tuition and fees for the shorter program will be determined. Tuition and fees in excess of that amount will be waived. Except as discussed elsewhere in the school's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Director of Education.

### Lab Fees

For the purpose of refunds, lab fees for students are treated the same as tuition. To avoid fluctuation in semester or term charges, lab fees are allocated over two and one-half semesters of the Medical Assisting programs. In 2016, lab fees are allocated over three semesters of the Fashion Design and Graphic Design diploma programs and over four semesters of the Fashion Design and Graphic Design associate degree programs. The fees apply regardless of whether or not a student is actually enrolled in a lab at any particular time.

### Textbooks and Supply Kits

Textbooks and supply kits are available from the school bookstore; however, students are not required to purchase books or supplies from the school. If a student elects to purchase textbooks or supply kits from the bookstore and have them charged to his or her account, the cost will be included as an institutional charge. In

effect, the amount charged will be treated for purposes of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit.

## **Return of Title IV Funds Upon Withdrawal**

Upon a student's withdrawal or dismissal from college, the U.S. Department of Education requires specific treatment of the Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The college is required to make refunds to the Title IV program funds according to these regulations regardless of amounts resulting from the college's tuition refund policy as described above.

These regulations allow the college to keep as "earned" the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the college is sometimes not permitted under regulations to disburse the student's Stafford loan. Title IV funds disbursed in excess of this amount must be returned by the college in the order noted below.

During the calculation of Title IV aid earned, the college will determine whether the student is due a post-withdrawal disbursement of federal aid. The college will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the college will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

If a student withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for the current semester will be refunded. However, if the student is eligible to graduate from a shorter program mid-semester, financial aid eligibility to graduate from a shorter program will be determined, and aid in excess of this amount will be refunded.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. A student who has missed (10) consecutive class days is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of nonattendance.

In the event the college is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

## **Order of Refund**

Funds that must be returned to the federal government when a student is withdrawn, dismissed, or graduated will be applied in the following sequence to eliminate or reduce balances in the aid programs from which the student received funds during the period: (1) Unsubsidized Federal Stafford loans, (2) Subsidized Federal Stafford loans, (3) Unsubsidized Direct Stafford loans, (4) Subsidized Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Direct PLUS loans, (8) Federal Pell Grants (for which a return is required), (9)

Academic Competitiveness Grant (for which a return is required), (10) Federal Supplemental Educational Opportunity Grants (FSEOG) (for which a return is required), and (11) other assistance under Title IV for which a return is required. Any state or private aid programs will be refunded according to the program requirements. Remaining credit balances will be refunded to the student. A refund which is designated for return to the student will not be made if there are unpaid charges owed to the college. Student balances that are not subject to Title IV refund regulations and are of an inconsequential amount will be written off. This includes debit and credit balances equal to or less than \$25.

## **FEDERAL DEFINITION OF A CREDIT HOUR FOR PURPOSES OF FINANCIAL AID**

Federal regulations define a credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour of credit or the equivalent amount of work over a different amount of time or (2) at least an equivalent amount of work as required in (1) above for other academic activities as established by the institution including laboratory work, externships, and other academic work leading to the award of credit hours.

## **FINANCIAL AID**

A variety of financial plans are available to assist qualified students in securing an education, regardless of financial status or family income level. These plans include a combination of student loans, grants, scholarships, and payment plans. The variety of available plans affords flexibility in choosing the one best-suited for a specific need. Wood Tobé-Coburn School offers individual financial planning sessions for each student and family beginning with the completion of the Free Application for Federal Student Aid. Information about these plans is available from the Admissions or Financial Aid Offices.

Financial aid is disbursed each semester and upon disbursement is credited directly to the student's account. Additionally, students will be notified in writing when federal student loans are disbursed. Other federal loan information, including the terms and conditions, is presented during planning and again during the entrance interview; it is also available at any time from the Admissions or Financial Aid Offices.

In the unexpected circumstance that an associate degree or diploma program does not pass standards established by the U.S. Department of Education based on the amounts previous students have borrowed for enrollment in the program and their reported earnings, causing students who are then enrolled in the program to thus not be able to use federal Title IV aid to continue to pay for the program, Wood Tobé-Coburn School will continue to provide instruction in the program to allow those students to complete the program and will waive unpaid tuition, fees, and textbooks and supplies charges that were scheduled to be paid using federal Title IV aid lost.

The available financial aid is subject to state and federal regulations in effect at the time of publication.

## **Verification Policies and Procedures**

To ensure that only eligible students receive Title IV aid, the government is randomly selecting applicants whose application information must be verified. The school will also exercise its option to verify additional student aid applicants not selected by the government. The school will not make any disbursement of Title IV aid to any student that is selected for verification until all verification documentation is complete.

Time Frame: The school will notify students within 30 days of receipt of the applicable Institutional Student Information Record (ISIR), which is generally within two weeks of when the Free Application for Federal Financial Student Aid (FAFSA) is submitted to the Department of Education, if verification is required. Students will be expected to submit all requested documentation within two weeks or no later than the start of the academic year. Students who do not meet this deadline will be given two weeks from the start date to supply the verification documentation. An extension may be granted beyond the two weeks when circumstances beyond the student's control prohibit him/her from submitting the required documentation. In no way, however, will an extension be granted beyond the date for a subsequent financial disbursement.

Consequences for not Submitting Proper Documentation Within the Proper Time Frame: If the student is unable to submit the required documentation within the two weeks or no later than the start of the academic year, he/she may request an extension. If the student does not request an extension or at the end of the extension does not submit the required documentation, the Title IV aid awarded will be canceled. The student must then make new arrangements for paying all tuition and fee charges due to the school.

Notification of Verification Results: If no errors or discrepancies are found during the verification process, the student will be awarded the financial aid for which he/she is eligible. The disbursement of the aid will serve as notification to the student. If errors or discrepancies are found during the verification process, the student will be counseled on how to resolve the discrepancies or correct the errors.

Correction of Incorrect Information: If discrepancies are found in household size or number in postsecondary education, the student will be asked for additional proof of these items. If the independent status is questionable, the student will be asked for additional information to support his/her status. The school will assume the information on the individual's tax return to be correct. Corrections will be made on financial aid applications to reflect the information on the tax return. When applicable, the use of "tolerance" may be exercised. If there is a change in the award amount, or if tolerance may not be applied, the Institutional Student Information Record (ISIR) will be reprocessed. In no case will the school ever disburse on the original ISIR when resubmitting the ISIR would result in an increased award.

In the case of campus-based aid and Stafford loans, the school will follow the same procedures that it takes for the Pell Grant. When applicable, the expected family contribution is recalculated. If an over-award is determined, the aid will be decreased to an eligible amount, and the student and the lender will be notified of the change in the award amount

## FINANCIAL AID PROGRAMS

PELL GRANT	TUITION ASSISTANCE PROGRAM (TAP)	SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)
<b>Eligibility</b>	<b>Eligibility</b>	<b>Eligibility</b>
<ul style="list-style-type: none"> <li>• U.S. citizen or eligible noncitizen.</li> <li>• Enrolled in an approved program.</li> <li>• Demonstrate financial need.</li> <li>• May not have previously received a bachelor's degree.</li> <li>• Limited to 6 years of eligibility.</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. citizen or eligible noncitizen.</li> <li>• Be a legal resident of New York State.</li> <li>• Enrolled full-time in an approved New York State postsecondary institution.</li> <li>• Have graduated from high school within the U.S. or have a GED or have passed a federally-approved exam demonstrating the student can benefit from the education offered.</li> <li>• Demonstrate financial need.</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. citizen or eligible non-citizen.</li> <li>• Enrolled in an approved program.</li> <li>• Must show exceptional financial need.</li> <li>• May not have previously received a bachelor's degree.</li> <li>• Awarded to Pell Grant recipients.</li> </ul>
<b>Procedure</b>	<b>Procedure</b>	<b>Procedure</b>
<ul style="list-style-type: none"> <li>• Applications available from the high school guidance office or the Wood Tobé-Coburn School Financial Aid Office.</li> <li>• Complete Free Application for Federal Student Aid (FAFSA) online.</li> <li>• Student account is credited as money is received by the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Free Application for Federal Student Aid (FAFSA) online. Then, complete the state application for TAP online.</li> <li>• Student account is credited as money is received by the school.</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Free Application for Federal Student Aid (FAFSA) online.</li> <li>• Student account is credited as money is received by the school.</li> </ul>
<b>Yearly Amount &amp; Responsibility</b>	<b>Yearly Amount &amp; Responsibility</b>	<b>Yearly Amount &amp; Responsibility</b>
<ul style="list-style-type: none"> <li>• Awards range from \$598 to \$5,815 per academic year depending on need and federal funding.</li> <li>• Student must not owe any refunds on federal program awards or be in default on repayment of a student loan.</li> <li>• Must maintain satisfactory academic progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Awards range from \$500 - \$4,000 for dependent students.</li> <li>• Awards range \$425 - \$3,025 for independent students.</li> <li>• Must maintain satisfactory academic progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Awards range from \$100 to \$4,000 a year depending on financial need and funds available.</li> <li>• Student must not owe any refunds on federal program awards or be in default on repayment of a student loan.</li> <li>• Must maintain satisfactory academic progress.</li> </ul>

PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)	STAFFORD LOAN PROGRAM FOR STUDENTS	
	Subsidized Eligibility	Unsubsidized Eligibility
<b>Eligibility</b>		
<ul style="list-style-type: none"> <li>U.S. citizen or eligible non-citizen.</li> <li>Parents of dependent students who are enrolled at least half time.</li> <li>Parent borrower must not have adverse credit unless approved with a co-signer.</li> </ul>	<ul style="list-style-type: none"> <li>U.S. citizen or eligible non-citizen.</li> <li>Enrolled at least half time in an approved program.</li> <li>Demonstrated financial need determines whether the loan is subsidized or unsubsidized.</li> <li>Yearly amounts listed below are available as unsubsidized if need cannot be met.</li> </ul>	<ul style="list-style-type: none"> <li>U.S. citizen or eligible non-citizen.</li> <li>Enrolled at least half time in an approved program.</li> <li>Independent according to Free Application for Federal Student Aid (FAFSA) or dependent whose parent is a PLUS denial.</li> <li>Dependents whose parents are not a PLUS denial may borrow at a lesser amount as indicated below†.</li> </ul>
<b>Procedure</b>	<b>Procedure</b>	<b>Procedure</b>
<ul style="list-style-type: none"> <li>Complete application online. Instructions provided by the Wood Tobé-Coburn School Financial Aid Office.</li> <li>Student account is credited when money is received by the school.</li> </ul>	<ul style="list-style-type: none"> <li>Complete application online. Instructions provided by the Wood Tobé-Coburn School Financial Aid Office.</li> <li>Student account is credited when money is received by the school.</li> <li>Student borrows on own signature.</li> </ul>	<ul style="list-style-type: none"> <li>Complete application online. Instructions provided by the Wood Tobé-Coburn School Financial Aid Office.</li> <li>Student account is credited when money is received by the school.</li> <li>Student borrows on own signature.</li> </ul>
<b>Yearly Amount &amp; Responsibility</b>	<b>Yearly Amount &amp; Responsibility</b>	<b>Yearly Amount &amp; Responsibility</b>
<ul style="list-style-type: none"> <li>The amount of the loan is limited to the cost of attendance less any other financial aid the student will receive.</li> <li>Repayment of loan begins within 60 days after fully disbursed.</li> <li>Parent may request that repayment be delayed while student is enrolled.</li> <li>For loans disbursed on or after July 1, 2015, and before July 1, 2016, interest rate is fixed at 6.84%.*</li> </ul>	<ul style="list-style-type: none"> <li>\$3,500 maximum for the first academic year and a pro-rated amount up to \$4,500 for the second academic year depending upon program and course load.</li> <li>For loans disbursed on or after July 1, 2015, and before July 1, 2016, interest rate is fixed at 4.29%.*</li> <li>Repayment of loan begins 6 months after leaving school.</li> <li>Interest begins to accrue when students leave school (during grace).</li> </ul>	<ul style="list-style-type: none"> <li>Eligible students can borrow up to \$6,000 (\$2,000†) the first academic year.</li> <li>In the second academic year, the amount of the loan is pro-rated depending upon program and course load, with a maximum of \$6,000 (\$2,000†).</li> <li>Repayment generally begins after the student leaves school, but interest accrues.</li> <li>For loans disbursed on or after July 1, 2015, and before July 1, 2016, interest rate is fixed at 4.29%.*</li> </ul>
*Subject to change each July 1	* Subject to change each July 1	* Subject to change each July 1

## **SCHOLARSHIPS, GRANTS, AND INSTITUTIONAL INSTALLMENT CONTRACTS**

The Wood Tobé-Coburn School Scholarship competition will be held once during this academic year. All interested high school seniors are invited to participate. Two \$2,500, three \$1,500, ten \$1,000, and eleven \$500 scholarships will be awarded to students who begin their program in calendar year 2017.

A student may receive only one institutional scholarship. The scholarship may be used only at Wood Tobé-Coburn School. All scholarships are posted directly to the student's account card. Scholarship information is available from high school guidance and business departments or directly from Wood Tobé-Coburn School.

Institutional installment contracts are available on a limited basis for students who have exhausted other possible means of financing. Eligibility will be determined by the institution based on a review of the student's eligibility for other financial assistance. Tuition assistance grants are available on a limited basis. Eligibility will be determined by the institution. Institutional installment contract applications are accepted throughout the year; applications for tuition assistance grants are not required. Installment contract and tuition assistance grant amounts will vary. Installment contract recipients are required to make minimum monthly cash payments to offset institutional charges while in school; monthly cash payments and interest charges begin following graduation or withdrawal.

## **PAYMENT TERMS**

Tuition, textbook charges, and lab fees, if applicable, are due on the first day a student begins class unless other prior arrangements have been made with the school. In the case where a student's financial situation warrants an exception, a member of Wood Tobé-Coburn School's staff will meet with the student to develop a financial plan. All financial obligations must be satisfied prior to graduation. If other financial arrangements have been made with the school, the student should ensure that the financial obligations have been met prior to graduation.



# **STUDENT SERVICES**

## **COUNSELING**

Counseling and advising are important services at Wood Tobé-Coburn School. All members of the faculty assume responsibility for helping each student work toward the degree of success that he or she is capable of achieving.

In addition, the Director of Education and the program administrators are responsible for academic counseling. They guide the student through problems that may arise; for example, problems with schedules, grades, subject matter, or graduation requirements. The Placement Department provides counseling in the areas of job interviewing and related placement activities.

## **PLACEMENT**

Graduates of all Wood Tobé-Coburn School programs are entitled to use the services of the Placement Department at no additional charge throughout their careers. These services may be used as many times as the graduate wishes regardless of the year of graduation. The school cannot, of course, guarantee employment or placement in the student's field of study but can provide contacts and guidance during the placement process. Any employment that a student or graduate may obtain with the help of the school's placement department will most likely be at an entry-level position.

Statistics from the Placement Department show that 95.2 percent of the graduates for the last two years who were available for employment are working in positions using skills acquired at Wood Tobé-Coburn School. Those unavailable for placement include foreign students returning home, students who have decided to further their education, students who have joined the military, students who have moved from the area, or students whom the school was unable to contact.

In addition to the services of the Wood Tobé-Coburn School Placement Department, a Wood Tobé-Coburn School graduate can request assistance from the placement department at any affiliated Bradford school.

Wood Tobé-Coburn School reserves the right to deny placement services to a graduate at any time if he or she is delinquent or in default on a student loan, if he or she owes a refund on any federal or state student financial aid program, or if his or her conduct is significantly detrimental to the integrity of the institution. Examples of causes that could lead to forfeiture of placement privileges are failure to pass a drug test and conviction of criminal activity.

## **LIBRARY**

The Learning Resources Center (LRC) provides students with daily access to traditional and electronic resources necessary to complete course work. The LRC houses circulating and reference volumes, periodicals, videotapes, and clippings files in addition to networked computers with Internet connections. The hours of operation are from 7:45 a.m. to 4:30 p.m.

## **ACTIVITIES**

In keeping with the school's collegiate atmosphere, Wood Tobé-Coburn School students are encouraged to enhance their experiences by participating in activities, trips, and cultural events planned by the school. Activities within New York City may include fashion shows, museum trips, the taping of television talk shows, and career-related corporate visits.

## **ORIENTATION**

During the first week of scheduled classes for each program, students receive student handbooks and are familiarized with all policies and procedures of the school.

## **CAMPUS SECURITY**

Wood/Tobé-Coburn School strives to provide a safe environment for our students' learning experience. We have located our facility in a typical business setting, and trespassing laws are enforced on our premises. If, however, a crime is committed on our premises, school personnel and building management are available to assist students and staff.

### **How to Report Criminal Actions or Other Emergencies**

If a student or other campus member is the victim of a crime, believes he/she sees a crime being committed, or becomes aware of any other emergency, the individual should report it in a timely manner to a Campus Security Authority. Campus Security Authorities at Wood/Tobé-Coburn School include the President, directors, program manager, and building security personnel. All incidents are then reported to the Director of Education, who is responsible for collecting crime reports for inclusion in the annual crime statistics report.

If the situation involved dating violence, domestic violence, sexual assault, or stalking, there is a separate section later in this policy that discusses the reporting obligations of Campus Security Authorities and the reporting obligations of Responsible Employees. The difference is important because some Campus Security Authorities, specifically the President and directors, are also considered Responsible Employees. Wood/Tobé-Coburn School does not employ any professional, licensed counselors who are not required to report information about criminal offenses about which they are informed.

Students and employees are directed to call 911 to reach the city police or fire department should an emergency arise when a school official is not available.

### **Campus Safety Procedures and Crime Prevention Programs**

Procedures for reporting criminal actions or other emergencies are reviewed with students during orientation. Orientation is held the first week of classes for all new students. Orientation agendas include information in the areas of personal safety, theft protection, and bias-related crime prevention. Additionally, during the course of their program, guests are invited to speak to students and employees on safety procedures, such as self-protection, awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, stalking, and other forcible and nonforcible sex offenses. These seminars are provided for all students and employees. Handouts provided by the guest speakers regarding personal safety and crime prevention are distributed to all students and staff.

## Timely Warning Reports

The college administration will provide students, faculty, and staff with timely warnings of reported crimes and other events that are considered to be a serious or ongoing threat to the safety of students and employees. These warnings include a description of the crime and the time, date, and location of the occurrence in a manner that withholds the names of victims as confidential. The warnings are posted on campus bulletin boards and other appropriate areas. If campus bulletin boards are not timely enough, the campus community will be notified by a more urgent means as deemed appropriate for the situation.

## Security and Access to Campus Facilities

During business hours, the building is open to students, parents, employees, applicants, and other individuals who have a legitimate purpose for being on campus. Security systems are utilized during hours in which the college is closed. The building is locked and access is by key, which have been assigned to designated personnel. The security officer on duty activates the building alarm/security system once the building is vacated at the end of each day. Wood/Tobé-Coburn School does not provide residential facilities for students on campus.

Safety and security issues are considered and implemented in the maintenance of all campus lighting and other areas that could affect the safety of individuals on campus. Safety and security maintenance requests receive priority treatment over non-safety and non-emergency requests.

## Authority of Campus Security Personnel

Wood/Tobé-Coburn School does not have a campus police or security department. The College contracts with an outside agency to provide security services on its campus. Security personnel at the campus have no formal relationship with any state or local law enforcement agency, although they do maintain a good working relationship with local law enforcement personnel. Security personnel have no authority to arrest anyone.

## Crime Statistics

The following is a summary of the crimes that were committed and reported on our campus and on public property within the campus or immediately adjacent to and accessible from the campus during the periods indicated.

<u>Category</u>	<u>Location</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Murder/Non-Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Dating Violence	On Campus	0	0	0
	Public Property	0	0	0

Domestic Violence	On Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Public Property	0	0	0
Rape	On Campus	0	0	0
	Public Property	0	0	0
Fondling	On Campus	0	0	0
	Public Property	0	0	0
Incest	On Campus	0	0	0
	Public Property	0	0	0
Statutory Rape	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	0	0	0
Burglary	On Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	0
	Public Property	0	0	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Liquor Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Arrests	On Campus	0	0	0
	Public Property	0	0	0
Drug Law Violations Referred for Disciplinary Action	On Campus	0	0	0
	Public Property	0	0	0

Illegal Weapons Possession Arrests	On Campus	0	0	0
	Public Property	0	0	0
Illegal Weapons Possession Violations	On Campus	0	0	0
Referred for Disciplinary Action	Public Property	0	0	0

Caveat: Wood/Tobé-Coburn School has no residential facilities for students on campus, it does not recognize any off-campus locations of student organizations, nor does it have any non-campus buildings or property associated with it.

### **Hate Crimes**

Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity, or national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, negligent manslaughter, rape, fondling, incest, statutory rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2013, 2014, and 2015 there were no reported hate crimes at any of the above-listed geographic locations.

### **Policy for Preparing the Annual Disclosure of Crime Statistics**

Campus crime, arrest, and referral statistics include those reported to campus officials and local law enforcement agencies. The report includes crimes that have occurred on campus and on public property within or adjacent to the campus. The Director of Education is responsible for collecting all crime reports and preparing the annual crime statistics disclosure to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act.

### **Policy on Alcoholic Beverages and Illegal Drugs**

Expulsion, suspension, or some lesser sanction may be imposed for the use, possession, or furnishing of alcoholic beverages or illegal drugs while on campus or while involved in school-related activities. Please refer to the Wood/Tobé-Coburn School Drug Prevention Program for details. The Wood/Tobé-Coburn School campus is designated as drug-free, and the consumption of alcohol is not permitted in any circumstance, even by students who are of legal age to purchase alcohol. The college will support local law enforcement agencies in the enforcement of underage drinking laws and federal and state drug laws. Individuals who, in good faith, report incidents of dating violence, domestic violence, stalking, or sexual assault will not be subject to code of conduct action for violations of drug or alcohol policies occurring at or near the time of the alleged incident.

### **Policy on Dating Violence, Domestic Violence, Sexual Assault, and Stalking**

Wood/Tobé-Coburn School prohibits the offenses of dating violence, domestic violence, sexual assault, and stalking. For the purpose of reporting crime statistics in this Campus Security report, the following federal definitions of dating violence, domestic violence, sexual assault, and stalking are used.

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic violence is a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting program. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person without the consent of the victim. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress.

In the state of New York, the definition of affirmative consent to sexual activity and corresponding definitions for the above-listed crimes are as follows.

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given in words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- Consent to any sexual act or prior consensual sexual activity with any party does not necessarily constitute consent to any other sexual act.
- Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- Consent may be withdrawn at any time.
- Consent cannot be given when a person is incapacitated, i.e., when he or she lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by lack of consciousness or being asleep, being involuntarily restrained, or if an individual otherwise cannot

consent. Depending on the degree of intoxication, someone under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- Consent cannot be given under conditions of coercion, intimidation, force, or threat of harm.
- When consent is withdrawn, or can no longer be given, sexual activity must stop.

Under New York law there is no one crime that is called dating violence or no one crime that is called domestic violence. Whether it is a victim's spouse, a person with whom s/he has a dating relationship, or a stranger, the elements of the crime are the same.

A person is guilty of predatory sexual assault when he or she commits the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree, as defined below, and when:

1. In the course of the commission of the crime or the immediate flight therefrom, he or she:
  - a. Causes serious physical injury to the victim of such crime; or
  - b. Uses or threatens the immediate use of a dangerous instrument; or
2. He or she has engaged in conduct constituting the crime of rape in the first degree, criminal sexual act in the first degree, aggravated sexual abuse in the first degree, or course of sexual conduct against a child in the first degree against one or more additional persons; or
3. He or she has previously been subjected to a conviction for a felony defined in this article, incest, or use of a child in a sexual performance.

A person is guilty of rape in the first degree when he or she engages in sexual intercourse with another person by forcible compulsion or who is incapable of consent by reason of being physically helpless or who is less than eleven years old or who is less than thirteen years old and the actor is eighteen years old or more.

A person is guilty of criminal sexual act in the first degree when he or she engages in oral sexual conduct or anal sexual conduct with another person by forcible compulsion or who is incapable of consent by means of being physically helpless or who is less than eleven years old or who is less than thirteen years old and the actor is eighteen years old or more.

A person is guilty of aggravated sexual abuse in the first degree when he or she inserts a foreign object in the vagina, urethra, penis, rectum or anus of another person causing physical injury to such person by forcible compulsion or when the other person is incapable of consent by reason of being physically helpless or when the other person is less than eleven years old.

A person is guilty of course of sexual conduct against a child in the first degree when, over a period of time not less than three months in duration, s/he engages in two or more acts of sexual conduct, which includes at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact, with a child less than eleven years old or s/she, being eighteen years old or more, engages in two or more acts of sexual conduct, which include at least one act of sexual intercourse, oral sexual conduct, anal sexual conduct, or aggravated sexual contact, with a child less than thirteen years old.

A person is guilty of incest when he or she commits the crime of rape or criminal sexual act against a person whom he or she knows to be related to him or her, whether through marriage or not, as an ancestor, descendant, brother or sister of either the whole or half blood, uncle, aunt, nephew, or niece. A person is guilty of the use of a child in a sexual performance if knowing the character and content thereof he employs, authorizes, or induces a child less than seventeen years of age to engage in a sexual performance or being a parent, legal guardian, or custodian of such child, he consents to the participation by such child in a sexual performance.

A person is guilty of stalking when s/he with intent to harass, annoy, or alarm a specific person intentionally engages in a course of conduct directed at such person that is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against or the kidnapping, unlawful imprisonment, or death of such person or a member of such person's immediate family.

Whether or not specifically stated, it is an element of every offense defined above that the sexual act was committed without consent of the victim. Lack of consent results from:

1. Forcible compulsion; or
2. Incapacity to consent, which includes being mentally disabled, mentally incapacitated, or physically helpless;
3. Where the offense charged is sexual abuse of forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct; or
4. Where the offense charged is rape in the third degree or criminal sexual act in the third degree in addition to forcible compulsion, circumstances under which, at the time of the act of intercourse or deviate sexual intercourse, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances.

Wood/Tobé-Coburn School sponsors educational programs to prevent and promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and other forcible and nonforcible sex offenses. Primary prevention and awareness programs are presented for incoming students and new employees. Programs include faculty-student seminars and workshops sponsored by community organizations and local hospitals. Ongoing prevention and awareness campaigns are also offered for continuing students and employees. They focus on topics such as reporting and/or investigating dating and domestic violence, sexual assault, stalking, and the connections that exist with drugs, alcohol, and rape. These programs are offered and conducted by the Community Affairs Bureau, Crime Prevention Section, and New York City Alliance Against Sexual Assault. Information on registered sex offenders can be obtained from the New York Police Department, Midtown Precinct South, 357 West 35<sup>th</sup> Street, New York, New York, (212) 239-9811.

One of the most effective methods of preventing sexual assault is bystander intervention. Bystander intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene in situations of potential harm when there is a risk of domestic violence, dating violence,



sexual assault, or stalking. There are a variety of ways to intervene. Some of them are direct, and some of them are less obvious to the perpetrator. Options include:

- Stepping in and asking if the person needs help.
- Getting support from people around you if you witness sexual violence. You do not have to act alone.
- Distracting the perpetrator so there's time to intervene.
- Being respectful, direct, and honest when intervening.
- Taking steps to curb someone's use of alcohol before problems occur.
- Calling 911 when the situation warrants.

Common sense, situational awareness, and trusting your instincts will reduce the risk of sexual assault. The tips below may help decrease the potential chance of sexual assault:

- If you consume alcohol, do so in moderation. Know your alcohol limits.
- Do not leave your beverage unattended; take your drink to the restroom with you. Never drink a beverage that has been given to you by someone else or taken from a communal alcohol source, like a punch bowl.
- If you go on a date with someone you do not know very well, tell a close friend what your plans are.
- Make sure your cell phone is with you and charged and that you have extra money to get home. Have a plan for someone you can call if you need help.
- If you get a bad feeling about a location or a person, leave the situation immediately and go to a safe place.
- When you go to a party, go with a group of friends. Arrive together, watch out for each other, and leave together.
- Be alert and aware of your surroundings at all times.
- Don't be afraid to ask for help in situations where you feel unsafe.
- Travel, walk, or park in well-lighted areas after dark and with a friend whenever possible.
- Keep the doors to your home, residence room, and car locked.

Procedures for reporting incidents of dating violence, domestic violence, sexual assault, and stalking are the same as for any other crime. If a student or employee is the victim of a sexual offense, the individual should report the offense in a timely manner to a school official either in person or by phone at (212) 686-9040. The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

Responsible Employees are the employees listed under Administration in the Administration, Faculty, and Staff section of this catalog. Responsible Employees are required by law to report all known details regarding alleged incidents of sexual harassment, discrimination, or sexual assault to the Title IX Coordinator. This includes the names of the alleged perpetrator and the name of the student/employee who experienced the alleged violence. If a victim discloses an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the college will weigh that request against the college's obligation to provide a safe, nondiscriminatory environment for all students and employees, including the victim.

Campus Security Authorities include the program manager and building security personnel as well as the administration. Campus Security Authorities, other than those who also serve as Responsible Employees, are required to submit a report for statistical purposes, but their report can be submitted without identifying the victim.

Reports of dating violence, domestic violence, sexual assault, and stalking will be handled with discretion, dignity, and confidentiality. Personally identifiable information about the victim will only be shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. Neither the name of the victim, specific housing information, nor any other information that would serve to identify any individual will be published in the crime log. The school will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures.

If the victim wishes to notify the proper law enforcement authorities, school officials are available and willing to assist. It is important for the victim to preserve evidence for proof of a criminal dating violence, domestic violence, sexual assault, or stalking offense or for obtaining a protection order. If the victim elects to notify authorities, it is important that the offense is reported immediately. The victim may decline to notify such authorities.

When a student or employee of the school reports to the institution that s/he was a victim of dating violence, domestic violence, sexual assault, or stalking, the victim will be provided with a written explanation of his/her rights and options, whether the offense occurred on campus or off campus. The Financial Aid office is available on campus to provide student victims with financial aid-related services and information. A written listing of off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services will be provided to victims of dating violence, domestic violence, sexual assault, and stalking by the education support office. Other than financial aid assistance, no professional on-campus services are available.

Upon receiving a report of an alleged sex offense, school officials will also provide victims with a written explanation of the interim measures available to the victim to ensure his/her safety and equal access to educational programs and activities, including notification of reasonably available options for changing academic, living, transportation, and working situations. A written request for accommodations should be submitted to the Director of Education. School officials will assist in notifying the victim of all reasonably available options available for these changes regardless of whether the victim chooses to report the crime to local law enforcement. If requested, school officials will also provide information on where and how to obtain protection orders and similar lawful orders issued by the court system.

Whether or not law enforcement is notified or criminal charges are filed, a victim may file a disciplinary complaint in writing or verbally with either the Director of Education or the President. A student who is accused of dating violence, domestic violence, sexual assault, or stalking will be subject to action in accordance with the Student Conduct policy published in the school's catalog. Sanctions that may be imposed are warning, suspension, or expulsion. Faculty or staff will be subject to action in accordance with the Anti-Harassment policy in the Bradford Schools Personnel Policies and Procedures Manual. Sanctions may include verbal or written reprimand, referral to appropriate counseling, withholding of a promotion or bonus, reassignment, suspension, or termination without severance benefits.

In a situation where disciplinary action is required, proceedings will provide a prompt, fair, and impartial investigation and resolution and be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. Following a reported incident of dating violence, domestic violence, sexual assault, or stalking, the investigation generally shall include

interviews with the parties if available, interviews with other witnesses as needed, and a review of relevant documents as appropriate. If necessary, a hearing may be scheduled. College officials shall complete the investigation as promptly as possible and in most cases within 60 working days from the filing of the complaint.

The school will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved to the extent permissible by law. The accuser and the accused will be entitled to the same opportunities to have others present during school disciplinary proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Officials will use a preponderance of the evidence standard during the procedures, which means that it is more likely than not that the alleged misconduct occurred. Both the accuser and the accused shall be simultaneously informed in writing of the outcome of the proceeding, the institution's procedures for appealing the results of the proceeding, any change to the results that occurs prior to the time that such results become final, and when such results become final. Both the accuser and the accused shall be informed in writing of the outcome following a final determination of the alleged offense as well as the appropriate sanctions that the school may impose.

No one shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against the complainant or anyone else as a result of reporting or participating in an investigation or adjudication of alleged sexual misconduct.

### **Student Bill of Rights in Situations Involving Sexual Misconduct**

All students have the right to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few institution representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family, and acquaintances within the jurisdiction of the institution.

9. Access to at least one level of appeal of a determination.
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such process.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

The student has the option to report to either a Title IX Responsible Employee or a Campus Security Authority.

### **Emergency Response and Evacuation Procedures**

In the event of a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff, the President or any other member of the school administration will promptly investigate and, if appropriate, confer with local law enforcement or other first responders to confirm the circumstances of the report. In the event of a confirmed emergency or dangerous situation, the school administration will determine the segment(s) of the campus community affected, determine the content of the notification, and immediately notify the school community or the appropriate segment of the campus community, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The decision will be made on a case-by-case basis. In the event of an emergency or dangerous situation, students should follow the guidance provided by the administration through classroom announcements and personal communications.

Fire alarms are located throughout the building. In the event that the building needs to be evacuated for any reason, a fire alarm will be activated. At the sounding of the alarm, all building occupants shall evacuate the building immediately. Classroom instructors are expected to interrupt class activity and instruct students to evacuate the building when the alarm sounds. Students are expected to follow directions as given to them by their instructor or other school officials. All exits are marked, and students are expected to leave the building in a prompt and orderly fashion using these exits. Instructors should close any windows, turn off room lights, take the attendance sheet, make sure everyone has left the room, close the door of the room, lead students to a safe location, take roll immediately, and stay with the students until instructed to return to the building. Periodically, at least on an annual basis, announced or unannounced fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures. Emergency response and evacuation procedures will be publicized in conjunction with at least one test per calendar year. Documentation supporting the conduction of an exercise, including a description of the exercise, the date, the time, and whether it was announced or unannounced, will be maintained in the office of the Director of Education.

In the event of an incident which would require the larger community to be notified, the college administration will utilize the 911 emergency phone system to report the event.

## **PERSONAL PROPERTY**

A locker is available to each student for books and valuables. Wood Tobé-Coburn School cannot be responsible for loss or damage to the personal property of students. Students are urged to purchase a sturdy lock and provide adequate insurance through personal or family policies to cover such a loss in the event it does occur.

## **ALUMNI**

Wood Tobé-Coburn School has a strong and continuing interest in the welfare and progress of its graduates. Graduates are entitled to the services of the Placement Department. Alumni are encouraged to come to the Placement Department to update their résumés and discuss career opportunities.

# **ACADEMIC INFORMATION**

## **CLASS SCHEDULE**

Instructional hours are 50 minutes in length. Classes are scheduled Monday through Friday from 7:30 a.m. to 6:00 p.m. Individual class schedules will vary according to the student's program. In the event of unscheduled school closings due to weather or other events, make-up classes may be scheduled on Saturdays, holidays, or during evening hours and may result in an extended semester.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program. Students will not be permitted to attempt less than the normal load for the program in which they are enrolled except when the student has changed programs or is returning to a program in which he/she was previously enrolled.

## **ATTENDANCE**

Regular class attendance is essential. Regular and punctual attendance is extremely important while in school and makes it considerably easier to satisfy employers who demand this behavior. Development of professional conduct at Wood Tobé-Coburn School is just as important as the development of skills.

Absence from class, regardless of reason, involves a loss to both the student and to other members of the class. Wood Tobé-Coburn School's policy requires students to attend all classes. While it is recognized that certain reasons beyond the control of the student may make it impossible to attend class, excessive absenteeism may result in a lowered grade or other administrative action. An absence rate in excess of 10 percent of the classes scheduled may result in dismissal from school. A student who accumulates ten (10) consecutive class days of absence is considered to have withdrawn from school.

## **DRESS CODE**

Students are required to dress in appropriate professional attire. The Wood Tobé-Coburn School student is expected to maintain the same high standards of appearance and grooming that are expected by the business, design, and health care communities. Any student found in violation of the dress code will be written-up. After accumulating three (3) write-ups, the student will automatically be suspended for one (1) day.

## **STUDENT CONDUCT**

Students at Wood Tobé-Coburn School are expected to conduct themselves as responsible adults. Expulsion, suspension, or some lesser sanction may be imposed for any of the following offenses: 1) interruption or any manner of interference with the normal operation of the school; 2) destruction, damage, or misuse of school equipment, facilities, or property; 3) illegal possession, use, or furnishing of alcoholic beverages while on campus or while involved in school-related activities; 4) illegal possession, use, or furnishing of drugs while on campus or while involved in school-related activities; 5) use, possession, or furnishing of weapons while on campus or while involved in school-related activities; 6) verbal, physical, sexual, or online assault that injures, causes serious emotional harm, or grievously

demeans or threatens another person in the school community; 7) theft of another's property occurring on school premises; 8) participation in hazing; 9) academic cheating, plagiarism, or copyright infringement; 10) stalking; 11) commission of other offenses that in the opinion of the administration may be contrary to the best interest of the school community.

Sanctions that may be imposed are 1) warning, 2) suspension, or 3) expulsion. In general, the school will issue warnings prior to dismissing a student for poor conduct. The school, however, may dismiss a student without warning if the offense is serious. Serious offenses may be any of those listed in the policy on conduct but are considered to be those that directly affect the physical well being of persons in the school community. The Director of Education will investigate all complaints of student misconduct and determine the appropriate sanction to be imposed. For matters involving possible sexual harassment or sexual violence, the Director of Education, who is also the Title IX Coordinator, will ensure that the investigation complies with all Title IX requirements. A student who wishes to question any decision made by the director may appeal to the President, who will then render a final decision.

Conviction on a drug-related charge while enrolled and receiving financial aid may result in the loss of certain types of financial aid. Additionally, failure to obtain an externship because of inability to pass a drug test or termination for cause from externships may result in dismissal from the program, loss of time, loss of credit, and/or increased charges.

## **DEFINITION OF ACADEMIC CREDIT**

A clock hour is equal to a minimum of 50 minutes of instruction. Credit for academic and financial aid purposes is measured in semester credit hours. A semester credit hour is equivalent to a minimum of 15 clock hours of lecture, 30 clock hours of laboratory where classroom theory is applied and explored or manipulative skills are enhanced, 45 clock hours of externship/practicum, or a combination of these three. This definition also assumes appropriate out-of-class learning activities to support the credit awarded for courses or portions of courses. Federal regulations for the allocation of student financial assistance establish an expectation of two hours of out-of-class work for each hour of lecture for which credit is awarded.

## **COURSE NUMBERING SYSTEM**

Wood Tobé-Coburn School uses a five-character course numbering system. The course number consists of two letters and three digits. The letters identify the field of study. The first digit indicates the course level. Level-100 courses are primarily introductory and first-year courses, and level-200 courses are primarily advanced and second-year courses. The second and third digits are used to differentiate between courses in the same field.

## **GRADE REPORTS**

Grade reports are issued at the conclusion of each term. The report indicates the student's grade and attendance record, together with a separate notation if the student is having academic difficulty. Midterm warnings are issued at the midpoint of each term.

## TRANSCRIPTS

Upon completion of a program, each student receives one free copy of his or her transcript. Students will be charged a processing fee for additional transcript copies. Official transcripts will not be issued to a student who owes the school money, who is delinquent or in default on a student loan, or who owes a refund on any federal or state student financial aid program.

## GRADING SYSTEM

The student is given a final grade in every course as follows:

<u>Grade</u>	<u>Numerical Grade</u>	<u>Quality Point Value</u>
A	95-100	4.00
A-	90-94	3.65
B+	87-89	3.35
B	84-86	3.00
B-	80-83	2.65
C+	76-79	2.35
C	72-75	2.00
C-	68-71	1.65
D+	64-67	1.35
D	60-63	1.00
F	0-59	0.00
I	Incomplete	0.00
W	Withdrawal	
S	Waived by Substitution	
X	Credit by Transfer	

The grade point average (GPA) is calculated as follows:

1. For each course taken, multiply the number of quality points assigned to the grade earned by the number of credits received for the course.
2. Add all accumulated quality points.
3. Divide by the total number of credit hours the student has attempted.

Courses in which a student received a failing grade (F) or an incomplete (I) are included in the total number of credit hours attempted when calculating the grade point average and the successful course completion percentage. Courses in which the student received an S or X are not used in computing the grade point average. Courses in which the student received an X are included in both the attempted and successfully completed hours when calculating the successful course completion percentage. A student who withdraws from a program receives a grade of W in all uncompleted courses. Courses given the grade of W are included in hours attempted when calculating successful course completion percentage but are not included in the total number of credit hours attempted when calculating the grade point average. Withdrawal from individual courses is not allowed.



## **WITHDRAWAL**

Students who find it necessary to withdraw from a program should have a preliminary interview with the Director of Education. The student is also required to have an exit interview with the Financial Aid Administrator.

If a student provides notice of withdrawal either verbally or in writing to the Director of Education, the date on which the notice is given is the date of withdrawal. If a student provides notice of withdrawal either verbally or in writing within the first 6 class days of a term (drop period), the end date of the previous term will be considered the last date of attendance. If a student withdraws by the second Friday of a student's first semester in a program (first semester drop period), the student will be considered not to have enrolled in the program.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn. If a student is absent from class for a period of 10 consecutive class days, excluding scheduled holidays or breaks, the date of withdrawal will be the first class day after the 10-day period of non-attendance.

## **DISMISSAL**

A student could be dismissed by the school for any of the following reasons:

1. Academic Failure of course work that would preclude graduation.
2. Attendance Excessive absences.
3. Misconduct Behavior unbecoming of a professional business person or offenses listed in the Student Conduct section.
4. Financial Failure to meet obligations outlined in the student's financial plan.

A student who is dismissed may appeal to the President of the school, who will make the final determination.

## **READMISSION**

Readmission to Wood Tobé-Coburn School following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Education.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite core course and must withdraw.

Except as discussed below, reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll. Following dismissal or withdrawal for non-military reasons, a student may seek readmission into the same or a different program only one time.

If a withdrawal was due to being called to active military duty, a student who notifies the school of his/her intent to return to the school within three years after the completion of the period of service will be readmitted with same academic status as at the time of withdrawal. The student will be required to meet current graduation requirements for the program in which s/he enrolls. If the student is readmitted to the same program, the student will be charged the tuition and fee charges that s/he would have been charged for the academic year during which s/he left the school. If the student is admitted to a different program, the student will be charged the tuition in effect upon reentry.

## **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS**

Academic progress standards for students receiving federal financial assistance are the same as the standards for students enrolled in the same academic program who are not receiving assistance. All students, including those students not currently receiving any financial aid, will be evaluated.

### **Maximum Time Frame**

Students are expected to complete graduation requirements within the normal completion time specified in the program description for the program in which they are enrolled. Under certain circumstances, however, the student may require more than the normal completion time to fulfill graduation requirements. The maximum time frame in which a student must complete his or her program is 150 percent of the published length of the program as measured in credit hours to complete the program. To determine the maximum time frame, multiply the published credit hours needed to graduate from the program of study by 1.5 (150 percent). For example, the number of credit hours it should take to complete the Associate Degree Accounting program is 60 credits. Using that number, 150 percent would equal 90 credit hours, which would be the maximum number of credits for which a student could receive financial aid. Transfer credits that apply toward the student's program will be counted toward the maximum time frame.

A student who changes programs is still responsible for maintaining satisfactory academic progress in accordance with the standard above. All courses the student attempts count toward the 150 percent time frame requirement. A student who returns to the institution to pursue a second credential will have his or her maximum time frame established at 150 percent of the normal length of the second program minus the courses applicable from the first program of study and any other documented transfer credits that are counted toward the second program of study.

### **Satisfactory Progress Measurements**

All students must progress satisfactorily toward meeting graduation requirements. The academic progress of each student will be reviewed following each half-semester term of his or her program. A student's progress toward graduation is considered satisfactory if the student is in the maximum time frame and the following minimum requirements are met.

Minimum Grade Point Average (GPA)/Minimum Successful Course Completion Percentage:

Programs Normally Completed in 2½ Semesters:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	50 percent
Semester 2 Term 2	2.0	67 percent
Semester 3 Term 1	2.0	67 percent

All Other Programs:

	<u>Cumulative GPA</u>	<u>Successful Course Completion</u>
Semester 1 Term 1	1.5	25 percent
Semester 1 Term 2	1.7	25 percent
Semester 2 Term 1	1.9	33 percent
Semester 2 Term 2	2.0	33 percent
Semester 3 Term 1	2.0	50 percent
Semester 3 Term 2	2.0	67 percent
Semester 4 Term 1	2.0	67 percent
Semester 4 Term 2	2.0	67 percent
End of each remaining term to program completion	2.0	67 percent

The cumulative grade point average will include all grades earned at Wood Tobé-Coburn School. The successful course completion percentage is calculated by dividing the cumulative number of hours the student has successfully completed by the cumulative number of hours the student has attempted.

Additional Successful Course Completion Requirements:

Students are expected to successfully complete all courses attempted. If a student fails a course that is a prerequisite for another course in the program, the student will be required to:

1. Withdraw from the program. A later restart may be permitted under the policy for reentry, provided the student was otherwise making satisfactory academic progress.
  2. Change to a like program with a later start date such that the student will be able to retake the prerequisite course and the remainder of the required courses with that program cohort.
- or
3. Change to another program which does not include nor require completion of the failed prerequisite course.

No matter which of the three options above a student may elect, the student will be permitted this option only once. A second failure of a prerequisite course in any program will cause dismissal.

If a student fails a course that is not a prerequisite for another course in the program, circumstances may occur where a student could continue in the program and repeat the course at a later date provided that the maximum time frame would permit. A student will be allowed to fail and repeat only one non-prerequisite course.

At the end of each term, Wood Tobé-Coburn will evaluate satisfactory progress. A student who does not meet the maximum timeframe, the minimum grade point average for standard progress, or the successful course completion requirements will be dismissed and is no longer eligible to receive assistance under the Title IV, HEA programs, if applicable. Students may appeal a decision to dismiss and to have financial aid reinstated, if applicable, by following the appeal procedure outlined below.

### **Treatment of Failures, Incompletes, Withdrawals, Transfer Credits, and Course Repetitions**

Credits for courses in which a student received an F (failing grade) or an I (incomplete) are included in the total number of credits attempted when calculating the grade point average and as credits attempted but not successfully completed when calculating the successful course completion percentage.

A student who withdraws from a program receives a grade of W (withdrawal) in all uncompleted courses. Courses given the grade of W are included in credits attempted but not successfully completed when calculating the successful course completion percentage. They are not included in the total number of credit hours attempted when calculating the grade point average.

Credits for courses in which the student received an X (transfer credit) are not used in computing the grade point average. Transfer credits that are accepted toward a student's program are included in both the attempted and successfully completed hours when calculating the successful course completion percentage.

In the case of repeated courses, credits and grades for both courses are included when computing the cumulative grade point average. Credit hours for both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe.

In summary, courses with grades of F, I, W, and X as well as both original and repeated courses count toward the maximum time frame and are included in the successful course completion percentage calculation. Courses with grades of F and I as well as repeated courses are included when computing the cumulative grade point average; courses with grades of W and X are not. Non-credit courses are not included in the successful course completion calculation or in the grade point average calculation.

### **Appeal Process and Reinstatement of Financial Aid Eligibility**

A student has the right to appeal a determination that he or she is not making satisfactory progress. The appeal must be in writing and should be submitted to the Director of Education within three (3) class days when the student is notified on site or within a reasonable time (not generally to exceed five [5] class days) when the student must be notified off-site.

An appeal may be considered in cases involving mitigating circumstances. Examples of mitigating circumstances include: personal illness, injury, or accident; serious illness or death of a parent, guardian, spouse, or child; and other special circumstances. The student is required to submit information regarding why he or she failed to make satisfactory academic progress and what has changed in the student's situation that would allow the student to demonstrate satisfactory academic progress at the next evaluation. The circumstances in the appeal must be fully documented.

If there is a finding that the mitigating circumstances are in fact the primary reason for the student's failure to make standard progress and if it is determined that the student can reasonably be expected to meet the requirements for standard progress at the end of the next term or if the college and the student have developed an academic plan that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time, then the student may be placed on probation and financial aid may be reinstated, if applicable. Otherwise, the student will be dismissed. Under certain circumstances, the student may be allowed to restart at a later time; however, the maximum time frame constraints would have to be met. The Director of Education will notify the student of the results of the evaluation of the appeal.

A student may appeal a determination of unsatisfactory progress as many times as he or she wishes; however, a positive finding of mitigating circumstances over more than one or two terms is highly unlikely. A student who has appealed a determination that he or she is not meeting satisfactory academic progress and who is attending his or her program under an approved academic plan remains eligible for Title IV aid as long as he or she continues to meet the conditions of the plan. The student is not considered to be on probation status, provided he or she is otherwise making satisfactory progress under the academic plan.

### **Probation**

A student who successfully appeals a determination of unsatisfactory progress will be placed on probation. Probation is for the 8-week period following the term when the reported grades resulted in a determination of unsatisfactory academic progress. If receiving financial aid, a student on probation will be eligible to receive any financial aid due to him or her for one payment period. The student's record will be reviewed at the end of the probation period. If the student's grade point average and successful course completion percentage following the probation period still do not meet the standard satisfactory progress requirements or if the student has not met the requirements of the academic plan developed by the college and the student, the student will be dismissed and does not qualify for further Title IV, HEA program funds.

The student may appeal this decision after each finding of dismissal. The number of terms during which a student may remain on probation is limited to five terms. However, probationary status over more than one or two terms is highly unlikely.

### **Course Repetitions**

Students should discuss course repetitions with the Director of Education. Students should be aware that course offerings depend on time of year and level of student enrollment. Therefore, not all courses are offered during every term. The student's grade earned in the repeated course work as well as the student's original grade would be included when computing the cumulative grade point average. Both courses are included when calculating the successful course completion percentage and count toward the maximum timeframe. There may be an additional tuition charge. Students are limited in Title IV assistance to just one repetition of a previously passed course. However, the student is not eligible for Title IV assistance if the student previously passed the course and is repeating the course because of other failed coursework. Veterans Administration benefits are not payable for repeating courses that, based upon school standards, have previously been successfully completed.

## **Incomplete Grades**

An incomplete (I) grade may be issued to a student who is passing a course but who has not been able to complete all required work, generally because of some extenuating circumstance. The student will be allowed up to four (4) weeks to complete the coursework. When the coursework is completed, a grade will be issued for the course. If the work is not completed during the allotted time, the incomplete (I) will revert to an "F."

When calculating the grade point average for purposes of determining satisfactory progress, an incomplete (I) is equivalent to an "F". The student accumulates no quality points for the course, but the number of credits assigned to the course is included in the total number of credits attempted both in the grade point average and successful course completion calculations.

If the incomplete prevents a student from meeting graduation requirements, the student will be eligible for placement services if he or she desires. If the incomplete is not resolved within the allotted time period, however, the student will forfeit the future use of the school's placement service and will not be issued a diploma.

## **GRADUATION REQUIREMENTS**

To be eligible for graduation, students in all programs must:

1. Earn the required number of credit hours for the program in which the student is enrolled.
2. Attain an overall 2.0 grade point average.
3. Successfully complete all internships/externships.
4. Satisfy all financial obligations.

Upon fulfillment of these graduation requirements, the student will be issued the appropriate program diploma or associate degree indicating satisfactory completion of all program requirements.

## **HONORS**

Students who achieve a 3.65 or above cumulative grade point average in a given term with no grade lower than a "B-" are eligible for First Honors.

Students who achieve a cumulative grade point average between 3.34 and 3.64 with no grade lower than a "B-" are eligible for Second Honors.

## **GRADUATION AND TRANSFER-OUT RATES**

To comply with federal and state regulatory requirements, Wood Tobé-Coburn School is required to disseminate its graduation and transfer-out rates to enrolled students and, upon request, to prospective students. The school's graduation rate for the 2013 fall cohort was 80.5%. This fall cohort comprised 190 full-time students who were first-time freshmen, meaning that they had not attended postsecondary institutions prior to their enrollment at Wood Tobé-Coburn. Of these 190 students who enrolled for the first time in the fall term of 2013 or in the prior summer term and remained enrolled on October 15, 2013, there were 153 students who graduated from the school. The school's transfer-out rate for the 2013 fall cohort is 0%. This rate represents students, who subsequent to attending Wood Tobé-Coburn, enrolled at another institution where their prior work at Wood Tobé-Coburn provided substantial preparation.

New rates are calculated every January and are available for review in the Student Services office.

## CREDIT TRANSFER FROM ANOTHER SCHOOL

Transcripts of work completed at other accredited colleges may be submitted to the Director of Education for review. Transcripts should be submitted during the first term of a student's program. Other documentation may also be required. Credits considered for transfer are evaluated by the Director of Education to determine if the coursework is similar in nature, content, and level to that required at Wood Tobé-Coburn School. If the coursework is comparable, transfer students may be given credit for courses completed at other accredited colleges provided the grades received for the courses were "C" or better. However, in the case where a program has been separately accredited by a specialized accreditor and that accreditor requires the credential-granting institution to certify student competency in specified skill areas, course work will not be evaluated and transfer credits will not be awarded for any courses that contain skill evaluations and certification. Courses completed at other Bradford schools will be treated the same as courses taken at Wood Tobé-Coburn School. Because programs at Wood Tobé-Coburn School are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Wood Tobé-Coburn may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the college. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

## CREDIT TRANSFER TO ANOTHER SCHOOL

The acceptance of credits is always at the discretion of the institution to which a student is attempting to transfer credits. There may be articulation agreements in place at the time the student enters that may not be in place when the student graduates or desires to attend a particular school. **Because programs at Wood Tobé-Coburn School are designed specifically for career preparation, students must assume that credits for courses taken at Wood Tobé-Coburn School are not transferable to other institutions.** Neither Wood Tobé-Coburn School nor any of its employees can represent that another institution will accept any courses for credit.

A student who is interested in attempting to transfer credits to another institution should contact the Director of Education. Wood Tobé-Coburn School will supply the necessary documentation that may aid the student in receiving credits for the completed coursework provided the student does not owe the school money, is not delinquent or in default on a student loan, or does not owe a refund on any federal or state student financial aid program.

## DISABILITY SUPPORT SERVICES

Wood Tobé-Coburn School is committed to providing equal access to the college's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Education identified in the Administration, Faculty, and Staff section of this catalog, at (212) 686-9040. The student should provide the designated Section 504 coordinator with a current comprehensive

evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

## **NOTIFICATION OF RIGHTS UNDER FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Wood Tobé-Coburn School receives a request for access. Students should submit to the registrar, dean, or head of the academic department written requests that identify the record(s) they wish to inspect. The Wood Tobé-Coburn School official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Wood Tobé-Coburn School official to whom the request was submitted, that official should advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education record that the student believes is inaccurate or misleading. Students may ask Wood Tobé-Coburn School to amend a record that they believe is inaccurate or misleading. They should write the Wood Tobé-Coburn School official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Wood Tobé-Coburn School decides not to amend the record as requested by the student, Wood Tobé-Coburn School will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosures without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by Wood Tobé-Coburn School in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom Wood Tobé-Coburn School has contracted (such as an attorney, auditor, or collection agency); a person serving on the Board of Directors; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Directory information may be released without a student's prior consent; this information is limited to student name, date admitted, mailing address and telephone number, local address and telephone number, e-mail address, semesters of attendance, major, specialization, enrollment status, full- or part-time status, degree sought, honors and awards, and degrees and dates received.

Students have the right to withhold the release of information designated as "directory information" by submitting to Wood Tobé-Coburn School, not later than 14 days after the beginning of a term, a



request written and signed that “directory information” not be released. This request is effective until revoked in writing by the eligible student to the same office.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wood Tobé-Coburn School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-5901

## PROGRAMS OF STUDY

Wood Tobé-Coburn School offers a choice of fifteen programs, each designed to prepare students for a particular career in the field of modern business or allied health. Relatively short, yet remarkably comprehensive, these programs are carefully planned to provide the best education possible in the field of your choice. Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for certain student aid awards.

<b>Program</b>	<b>HEGIS Code</b>
Accounting Associate in Occupational Studies .....	5002.00
Computer Programming Associate in Occupational Studies .....	5103.00
Fashion Design Associate in Occupational Studies .....	5012.00
Fashion Merchandising, Marketing, and Management Associate in Occupational Studies .....	5004.00
Graphic Design Associate in Occupational Studies .....	5012.00
Medical Assisting Associate in Occupational Studies .....	5214.00
Network Management Associate in Occupational Studies .....	5199.00
Travel and Hospitality Associate in Occupational Studies .....	5011.10
Accounting* .....	5002.00
Computer Specialist* .....	5101.00
Fashion Design* .....	5012.00
Fashion Merchandising, Marketing, and Management* .....	5004.00
Graphic Design* .....	5012.00
Medical Assisting* .....	5214.00
Travel and Hospitality* .....	5011.10

\*All diploma programs transfer in full to a corresponding Associate in Occupational Studies degree program.

# ACCOUNTING

## ASSOCIATE IN OCCUPATIONAL STUDIES PROGRAM

The Accounting Associate in Occupational Studies Program combines training in accounting principles and microcomputer applications with liberal arts courses. During the first 2½ semesters, emphasis is placed on accounting principles and hands-on skills training with a variety of software packages, including spreadsheet, accounting applications, computerized general ledger, and database management. The remainder of the program includes liberal arts studies. Upon graduation from this program, the students are awarded the degree of Associate in Occupational Studies.

Course Number	Course Name	Semester Credits
General Education Courses		
FI200~	Personal Finance	2
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
Concentration Courses		
AC106	Accounting Principles I	3
AC107	Accounting Principles II	3
AC108	Accounting Principles III	3
AC131	Business Mathematics I	2
AC132	Business Mathematics II	2
AC133	Federal Income Tax	2
AC136	Computerized Accounting	1
AC137	Financial Analysis and Reporting	1
AC205~	Payroll Accounting	2
AC208~	Cost Accounting	2
AC220~	Intermediate Accounting I	3
AC221~	Intermediate Accounting II	3
Related Courses		
BS210~	Business Organization	1
BS211~	Group Interaction	2
BS223~	Business Law	2
BS225~	Concepts of Management	3
BS231~	Social Media Management	1
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
EN104	Oral Communications	2
OT132	Electronic Spreadsheets	2
OT134~	Introduction to Database Management	2
OT139	Advanced Spreadsheets and Electronic Communications	2
PD102~	Professional Development	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 60

HEGIS Code: 5002.00

# COMPUTER PROGRAMMING ASSOCIATE IN OCCUPATIONAL STUDIES PROGRAM

This program is designed to provide specialized education in computer applications and programming. Students develop business software applications skills such as word processing, database management, and electronic spreadsheets. Focus is placed on learning a variety of programming languages, web development skills, and network platforms needed to develop solutions to business problems.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
FI200~	Personal Finance	2
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
<b>Concentration Courses</b>		
CA101	Microsoft Operating Systems	1
CA102	Computer Applications--*NIX	2
CA103	Programming Logic	2
CA104	Web Authoring Tools	1
CA110	Computer Concepts	2
CA114	Database Concepts	2
CA115~	Database Applications	2
CA120	Web Development	2
CA127~	IT Customer Support	2
CA129~	Network Administration	1
CA131	PC Hardware & Diagnostics	3
CA132	.NET Programming	3
CA133	Networks	3
CA215~	Advanced Project Development	2
CA226~	Microsoft Integration	1
CA229~	Implementing and Administering SQL Servers	3
CA231~	Advanced .NET Programming	1
CA232~	Object-Oriented Programming	3
CA233~	Java	2
OT132	Electronic Spreadsheets	2
<b>Related Courses</b>		
AC131	Business Mathematics I	2
BS225~	Concepts of Management	3
BS231~	Social Media Management	1
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
PD102~	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 60

HEGIS Code: 5103.00

## FASHION DESIGN ASSOCIATE IN OCCUPATIONAL STUDIES PROGRAM

This hands-on program focuses on the design aspects of the fashion industry and develops the necessary skills required for employment. Upon graduation, the students are awarded the Associate in Occupational Studies Degree.

Course Number	Course Name	Semester Credits
<b>Concentration Courses</b>		
FD100	Fashion Drawing	3
FD111~	Apparel Design and Presentation	2
FD130	Computer-Aided Apparel Design I	2
FD131	Computer-Aided Apparel Design II	2
FD140	Professional Sewing Techniques	3
FD141	Fashion Art and Design	2
FD143	Design and Construction I	2
FD144~	Design and Construction II	3
FD145	Draping	4
FD204~	Design Externship	6
FD210~	Computer-Aided Apparel Design III	2
FD220~	Portfolio Development I	3
FD223~	Portfolio Development II	2
FD225~	Digital Flats and Specs	3
FD231~	Design Studio	4
<b>Related Courses</b>		
EN101	Business Communications I	0
EN107	Public Speaking	2
FI200~	Personal Finance	2
FM107	Fashion Fundamentals	2
FM108	Evolution of Fashion	2
FM111	Fabric Analysis	2
FM112	Textile Science	2
FM140	History of Modern Fashion	2
FM145~	Fashion Stylist	1
PD102	Professional Development	2

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 60

HEGIS Code: 5012.00

## FASHION MERCHANDISING, MARKETING, AND MANAGEMENT ASSOCIATE IN OCCUPATIONAL STUDIES PROGRAM

This program develops the attitudes, values, and skills that are required by the fashion community. It integrates a professional developmental process with a business curriculum specializing in fashion. Upon graduation, the students are awarded the Associate in Occupational Studies Degree.

Course Number	Course Name	Semester Credits
<b>Concentration Courses</b>		
FM107	Fashion Fundamentals	2
FM108	Evolution of Fashion	2
FM111	Fabric Analysis	2
FM112	Textile Science	2
FM122	Product Development	3
FM123	Fashion in New York	2
FM124	Presentation Techniques	2
FM125~	Fashion Magazines	2
FM126	Visual Merchandising I	3
FM128	Marketing	2
FM131	Retailing	2
FM132~	Fashion Buying	2
FM136	Visual Merchandising II	1
FM139~	Showroom Sales	1
FM140	History of Modern Fashion	2
FM141~	CAD for Merchandisers	1
FM143~	Computerized Fashion Applications	1
FM144~	Digital Portfolio	1
FM145~	Fashion Stylist	1
FM146~	Fashion Promotion and Public Relations	1
FM207~	Fashion Presentation	3
FM209~	Manufacturing Operations	2
FM211~	Merchandising Externship	6
FM212~	Fashion Research and Reporting	3
<b>Related Courses</b>		
BS231~	Social Media Management	1
EN101	Business Communications I	0
EN103	Written Communications	2
EN107	Public Speaking	2
FI200~	Personal Finance	2
OT132	Electronic Spreadsheets	2
PD102	Professional Development	2

~This course is expected to be taught during the second academic year

TOTAL CREDITS NEEDED FOR GRADUATION: 60

HEGIS Code: 5004.00

# GRAPHIC DESIGN ASSOCIATE IN OCCUPATIONAL STUDIES PROGRAM

The Graphic Design Associate in Occupational Studies Program combines a foundation of art and design theories and computer graphics technology with liberal arts studies. This is a program especially designed for students who are seeking a career in advertising, publishing, and graphic design industries. Students develop visual and technical skills and learn how to combine theoretical concepts and creativity to produce effective advertising, design, and promotional pieces using specialized computerized software on the Macintosh desktop. Upon graduation from this program, the students are awarded the degree of Associate in Occupational Studies.

Course Number	Course Name	Semester Credits
General Education Courses		
FI200~	Personal Finance	2
GS224~	Psychology	3
Concentration Courses		
GD101	Design and Color	3
GD103	Typography I	2
GD104	Typography II	2
GD112	Introduction to Production	2
GD115	Drawing	1
GD116	Comprehensive Illustration	1
GD119	History of Graphic Design	2
GD122	Multimedia and Animation	2
GD123	Web Development With HTML	1
GD124	Desktop Publishing	3
GD125	Electronic Drawing I	2
GD126	Electronic Drawing II	1
GD127	Electronic Drawing III	1
GD205~	Web Design for Graphic Designers	2
GD206~	Advanced Multimedia and Animation	2
GD208~	Electronic Layout and Design	3
GD211~	Design and Presentation Development	3
GD212~	Advertising Art Portfolio	3
GD220~	Package Design	3
OT131	Introduction to Macintosh	2
PD102~	Professional Development	2
Related Courses		
BS211~	Group Interaction	2
BS230~	Marketing Principles	2
BS231~	Social Media Management	1
EN101	Business Communications I	0
EN102	Business Communications II	0
FM123~	Fashion in NY	2
OT134~	Introduction to Database Management	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 60

HEGIS Code: 5012.00

## MEDICAL ASSISTING ASSOCIATE IN OCCUPATIONAL STUDIES PROGRAM

The Medical Assisting Associate in Occupational Studies Program combines training in clinical and administrative medical procedures with liberal arts studies. This program is especially designed for students who are seeking a career as an allied health professional. In the third semester, students complete an unpaid externship that provides on-the-job training for students prior to employment. Upon graduation from this program, the students are awarded the degree of Associate in Occupational Studies.

The Medical Assisting Associate in Occupational Studies program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, Wood Tobé-Coburn School cannot guarantee that graduates will be eligible to take the certification or registration exams at all or at any specific time, regardless of their eligibility status upon enrollment.

Course Number	Course Name	Semester Credits
<b>General Education Courses</b>		
FI200~	Personal Finance	2
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
<b>Concentration Courses</b>		
MD103	Medical Laboratory Procedures	3
MD112	Pharmacology	2
MD119	Clinical Procedures I	2
MD120	Clinical Procedures II	4
MD123	Medical Insurance	2
MD130	Medical Administrative Procedures I	2
MD132	Medical Terminology I	2
MD133	Medical Terminology II	2
MD134	Medical Terminology III	2
MD136	Medical Administrative Procedures II	1
MD137	Medical Office Systems	1
MD205	Clinical Procedures III	3
MD210~	Medical Assisting Externship	6
MD220~	CMA Review	1
<b>Related Courses</b>		
BS211~	Group Interaction	2
BS223~	Business Law	2
BS225~	Concepts of Management	3
BS231~	Social Media Management	1
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103~	Written Communications	2
EN104~	Oral Communications	2



OT134~	Introduction to Database Management	2
OT140~	Word Processing--Core	1
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
~This course is expected to be taught during the second academic year.		

TOTAL CREDITS NEEDED FOR GRADUATION: 60

HEGIS Code: 5214.00

# NETWORK MANAGEMENT

## ASSOCIATE IN OCCUPATIONAL STUDIES PROGRAM

This program is designed to prepare students to successfully implement, manage, and troubleshoot information systems in a network-operating environment. Coursework includes operating systems concepts; data management; network media, topologies, protocols, standards, implementation, and security; hardware and software installation and support; as well as administrative responsibilities.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
FI200~	Personal Finance	2
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
<b>Concentration Courses</b>		
CA101	Microsoft Operating Systems	1
CA102	Computer Applications--*NIX	2
CA103	Programming Logic	2
CA104	Web Authoring Tools	1
CA110	Computer Concepts	2
CA114	Database Concepts	2
CA115~	Database Applications	2
CA120	Web Development	2
CA127~	IT Customer Support	2
CA129~	Network Administration	1
CA131	PC Hardware & Diagnostics	3
CA132	.NET Programming	3
CA133	Networks	3
CA226~	Microsoft Integration	1
CA227~	Managing a Microsoft Network Environment	2
CA228~	Implementing Microsoft Clients and Servers	3
CA229~	Implementing and Administering SQL Servers	3
CA230~	Designing Security for a Microsoft Network	2
CA240~	Linux Administration	1
OT132	Electronic Spreadsheets	2
<b>Related Courses</b>		
AC131	Business Mathematics I	2
BS225~	Concepts of Management	3
BS231~	Social Media Management	1
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
PD102~	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 60

HEGIS Code: 5199.00

## TRAVEL AND HOSPITALITY ASSOCIATE IN OCCUPATIONAL STUDIES PROGRAM

The Travel and Hospitality Associate in Occupational Studies Program combines coursework in travel and resort management and liberal arts studies. This program is especially designed for students who are seeking a career in travel-related businesses. The students receive training in air, cruise, and surface travel as well as training in the different segments of the hotel/motel industry. This broad-based curriculum includes software specific to the industry and a job externship for practical experience. Upon graduation from this program, the students are awarded the degree of Associate in Occupational Studies.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
<b>General Education Courses</b>		
FI200~	Personal Finance	2
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
<b>Concentration Courses</b>		
HP105	Front and Back Office Operations	1
HP205	Guest Relations Management	2
HP206~	Resort Management	2
HP210	Meeting and Event Planning I	2
HP215	Meeting and Event Planning II	2
HP213~	Hospitality and Tourism Marketing	2
TR105	Introduction to Travel	2
TR106	Worldwide Tourism	2
TR107	Domestic Destinations	2
TR108	Worldwide Destinations	2
TR109	Travel Agency Operations and Meeting Management	2
TR110	Sales and Customer Service	2
TR206	Computerized Reservations	1
TR210~	Travel/Hospitality Externship	6
<b>Related Courses</b>		
BS211~	Group Interaction	2
BS223~	Business Law	2
BS225~	Concepts of Management	3
BS231~	Social Media Management	1
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
EN104	Oral Communications	2
OT132	Electronic Spreadsheets	2
OT140~	Word Processing—Core	1
OT142~	Presentation Design and Development	1
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 60

HEGIS Code: 5011.10

## ACCOUNTING PROGRAM

The Accounting Program provides students with extensive training in accounting principles and microcomputer applications for the modern office. The students receive hands-on experience with a variety of software packages, including spreadsheet, accounting applications, computerized general ledger, and database management. Upon graduation from this program, the students are awarded the Accounting Diploma.

Course Number	Course Name	Semester Credits
AC106	Accounting Principles I	3
AC107	Accounting Principles II	3
AC108	Accounting Principles III	3
AC131	Business Mathematics I	2
AC132	Business Mathematics II	2
AC133	Federal Income Tax	2
AC136	Computerized Accounting	1
AC137	Financial Analysis and Reporting	1
AC205~	Payroll Accounting	2
AC220~	Intermediate Accounting I	3
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
EN104	Oral Communications	2
OT132	Electronic Spreadsheets	2
OT134~	Introduction to Database Management	2
OT139	Advanced Spreadsheets and Electronic Communications	2
PD102~	Professional Development	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 38

HEGIS Code: 5002.00

## COMPUTER SPECIALIST PROGRAM

This program provides specialized training in computer application software and programming. Students are introduced to computer programming languages, web development skills, and network platforms as well as a variety of software applications such as word processing, database management, and electronic spreadsheets. Upon graduation, students receive the Computer Specialist Diploma.

Course Number	Course Name	Semester Credits
AC131	Business Mathematics I	2
CA101	Microsoft Operating Systems	1
CA102	Computer Applications --*NIX	2
CA103	Programming Logic	2
CA104	Web Authoring Tools	1
CA110	Computer Concepts	2
CA114	Database Concepts	2
CA115~	Database Applications	2
CA120	Web Development	2
CA127~	IT Customer Support	2
CA129~	Network Administration	1
CA131	PC Hardware & Diagnostics	3
CA132	.NET Programming	3
CA133	Networks	3
CA226~	Microsoft Integration	1
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
OT132	Electronic Spreadsheets	2
PD102~	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 37

HEGIS Code: 5101.00

## FASHION DESIGN PROGRAM

This hands-on program focuses on the design aspects of the fashion industry and develops the necessary skills required for employment. Upon graduation, the students are awarded the Fashion Design Diploma.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	0
EN107	Public Speaking	2
FD100	Fashion Drawing	3
FD111~	Apparel Design and Presentation	2
FD130	Computer-Aided Apparel Design I	2
FD131	Computer-Aided Apparel Design II	2
FD140	Professional Sewing Techniques	3
FD141	Fashion Art and Design	2
FD143	Design and Construction I	2
FD144~	Design and Construction II	3
FD145	Draping	4
FD210~	Computer-Aided Apparel Design III	2
FD220~	Portfolio Development I	3
FD225~	Digital Flats and Specs	3
FM107	Fashion Fundamentals	2
FM108	Evolution of Fashion	2
FM111	Fabric Analysis	2
FM112	Textile Science	2
FM140	History of Modern Fashion	2
FM145~	Fashion Stylist	1
PD102	Professional Development	2

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 46

HEGIS Code: 5012.00

## FASHION MERCHANDISING, MARKETING, AND MANAGEMENT PROGRAM

This program develops the attitudes, values, and skills that are required by the fashion community. It integrates a professional developmental process with a business curriculum specializing in fashion. Upon graduation, the students are awarded the Fashion Merchandising, Marketing, and Management Diploma.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	0
EN103	Written Communications	2
EN107	Public Speaking	2
FM107	Fashion Fundamentals	2
FM108	Evolution of Fashion	2
FM111	Fabric Analysis	2
FM112	Textile Science	2
FM122	Product Development	3
FM123	Fashion in New York	2
FM124	Presentation Techniques	2
FM125~	Fashion Magazines	2
FM126	Visual Merchandising I	3
FM128	Marketing	2
FM131	Retailing	2
FM136	Visual Merchandising II	1
FM139~	Showroom Sales	1
FM140	History of Modern Fashion	2
FM141~	CAD for Merchandisers	1
FM143~	Computerized Fashion Applications	1
FM144~	Digital Portfolio	1
FM145~	Fashion Stylist	1
FM146~	Fashion Promotion and Public Relations	1
FM207~	Fashion Presentation	3
FM209~	Manufacturing Operations	2
OT132	Electronic Spreadsheets	2
PD102	Professional Development	2

~This course is expected to be taught during the second academic year

TOTAL CREDITS NEEDED FOR GRADUATION: 46

HEGIS Code: 5004.00

## GRAPHIC DESIGN PROGRAM

This is a program especially designed for students who are seeking a career in advertising, publishing, and graphic design industries. Students develop visual and technical skills and learn how to combine theoretical concepts and creativity to produce effective advertising, design, and promotional pieces using specialized computerized software on the Macintosh desktop. Upon graduation, the students receive the Graphic Design Diploma.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	0
EN102	Business Communications II	0
GD101	Design and Color	3
GD103	Typography I	2
GD104	Typography II	2
GD112	Introduction to Production	2
GD115	Drawing	1
GD116	Comprehensive Illustration	1
GD119	History of Graphic Design	2
GD122	Multimedia and Animation	2
GD123	Web Development With HTML	1
GD124	Desktop Publishing	3
GD125	Electronic Drawing I	2
GD126	Electronic Drawing II	1
GD127	Electronic Drawing III	1
GD205~	Web Design for Graphic Designers	2
GD206~	Advanced Multimedia and Animation	2
GD208~	Electronic Layout and Design	3
GD211~	Design and Presentation Development	3
GD212~	Advertising Art Portfolio	3
OT131	Introduction to Macintosh	2
PD102~	Professional Development	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 43

HEGIS Code: 5012.00



## MEDICAL ASSISTING PROGRAM

This program is especially designed for students who are seeking a career as an allied health professional. The students receive thorough training in the administrative and clinical aspects of the medical office and complete an unpaid externship that provides on-the-job training for students prior to employment. Upon graduation, the students receive the Medical Assisting Diploma.

The Medical Assisting program is currently accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Medical Assisting Education Review Board (MAERB). Graduates of the Medical Assisting program are eligible to take the Certified Medical Assistant (CMA) examination that is offered by the American Association of Medical Assistants and the Registered Medical Assistant (RMA) examination offered by American Medical Technologists (AMT). Registration and certification requirements for taking and passing these examinations are controlled by outside agencies and subject to change without notice. Therefore, Wood Tobé-Coburn School cannot guarantee that graduates will be eligible to take the certification or registration exams at any specific time or at all, regardless of their eligibility status upon enrollment.

<b>Course Number</b>	<b>Course Name</b>	<b>Semester Credits</b>
EN101	Business Communications I	0
EN102	Business Communications II	0
MD103	Medical Laboratory Procedures	3
MD112	Pharmacology	2
MD119	Clinical Procedures I	2
MD120	Clinical Procedures II	4
MD123	Medical Insurance	2
MD130	Medical Administrative Procedures I	2
MD132	Medical Terminology I	2
MD133	Medical Terminology II	2
MD134	Medical Terminology III	2
MD136	Medical Administrative Procedures II	1
MD137	Medical Office Systems	1
MD205	Clinical Procedures III	3
MD210~	Medical Assisting Externship	6
PD102	Professional Development	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 36

HEGIS Code: 5214.00

## TRAVEL AND HOSPITALITY PROGRAM

This program is especially designed for students who are seeking a career in travel-related businesses. The students receive training in air, cruise, and surface travel as well as training in the different segments of the hotel/motel industry. This broad-based curriculum includes software specific to the industry and a job externship for practical experience. Upon graduation, the students receive the Travel and Hospitality Diploma.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
EN104	Oral Communications	2
HP105	Front and Back Office Operations	1
HP205	Guest Relations Management	2
HP210	Meeting and Event Planning I	2
HP215	Meeting and Event Planning II	2
OT132	Electronic Spreadsheets	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TR105	Introduction to Travel	2
TR106	Worldwide Tourism	2
TR107	Domestic Destinations	2
TR108	Worldwide Destinations	2
TR109	Travel Agency Operations and Meeting Management	2
TR110	Sales and Customer Service	2
TR206	Computerized Reservations	1
TR210~	Travel/Hospitality Externship	6
TY101	Keyboarding I	1
TY102	Keyboarding II	1

~This course is expected to be taught during the second academic year.

TOTAL CREDITS NEEDED FOR GRADUATION: 38

HEGIS Code: 5011.10

## COURSE DESCRIPTIONS

### **AC106 ACCOUNTING PRINCIPLES I**

3 Credits

This course provides students with an introduction to the fundamental principles and concepts of accounting including the theory of debit and credit, the accounting cycle, and the end-of-year procedures. Included is the study of the proper presentation of classified financial statements for a proprietorship operating as a service or as a merchandising form of business. (30 Lecture/46 Lab Hours)

### **AC107 ACCOUNTING PRINCIPLES II**

3 Credits

This course is a continuation of Accounting Principles I with special emphasis on internal control, accounting for cash, short-term investments, and receivables. Inventories, plant asset accounting, and intangible assets are included. (Prerequisite: AC106 Accounting Principles I) (30 Lecture/46 Lab Hours)

### **AC108 ACCOUNTING PRINCIPLES III**

3 Credits

This course is a continuation of Accounting Principles II and includes the study of partnership and corporate accounting. Partnership accounting deals with division of income and losses. Corporate topics include capital stock transactions, dividends, treasury stock, earnings per share, current and long-term liabilities, and long-term investments. Also covered is the statement of cash flow. (Prerequisite: AC107 Accounting Principles II) (30 Lecture/46 Lab Hours)

### **AC131 BUSINESS MATHEMATICS I**

2 Credits

This course covers basic mathematical principles as they relate to business and accounting. Students review basic operations including decimals, fractions, equations, and percentages. This course also includes instruction in the calculation of base, rate, and percentage; markup and markdown; and trade and cash discounts. Basic statistical concepts are also introduced. (22 Lecture/16 Lab Hours)

### **AC132 BUSINESS MATHEMATICS II**

2 Credits

This course is a continuation of Business Mathematics I. The course is divided into two 4-week modules. During one module, the students receive instruction in the mathematics of simple and compound interest, annuities, and consumer credit. During the second module, the students develop speed and accuracy in the use of a 10-key pad. (Prerequisite: AC131 Business Mathematics I) (22 Lecture/16 Lab Hours)

### **AC133 FEDERAL INCOME TAX**

2 Credits

This annually updated tax course offers students a thorough explanation of the federal tax structure, while training them to apply tax principles to specific problems. Emphasis is placed on the 1040 individual income tax return with supplementary schedules. (Prerequisite: AC108 Accounting Principles III) (22 Lecture/16 Lab Hours)

### **AC136 COMPUTERIZED ACCOUNTING**

1 Credit

This course is a hands-on approach to learning how automated accounting systems function. Students operate a computerized general ledger system including accounts receivable, accounts payable, inventory, and payroll. (Prerequisite: AC107 Accounting Principles II) (8 Lecture/30 Lab Hours)

### **AC137 FINANCIAL ANALYSIS AND REPORTING**

1 Credit

This course expands on the material covered in Accounting Principles I, II, and III with an emphasis on the application of analytical techniques. These techniques include vertical, horizontal, and ratio analysis and industry comparisons. This information is then compiled in a student portfolio. (Prerequisite: AC108 Accounting Principles III) (10 Lecture/28 Lab Hours)

**AC205 PAYROLL ACCOUNTING**

2 Credits

Theoretical and practical applications of payroll procedures are presented in this course. The students learn how to compute wages and salaries, keep records, and prepare various federal and state government reports. Students are required to complete a comprehensive payroll project to show proficiency in the subject. (Prerequisite: AC106 Accounting Principles I) (22 Lecture/16 Lab Hours)

**AC208 COST ACCOUNTING**

2 Credits

This course is concerned with job order and process cost accounting systems with emphasis on the cost cycle, raw materials, labor, factory overhead, and financial statements for the business that operates as a manufacturing concern. (Prerequisite: AC107 Accounting Principles II) (24 Lecture/14 Lab Hours)

**AC220 INTERMEDIATE ACCOUNTING I**

3 Credits

This course gives in-depth and special attention to a variety of topics that were introduced in Accounting Principles I, II, and III. Topics discussed include a review of the accounting cycle, preparation of financial statements, analysis of cash, receivables, and inventories. (Prerequisite: AC108 Accounting Principles III) (30 Lecture/46 Lab Hours)

**AC221 INTERMEDIATE ACCOUNTING II**

3 Credits

This course continues the in-depth analysis of specific accounting topics such as fixed assets, intangible assets, leases, investments, and a thorough study of corporate accounting including contributed capital and retained earnings. Emphasis is placed on the theoretical aspects of these topics while reinforcing the fundamentals. (Prerequisite: AC220 Intermediate Accounting I) (30 Lecture/46 Lab Hours)

**BS210 BUSINESS ORGANIZATIONS**

1 Credit

Students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. (12 Lecture/7 Lab Hours)

**BS211 GROUP INTERACTION**

2 Credits

This course provides the students with a basic understanding of group dynamics and explores leadership and dispute resolution in a group setting. The students develop an understanding of the skills necessary for functioning and working effectively in a group context. (22 Lecture/16 Lab Hours)

**BS223 BUSINESS LAW**

2 Credits

In this course, students develop an understanding of contracts, negotiable instruments, wills, trusts, insurance, real and personal property, bailments, and court procedures as they apply to business. (24 Lecture/14 Lab Hours)

**BS225 CONCEPTS OF MANAGEMENT**

3 Credits

The history and heritage of management are described in this course. The rules of management are explained as is the job of management through decision making, planning, organizing, controlling, and staffing. The structure of authority in the business organization, as well as the communication process that must take place in effective business organizations, is also presented. (36 Lecture/21 Lab Hours)

**BS230 MARKETING PRINCIPLES**

2 Credits

This course provides the students with a theoretical and practical understanding of marketing decision making. Students examine the tasks of marketing: product development, methods of pricing, means of distribution, advertising, promotion, selling, and methods of business management. (24 Lecture/14 Lab Hours)

**BS231 SOCIAL MEDIA MANAGEMENT**

1 Credit

In this class, students will learn to plan and execute a professional social media campaign using several online outlets. (12 Lecture/7 Lab Hours)

**CA101 MICROSOFT OPERATING SYSTEMS**

1 Credit

This course focuses on Microsoft operating systems. Students learn the components of an operating system and learn to interact with a PC using a variety of Microsoft products. Additionally, students learn to customize and manage an operating system as well as solve software-level difficulties. (14 Lecture/24 Lab Hours)

**CA102 COMPUTER APPLICATIONS --\*NIX**

2 Credits

This course introduces the students to the \*NIX operating and file systems. The students learn shells, command line syntax, and basic scripting. Students learn to use X-Windows. (22 Lecture/16 Lab Hours)

**CA103 PROGRAMMING LOGIC**

2 Credits

This course introduces the students to computer programming and problem solving in structured and procedural environments. Students will also learn syntax, algorithms, program design, and logic controls. (Prerequisite: CA110 Computer Concepts) (24 Lecture/14 Lab Hours)

**CA104 WEB AUTHORING TOOLS**

1 Credit

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools, including integrated development environments. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. (Prerequisite: CA120 Web Development) (10 Lecture/28 Lab Hours)

**CA110 COMPUTER CONCEPTS**

2 Credits

This course is designed to provide the students with a conceptual understanding of computer hardware and operating system software. The range of computer types from clients to servers is covered with emphasis on explaining types of applications. Job skills that are common to all computer career environments as well as those that are unique to each type of system are discussed. Students also develop Internet search strategies and examine Internet ethics and responsibilities. (24 Lecture/14 Lab Hours)

**CA114 DATABASE CONCEPTS**

2 Credits

This course introduces the students to relational databases. The important design concepts and the common standards to which all database packages adhere are discussed. Students also learn to query for information and generate reports using a popular database package. (22 Lecture/16 Lab Hours)

**CA115 DATABASE APPLICATIONS**

2 Credits

In this course students learn advanced theories of database design. Students design, critique, optimize, and implement database solutions to business applications. (Prerequisite: CA114 Database Concepts) (24 Lecture/14 Lab Hours)

**CA120 WEB DEVELOPMENT**

2 Credits

In this course students learn to use HTML, CSS, and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, images, and tables. (22 Lecture/16 Lab Hours)

**CA127 IT CUSTOMER SUPPORT**

2 Credits

This course develops student knowledge of the service concepts, skill sets, and abilities necessary for employment in the user-support industry. (24 Lecture/14 Lab Hours)

**CA129 NETWORK ADMINISTRATION**

1 Credit

This course teaches students to administer the server. Students learn to configure server roles and features, including domain directory services. Students will also learn to set up security, to audit using event logs, and to configure NICs and backup storage. (Prerequisite: CA133 Networks) (16 Lecture/22 Lab Hours)

**CA131 PC HARDWARE & DIAGNOSTICS**

3 Credits

This course teaches computer hardware concepts related to installation, configuration, and upgrading of motherboards, processors, and memory. Additional topics covered include diagnosing, troubleshooting, and preventive maintenance. (Prerequisite: CA101 Microsoft Operating Systems) (30 Lecture/46 Lab Hours)

**CA132 .NET PROGRAMMING**

3 Credits

This course introduces the students to the Microsoft Visual Studio packages. The course teaches programming rules and syntax and includes computer assignments where the students create, debug, test, and document their programs. (30 Lecture/46 Lab Hours)

**CA133 NETWORKS**

3 Credits

This course introduces the students to the networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN, and the major features and functions of the network software. Students walk through the steps for installing the network software on a server and organizing the server. Additional topics include network topologies, protocols, and the layers of the OSI Model. (Prerequisites: CA101 Microsoft Operating Systems, CA110 Computer Concepts, and CA131 PC Hardware and Diagnostics) (30 Lecture/46 Lab Hours)

**CA215 ADVANCED PROJECT DEVELOPMENT**

2 Credits

This capstone course takes the students into their final academic effort. The students are required to design, document, and program their solutions to problems they will likely face in their career pursuits. (Prerequisites: CA115 Database Applications and completion of an advanced programming language) (10 Lecture/66 Lab Hours)

**CA226 MICROSOFT INTEGRATION**

1 Credit

In this course students learn to work efficiently with multiple applications using the automation and integration capabilities of Microsoft Office. PowerPoint, advanced features of Word, and the Microsoft mini-applications are also covered. (Prerequisites: OT132 Electronic Spreadsheets, CA114 Database Concepts, and TY102 Keyboarding II) (8 Lecture/30 Lab Hours)

**CA227 MANAGING A MICROSOFT NETWORK ENVIRONMENT**

2 Credits

In this course students learn to administer, support, and troubleshoot enterprise network environments. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (Prerequisite: CA228 Implementing Microsoft Clients and Servers) (16 Lecture/60 Lab Hours)

- CA228 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS** 3 Credits  
In this course students learn to implement, administer, and troubleshoot information systems that incorporate Active Directory Domain Controllers, member servers, and workstations. Topics include installing, configuring, monitoring, and securing resources. (Prerequisite: CA129 Network Administration) (30 Lecture/46 Lab Hours)
- CA229 IMPLEMENTING AND ADMINISTERING SQL SERVERS** 3 Credits  
In this course students learn to implement, administer, and troubleshoot SQL servers. Topics include optimizing database performance, extracting and transforming data, and creating and managing database users. (Prerequisite: CA115 Database Applications) (30 Lecture/46 Lab Hours)
- CA230 DESIGNING SECURITY FOR A MICROSOFT NETWORK** 2 Credits  
This course teaches students the skills required to analyze the business requirements for security and to design a security solution. Topics include audit policies, encryption, authentication, and controlling access to resources. Students will create disaster recovery documents to replace a network. (Prerequisite: CA227 Managing a Microsoft Network Environment) (16 Lecture/60 Lab Hours)
- CA231 ADVANCED .NET PROGRAMMING** 1 Credit  
This course develops the .NET skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connectivity, object-oriented programming, and graphics within .NET applications. (Prerequisite: CA132 .NET Programming) (8 Lecture/30 Lab Hours)
- CA232 OBJECT-ORIENTED PROGRAMMING** 3 Credits  
This course introduces the students to the syntax and rules of object-oriented programming. Students master the fundamentals and apply the principles of object-oriented design to write programs to solve business problems. (Prerequisites: CA132 .NET Programming and CA103 Programming Logic) (30 Lecture/46 Lab Hours)
- CA233 JAVA** 2 Credits  
This course instructs students in the use of the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Students work in a visual Integrated Development Environment (IDE). (Prerequisite: CA232 Object-Oriented Programming) (16 Lecture/60 Lab Hours)
- CA240 LINUX ADMINISTRATION** 1 Credit  
In this course students learn how to implement, administer, support, and troubleshoot Linux servers. Topics include maintaining user accounts, Internet services, and system hardware. (Prerequisites: CA129 Network Administration and CA102 Computer Applications--\*NIX) (8 Lecture/30 Lab Hours)
- EN101 BUSINESS COMMUNICATIONS I** 0 Credits  
This course covers the principles of effective communication. The students study such topics as language structure; subject-verb agreement; and the proper usage of plurals, possessives, and pronouns. Guidelines for word division and effective use of reference materials are also discussed. (24 Lecture/14 Lab Hours)

**EN102 BUSINESS COMMUNICATIONS II**

0 Credits

This course provides the students with the basic written communications skills. The focus of the course is on development of facility with the mechanics of report and business writing while reinforcing the principles of English usage. The students learn research techniques and report formats as well as techniques for effective business communication. (Prerequisite: EN101 Business Communications I) (24 Lecture/14 Lab Hours)

**EN103 WRITTEN COMMUNICATIONS**

2 Credits

This course is designed to introduce the methods of writing the most common forms of business correspondence. The students develop and write several different types of correspondence including request letters, claim and adjustment letters, and memorandums. (24 Lecture/14 Lab Hours)

**EN104 ORAL COMMUNICATIONS**

2 Credits

This course is a presentation of the fundamental principles of the oral communication process. The components of the process, the importance of the skill of active listening, and the importance of verbal and nonverbal communication are emphasized. Students then apply these skills as they learn proper techniques for telephone and interpersonal office communications. (22 Lecture/16 Lab Hours)

**EN107 PUBLIC SPEAKING**

2 Credits

This course is a presentation of the fundamental principles necessary to prepare sound speeches. The students prepare and deliver informative, persuasive, and special occasion speeches. (24 Lecture/14 Lab Hours)

**FD100 FASHION DRAWING**

3 Credits

Drawing techniques appropriate to fashion design are addressed through croquis development and fabric and detail rendering. Students learn to develop elongated fashion figures front view,  $\frac{3}{4}$  view, and back view. A variety of media and techniques are presented. Quick marker fashion sketching is explored. (16 Lecture/60 Lab Hours)

**FD111 APPAREL DESIGN AND PRESENTATION**

2 Credits

Students examine the influence of factors affecting fashion trends in order to interpret garments through a variety of two-dimensional solutions. Focus is placed on the development of presentation boards that incorporate multiple elements that introduce individual creative design exploration and grouping situations. (22 Lecture/35 Lab Hours)

**FD130 COMPUTER-AIDED APPAREL DESIGN I**

2 Credits

This course introduces the basics of computer-aided design targeted specifically for the fashion industry. Students learn the fundamentals of Adobe Illustrator: basic drawing, toolbox, menus, and panels. Basic drawing exercises and fashion drawing exercises are used as assignments aimed to gain proficiency in creating fashion flat sketches. (16 Lecture/41 Lab Hours)

**FD131 COMPUTER-AIDED APPAREL DESIGN II**

2 Credits

This course is developed to teach students advanced techniques of Adobe Illustrator for fashion design. Fashion drawing exercises such as drawing fashion croquis and full-color fashion illustrations are used. Students learn how to draw specific design details, trims, and embellishments. Rendering and creating fabrics and patterns are covered. (Prerequisite: FD130 Computer-Aided Apparel Design I) (16 Lecture/41 Lab Hours)



**FD140 PROFESSIONAL SEWING TECHNIQUES**

3 Credits

This course stresses basic professional techniques used to construct first samples. Students learn to use standard industrial equipment. The relationship between the design process and finished samples is explored. (36 Lecture/21 Lab Hours)

**FD141 FASHION ART AND DESIGN**

2 Credits

Students develop original designs through researching historical periods, current fashion styling, and color trends as they are applied in fashion design. Students learn about the roles of research, design development, and editing in the fashion design process. Emphasis is placed on the knowledge of key fashion categories, markets, seasons, and customers. (Prerequisite: FD100 Fashion Drawing) (8 Lecture/49 Lab Hours)

**FD143 DESIGN AND CONSTRUCTION I**

2 Credits

Students learn to apply the techniques learned in Draping to sportswear garments. Transferring draped bodies to flat patterns as well as sewing and construction techniques appropriate to a variety of sportswear finishes are introduced. (Prerequisite: FD145 Draping) (16 Lecture/41 Lab Hours)

**FD144 DESIGN AND CONSTRUCTION II**

3 Credits

Flat patternmaking techniques are introduced as a method for garment sportswear construction. Students learn advanced construction techniques appropriate to sportswear applications. (Prerequisite: FD143 Design and Construction I) (16 Lecture/60 Lab Hours)

**FD145 DRAPING**

4 Credits

The basic principles of draping basic bodies such as bodices, skirts, and dresses are explored. Skill and theory are intertwined throughout the course. (25 Lecture/70 Lab Hours)

**FD204 DESIGN EXTERNSHIP**

6 Credits

This externship provides the students with practical on-the-job experience in at least one fashion design area. Students apply the concepts and the skills learned in the program. Students are evaluated based on performance by their externship coordinator and their on-site supervisor. (Prerequisites: FD111 Apparel Design and Presentation, FD144 Design and Construction II, and FD210 Computer-Aided Apparel Design III) (0 Lecture/0 Lab/270 Externship Hours)

**FD210 COMPUTER-AIDED APPAREL DESIGN III**

2 Credits

Students learn the fundamental and advanced techniques specific to fashion design using Adobe Photoshop. Students learn to create a fully realized line presentation incorporating croquis, fabric swatches, and technical flats. The focus of each design project targets specific customers and categories. (Prerequisite: FD131 Computer-Aided Apparel Design II) (16 Lecture/41 Lab Hours)

**FD220 PORTFOLIO DEVELOPMENT I**

3 Credits

Students produce a professional industry-standard fashion design portfolio in digital format using Adobe Illustrator and Adobe Photoshop programs. Selecting sportswear specializations based on individual creative and technical abilities, students complete several mini-collections highlighting their strengths and skills. (Prerequisites: FD100 Fashion Drawing and FD210 Computer-Aided Apparel Design III) (16 Lecture/60 Lab Hours)

**FD223 PORTFOLIO DEVELOPMENT II**

2 Credits

Students use previous industry and classroom experiences to complete an interview-quality portfolio to be used as an individual marketing tool. Traditional and computer-generated solutions are used to create original design presentations. More advanced hand drawing and digital rendering techniques are explored to complete several thematic mini-collections for a specific market. (Prerequisite: FD220 Portfolio Development I) (12 Lecture/ 45 Lab Hours)

**FD225 DIGITAL FLATS AND SPECS**

3 Credits

Students learn to create garment specification sheets by integrating manual and digital skills. Digital design techniques and apparel manufacturing business practices are explored in order to create industry-standard technical packages. Sizing and grading are discussed. Product development steps and production procedures are analyzed. Importance of clear and detailed technical specs for creating a successful fashion line is stressed. (Prerequisites: FD210 Computer-Aided Apparel Design III and FD144 Design and Construction II) (16 Lecture/60 Lab Hours)

**FD231 DESIGN STUDIO**

4 Credits

Students design, develop, and construct an original collection of sportswear from concept through completion. Focus is placed on the development of a cohesive group of related garments through trend analysis, merchandising needs, and cost analysis. (32 Lecture/63 Lab Hours)

**FI200 PERSONAL FINANCE**

2 Credits

This course provides a survey of the major economic decisions facing the typical American household and examines the influence of social and economic change on individual financial planning. Students acquire the knowledge and develop the necessary analytical skills to make informed choices related to topics such as managing finances and budgeting, banking and saving, earning and reporting income, buying goods and services, using credit, and protecting against risk. This course puts emphasis on goal setting, lifelong learning, and active decision making. (22 Lecture/16 Lab Hours)

**FM107 FASHION FUNDAMENTALS**

2 Credits

This course is structured to provide the students with an understanding of the organization and interrelationships of all levels of the fashion industry: primary markets; secondary markets; and retail and allied services such as publications, advertising, and public relations. Particular attention is placed on terminology, career opportunities, and industry changes. (24 Lecture/14 Lab Hours)

**FM108 EVOLUTION OF FASHION**

2 Credits

The development and evolution of stylistic fashion's change from ancient costume periods through the end of the nineteenth century are presented. Social, cultural, technological, and geographical factors that impacted fashion change are explored. Students learn to identify how historical styles and details are used as a basis for contemporary fashion design. (22 Lecture/16 Lab Hours)

**FM111 FABRIC ANALYSIS**

2 Credits

This course emphasizes fabric construction and fabric identification, especially the classic fabrics. In addition, students examine the organization of the textile industry. (22 Lecture/16 Lab Hours)

**FM112 TEXTILE SCIENCE**

2 Credits

Students examine the characteristics of fibers, yarns, dyeing, printing, and other finishing processes. The quality of fabrics and legislation relating to fabrics are explored. (Prerequisite: FM111 Fabric Analysis) (22 Lecture/16 Lab Hours)

**FM122 PRODUCT DEVELOPMENT**

3 Credits

The process of fashion product development is explored through hands-on development of a product from concept to final presentation. Students employ fashion market analysis to develop a product(s) aimed at a specific target market. Standard fashion industry product presentation skills are taught through hands-on applications. (16 Lecture/60 Lab Hours)

**FM123 FASHION IN NEW YORK**

2 Credits

This course presents students with an overview of the fashion industry in New York. Emphasis is placed on the relationship between different sectors of the industry through first-hand observation fostered through field trips throughout the city and guest speakers. (22 Lecture/35 Lab Hours)

**FM124 PRESENTATION TECHNIQUES**

2 Credits

In this course a variety of oral and visual presentation techniques appropriate to fashion are explored. Students learn how to create effective visual presentations as well as how to utilize those techniques to communicate fashion content. (22 Lecture/35 Lab Hours)

**FM125 FASHION MAGAZINES**

2 Credits

This course provides an in-depth study of consumer and trade publications specific to the fashion industry. Students learn how fashion publications determine what their target audience wants to read through practical analysis, field trips, and guest speakers. (22 Lecture/16 Lab Hours)

**FM126 VISUAL MERCHANDISING I**

3 Credits

This course familiarizes students with the elements that create a favorable product image: color, design, display, and presentation. Relationships among product identification, store image, and promotional techniques are analyzed with regard to sale effectiveness. Emphasis is placed on student's hands-on creative experimentation in building a total image. (16 Lecture/60 Lab Hours)

**FM128 MARKETING**

2 Credits

This course introduces students to the concepts of marketing as they apply to the fashion industry. Customer demographics and target markets are defined. The four "Ps" of marketing (price, product, promotion, and placement) are explored through fashion case studies and market research. (22 Lecture/16 Lab Hours)

**FM131 RETAILING**

2 Credits

In this course an intensive analysis of store operations is covered. Students learn techniques for anticipating consumer demand, evaluating merchandise resources, and appropriating merchandise. In addition, effective sales methods, efficient inventory control, and appropriate customer services are evaluated. (22 Lecture/16 Lab Hours)

**FM132 FASHION BUYING**

2 Credits

This course is an introduction to the principles of buying apparel and accessories. The course emphasizes the buying function and the differences of buyers' responsibilities in various types of merchandising organizations. Students learn the principles, procedures, and techniques practiced by merchandisers of fashion goods in determining what assortments to buy and which resources to select. (22 Lecture/35 Lab Hours)

**FM136 VISUAL MERCHANDISING II**

1 Credit

This course explores advanced concepts in visual merchandising including in-store retail, showroom, and trade show displays. Careers in visual merchandising are explored as well. (Prerequisite: FM126 Visual Merchandising I) (14 Lecture/24 Lab Hours)

**FM139 SHOWROOM SALES**

1 Credit

Sales and merchandising techniques for showroom sales are presented. Focus is placed on the differences between the retail and wholesale sectors of the fashion industry. Students learn how to present, merchandise, and sell a collection for maximum sales impact. (14 Lecture/24 Lab Hours)

**FM140 HISTORY OF MODERN FASHION**

2 Credits

The history of couture and ready-to-wear in the twentieth century is presented. Focus is placed on stylistic analysis of French couture designers and the development of American ready-to-wear designers. American and international designers at the upper levels of the fashion market are discussed and analyzed in terms of their overall influence. (Prerequisite: FM108 Evolution of Fashion) (24 Lecture/14 Lab Hours)

**FM141 CAD FOR MERCHANDISERS**

1 Credit

This course introduces the basics of computer-aided design and image editing used in the fashion and merchandising industry. Students learn the fundamentals of Adobe Photoshop and Illustrator software programs, including the toolbox, menus, panels, and basic drawing and image editing. (12 Lecture/26 Lab Hours)

**FM143 COMPUTERIZED FASHION APPLICATIONS**

1 Credit

In this course students utilize electronic spreadsheet applications to solve and analyze merchandising problems including: sales planning, assortment planning, mark-up and markdown calculations, open-to-buy, and operating results. (8 Lecture/30 Lab Hours)

**FM144 DIGITAL PORTFOLIO**

1 Credit

In this course, emphasis is placed on a visual and digital approach to creating and updating portfolios specific to the merchandising, marketing, and product development segments of the industry. The portfolios will communicate the skills of the individual student in a professional manner. (Prerequisites: FM124 Presentation Techniques and FM136 Visual Merchandising II) (8 Lecture/30 Lab Hours)

**FM145 FASHION STYLIST**

1 Credit

This introductory course explores the skills required for entering the field of styling, whether it is for visual merchandising, fashion shows, photography, video, film, or commercials. Emphasis will be placed on identifying the many styling images and methods used in promoting fashion. (Prerequisite: FM107 Fashion Fundamentals) (8 Lecture/30 Lab Hours)

**FM146 FASHION PROMOTION AND PUBLIC RELATIONS**

1 Credit

In this course students explore the strategies, planning, and execution of special events used to promote fashion products. Students use information on current fashion news, events, and personalities to plan promotional events and to create press kits. (14 Lecture/24 Lab Hours)

**FM207 FASHION PRESENTATION**

3 Credits

Students are instructed in the research techniques used in analyzing fashion trends including overall looks, silhouettes, color, and fabrication. They are given practical application assignments interpreting style changes in all areas of the fashion industry. Stress is placed on students' analyses and utilization of professional examples. (16 Lecture/60 Lab Hours)

**FM209 MANUFACTURING OPERATIONS**

2 Credits

The material includes terminology, quality policies, selling and terms of sale, market weeks, resources, shipping, distribution, traffic, and contracting. The students learn the relationship between the manufacturer and primary markets as well as between the manufacturer and the retail buyer. (24 Lecture/14 Lab Hours)

**FM211 MERCHANDISING EXTERNSHIP**

6 Credits

This externship provides the students with practical fashion industry work experience outside of the retail sector. Students apply the concepts and skills learned in the program. Students are evaluated based on performance by their externship coordinator and their on-site supervisor. (Prerequisites: FM209 Manufacturing Operations, FM122 Product Development, and FM139 Showroom Sales) (0 Lecture/0 Lab/270 Externship Hours)

**FM212 FASHION RESEARCH AND REPORTING**

3 Credits

This course allows students to explore traditional and non-traditional fashion products. This course also provides the opportunity to apply previous course knowledge and fashion research techniques for product reporting and presentations. (16 Lecture/60 Lab Hours)

**GD101 DESIGN AND COLOR**

3 Credits

In this course students explore the basic principles and elements of two-dimensional design techniques and color theory. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems. (16 Lecture/60 Lab Hours)

**GD103 TYPOGRAPHY I**

2 Credits

This course introduces the students to the fundamentals of typography. The students learn to distinguish between various typefaces. They also learn formatting, specifying typestyles and sizes, leading, readability requirements, basic typesetting, and the history of type. (22 Lecture/16 Lab Hours)

**GD104 TYPOGRAPHY II**

2 Credits

In this course students continue to develop their typographic skills. Students design letterforms, learn advanced typesetting techniques, and experiment with the effects that can be achieved through use of type-manipulation software. (Prerequisite: GD103 Typography I) (22 Lecture/16 Lab Hours)

**GD112 INTRODUCTION TO PRODUCTION**

2 Credits

This course explains the production of professional-quality printed materials. Upon completion of the course, the students possess the basic knowledge to make informed production decisions from the rough comp stage to the finished printed piece. (22 Lecture/16 Lab Hours)

**GD115 DRAWING**

1 Credit

This course is an introduction to the art of drawing. Students learn to use a variety of media and techniques as they explore the relationship of drawing to graphic design and illustration. (14 Lecture/24 Lab Hours)

**GD116 COMPREHENSIVE ILLUSTRATION** 1 Credit

This course builds and develops drawing and marker skills used by the student to visually define subject matter accurately for commercial purposes. Students explore the use of a variety of materials and techniques. (Prerequisite: GD115 Drawing) (14 Lecture/24 Lab Hours)

**GD119 HISTORY OF GRAPHIC DESIGN** 2 Credits

This course includes a survey of graphic design styles, including its history and contemporary practices. The role of the graphic designer is examined through theoretical discussions and practical applications. (24 Lecture/14 Lab Hours)

**GD122 MULTIMEDIA AND ANIMATION** 2 Credits

In this course, students apply design principles and utilize a popular authoring tool to create multimedia presentations that include animation. (Prerequisites: OT131 Introduction to Macintosh and GD123 Web Development With HTML) (22 Lecture/16 Lab Hours)

**GD123 WEB DEVELOPMENT WITH HTML** 1 Credit

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML and CSS to format text and to include links, tables, images, and forms. (14 Lecture/24 Lab Hours)

**GD124 DESKTOP PUBLISHING** 3 Credits

In this course students are introduced to desktop publishing concepts and techniques with specific instruction in digital page composition. (Prerequisites: OT131 Introduction to Macintosh, GD101 Design and Color, and GD104 Typography II) (16 Lecture/60 Lab Hours)

**GD125 ELECTRONIC DRAWING I** 2 Credits

In this course students learn the basics of computer-based vector drawing, including terminology, tools, palettes, and commands. Topics covered include how to create and manipulate shapes and lines, add basic fills, and work with patterns, gradients, and blends. (22 Lecture/16 Lab Hours)

**GD126 ELECTRONIC DRAWING II** 1 Credit

This course covers advanced techniques of a vector-based drawing program, including working with complex shapes, Bezier forms, and sophisticated fills. Students are also introduced to working with raster images, and special emphasis is placed on converting photos into professional illustrations, in addition to preparing files for print production. (Prerequisite: GD125 Electronic Drawing I) (8 Lecture/30 Lab Hours)

**GD127 ELECTRONIC DRAWING III** 1 Credit

In this course, students learn to use an image-editing program to generate raster-based images and prepare photographic files for print. Emphasis is placed on photo retouching, color enhancing, and image compositing. Students will also learn proper scanning methods. (Prerequisite: GD126 Electronic Drawing II) (8 Lecture Hours/30 Lab Hours)

**GD205 WEB DESIGN FOR GRAPHIC DESIGNERS** 2 Credits

This course provides instruction and experience in the use of a popular web authoring package to create, edit, and manage well-designed Web sites. Students utilize the software package to quickly build user-friendly, interactive Web sites that employ image maps and forms. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (Prerequisite: GD123 Web Development With HTML) (22 Lecture/16 Lab Hours)

**GD206 ADVANCED MULTIMEDIA AND ANIMATION**

2 Credits

This course is a continuation of Multimedia and Animation. Students design and publish functional, professional-looking multimedia presentations that incorporate text graphics, video, and animation. (Prerequisite: GD122 Multimedia and Animation) (24 Lecture/14 Lab Hours)

**GD208 ELECTRONIC LAYOUT AND DESIGN**

3 Credits

In this course, students continue to develop strengths in electronic page layout and design by applying advanced desktop publishing and imaging techniques. Projects require the students to use graphics and text imported from other applications to create original layouts. (Prerequisites: GD112 Introduction to Production and GD124 Desktop Publishing) (16 Lecture/60 Lab Hours)

**GD211 DESIGN AND PRESENTATION DEVELOPMENT**

3 Credits

This course is designed to integrate the knowledge and skills previously learned in the program. The students develop, manage, and execute various projects from the initial design stage through prepress completion. Emphasis is also placed on the skills associated with designer-client communication and verbal presentation of the finished product. (Prerequisites: PD108 Human Relations in the Workplace and GD208 Electronic Layout and Design) (0 Lecture/114 Lab Hours)

**GD212 ADVERTISING ART PORTFOLIO**

3 Credits

In this course, students prepare a professional portfolio of graphic design pieces and also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (Prerequisite: GD208 Electronic Layout and Design) (16 Lecture/60 Lab Hours)

**GD220 PACKAGE DESIGN**

3 Credits

This course is an introduction to the packaging industry and to the elements required in package design from initial concept to printed piece to presentation to the consumer. Marketing strategies, environmental issues, and government regulations will be discussed as well as client-designer roles and responsibilities. The packaging design of actual products made in the United States as well as those made abroad will be discussed. (30 Lecture/46 Lab Hours)

**GS224 PSYCHOLOGY**

3 Credits

An introduction of the scientific study of human behavior is presented in this course. The topics covered include the nature of scientific inquiry, the history of psychology, learning, perception, development, psychological basis of behavior, emotions, motivations, personality theory, abnormal behavior and psychotherapy, psychological testing, and psychology applied to the work setting. (36 Lecture/21 Lab Hours)

**GS225 INTRODUCTION TO SOCIOLOGY**

3 Credits

This course presents the basic concepts and research methods of sociology. Students examine human interactions and institutions from the complex to the most familiar patterns of social behavior. The course introduces the origins of sociology as a social science and the various approaches involved in research. Students learn the basic concepts of culture, society, stratification, social mobility, and group processes. (36 Lecture/21 Lab Hours)

**HP105 FRONT AND BACK OFFICE OPERATIONS**

1 Credit

This course teaches the principles of effective front and back office management. Emphasis is placed on the reservation, check-in/check-out procedures, and customer service. Accounting functions and administrative procedures are also reviewed. (14 Lecture/24 Lab Hours)

**HP205 GUEST RELATIONS MANAGEMENT**

2 Credits

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations. (Prerequisite: TR110 Sales and Customer Service) (22 Lecture/16 Lab Hours)

**HP206 RESORT MANAGEMENT**

2 Credits

This course provides students with the business principles and practices unique to the resort segment of the hospitality industry. Focus is placed on the three elements specific to successful resort management: recreational attractions, housing and services, and activities. Emphasis is placed on resort development, marketing, and operations. (22 Lecture/16 Lab Hours)

**HP210 MEETING AND EVENT PLANNING I**

2 Credits

This course provides an overview of the competencies required of a professional event coordinator. Students examine the full event planning process from early conceptualization, sourcing, and contracting to last-minute details and follow-ups. At the end of this course students should be able to create event experiences that serve the needs of the client or host and fulfill the expectations of the guest or attendee. (22 Lecture/16 Lab Hours)

**HP215 MEETING AND EVENT PLANNING II**

2 Credits

This course continues the studies of competencies required of a professional event coordinator. Students learn advanced concepts for creating memorable guest experiences. Emphasis is placed on retail events such as wedding planning and parties (graduation, retirement, etc.). Students will apply their skills to plan and host a mock event. (22 Lecture/16 Lab Hours)

**HP213 HOSPITALITY AND TOURISM MARKETING**

2 Credits

This course applies the general principles of marketing to the hospitality and tourism industries and stresses the importance of marketing to the success of these operations. Marketing research, consumer behavior, targeting and positioning, and the product-service mix are covered in depth. The course culminates with the development of a marketing plan, preparing the learner for an effective role in marketing management. (24 Lecture/14 Lab Hours)

**MD103 MEDICAL LABORATORY PROCEDURES**

3 Credits

This course is designed to introduce the medical assisting students to the basics of laboratory procedures. Topics of discussion and demonstration include an introduction to the laboratory facility, CLIA '88 regulations, and specimen collection and testing. Specialized areas include urinalysis, hematology, microbiology, and phlebotomy. (16 Lecture/60 Lab Hours)

**MD112 PHARMACOLOGY**

2 Credits

This course is designed to provide the medical assisting students with knowledge of the principles of pharmacology utilizing a body systems approach. (24 Lecture/14 Lab Hours)

**MD119 CLINICAL PROCEDURES I**

2 Credits

This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist in the medical facility. Procedures covered include OSHA rules and regulations, medical asepsis, documentation and charting, vital signs, and the preparation of the patient for examination. (22 Lecture/16 Lab Hours)



- MD120 CLINICAL PROCEDURES II** 4 Credits  
This course is designed to instruct the medical assisting students in assisting the physician, nurse, and/or licensed technologist with the following procedures: minor surgery and instrumentation, medical/surgical asepsis, and the preparation for specialty examinations. (Prerequisite: MD119 Clinical Procedures I) (45 Lecture/31 Lab Hours)
- MD123 MEDICAL INSURANCE** 2 Credits  
This course provides the students with knowledge of the basic fundamentals of ICD-10 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (Prerequisite: MD132 Medical Terminology I) (24 Lecture/14 Lab Hours)
- MD130 MEDICAL ADMINISTRATIVE PROCEDURES I** 2 Credits  
In this course the students are introduced to a competency-based approach to the medical assisting profession. Topics include interpersonal human relations and medical law and ethics. (22 Lecture/16 Lab Hours)
- MD132 MEDICAL TERMINOLOGY I** 2 Credits  
This course is designed for the medical assisting students to develop a basic knowledge of how complex medical terms are formed from Latin and Greek word parts utilizing root words, prefixes, and suffixes. Emphasis is placed on spelling and pronunciation of medical terms. (24 Lecture/14 Lab Hours)
- MD133 MEDICAL TERMINOLOGY II** 2 Credits  
This course is designed to introduce the medical assisting students to basic body structures that contribute to an understanding of the human body process in normal and abnormal conditions. (Prerequisite: MD132 Medical Terminology I) (24 Lecture/14 Lab Hours)
- MD134 MEDICAL TERMINOLOGY III** 2 Credits  
This course is a continuation of the study of the body structures. The principles of biological and physical sciences that contribute to an understanding of the human body processes are studied. (Prerequisite: MD133 Medical Terminology II) (24 Lecture/14 Lab Hours)
- MD136 MEDICAL ADMINISTRATIVE PROCEDURES II** 1 Credit  
This course is designed to continue the development of student competency in medical assisting administrative functions. (Prerequisite: MD130 Medical Administrative Procedures I) (12 Lecture/26 Lab Hours)
- MD137 MEDICAL OFFICE SYSTEMS** 1 Credit  
This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MD123 Medical Insurance) (8 Lecture/30 Lab Hours)
- MD205 CLINICAL PROCEDURES III** 3 Credits  
In this course the medical assisting student continues the development of skills learned in Clinical Procedures I and Clinical Procedures II. Additional skills and procedures presented include emergency preparedness, EKGs, and preparation for specialty examinations. (Prerequisite: MD120 Clinical Procedures II) (16 Lecture/60 Lab Hours)

**MD210 MEDICAL EXTERNSHIP**

6 Credits

This unpaid externship provides the students with practical on-the-job medical assisting experience in a medical facility. The externship experience is a combination of both performance and observation. The students are supervised and evaluated for work performed in both the administrative and clinical areas. (Prerequisites: MD112 Pharmacology, MD136 Medical Administrative Procedures II, MD103 Medical Laboratory Procedures, MD137 Medical Office Systems, and MD205 Clinical Procedures III) (0 Lecture/0 Lab/270 Externship Hours)

**MD220 CMA REVIEW**

1 Credit

This course is designed to present a comprehensive review for the medical assisting student of the core courses covering medical administration and laboratory and clinical topics in preparation for the *Certified Medical Assisting Examination*. (Prerequisite: MD210 Medical Assisting Externship) (8 Lecture/30 Lab Hours)

**OT131 INTRODUCTION TO MACINTOSH**

2 Credits

This survey course covers the basics of Macintosh computer operations, including file management and lab hardware. Students are also introduced to the fundamental techniques of graphic software interface. (22 Lecture/16 Lab Hours)

**OT132 ELECTRONIC SPREADSHEETS**

2 Credits

This course is an introduction to electronic spreadsheet applications. Through the use of predesigned spreadsheets, students apply the basic functions and concepts of entering, editing, saving, retrieving, and printing. Additionally, students begin to design and structure their own spreadsheets. (22 Lecture/16 Lab Hours)

**OT134 INTRODUCTION TO DATABASE MANAGEMENT**

2 Credits

In this course students learn the basic principles of filing using the ARMA-recommended unit-by-unit method and are introduced to a relational database management system. They learn to use database commands to build and modify tables and forms and to create reports. (22 Lecture/16 Lab Hours)

**OT139 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS**

2 Credits

This course provides instruction in advanced spreadsheet operations and electronic communications. Working with macros, using data and list features, and utilizing electronic communications are covered. (Prerequisite: OT132 Electronic Spreadsheets) (22 Lecture/16 Lab Hours)

**OT140 WORD PROCESSING—CORE**

1 Credit

This course provides information and training on the use of microcomputer software for word processing. Students will use a word processing software package to produce a variety of documents from various application exercises. (Prerequisite: TY101 Keyboarding I) (8 Lecture/30 Lab Hours)

**OT142 PRESENTATION DESIGN AND DEVELOPMENT**

1 Credit

In this course students are introduced to presentation techniques and to the use of a specialized presentation graphics program. Students will be able to create, edit, present, and distribute a presentation. (Prerequisite: TY101 Keyboarding I) (8 Lecture/30 Lab Hours)

**PD102 PROFESSIONAL DEVELOPMENT**

2 Credits

This course is designed to prepare students for making the transition from student to employee. This course also explores the appropriate techniques for making job applications and participating in job interviews and presents suggestions for starting a new job. Students learn to analyze their job skills and needs and learn how to market and present those skills and needs to prospective employers in a professional manner. Students also learn to manage their time effectively and develop an awareness of stress management techniques. (22 Lecture/16 Lab Hours)

**PD108 HUMAN RELATIONS IN THE WORKPLACE**

2 Credits

This course emphasizes the importance of the development of proper attitude in the workplace. The course also covers self-image, motivation, conflict management, team building, and improvement of interpersonal skills. (24 Lecture/14 Lab Hours)

**TR105 INTRODUCTION TO TRAVEL**

2 Credits

This course covers the history, scope, and functions of the travel industry. Students gain knowledge of domestic and international air travel, tours, ground transportation, and the technical and personal skills needed for a career in the travel field in the twenty-first century. (24 Lecture/14 Lab Hours)

**TR106 WORLDWIDE TOURISM**

2 Credits

In this course students explore the diverse areas of the hospitality and tourism industries. Special emphasis is placed on the functional areas of hotels, cruises, and resorts. (24 Lecture/14 Lab Hours)

**TR107 DOMESTIC DESTINATIONS**

2 Credits

This course is an introduction to the study of the geography of the United States, Canada, Mexico, and the Caribbean and their major attractions. (24 Lecture/14 Lab Hours)

**TR108 WORLDWIDE DESTINATIONS**

2 Credits

This course is an introduction to the study of the geography of Europe, South America, Asia, Oceania, and Africa and their major attractions. (24 Lecture/14 Lab Hours)

**TR109 TRAVEL AGENCY OPERATIONS AND MEETING MANAGEMENT**

2 Credits

This course focuses on the operations of a travel agency and examines the unique needs of the corporate traveler. In addition, students are presented with an overview of the meeting planning/convention management industry. (24 Lecture/14 Lab Hours)

**TR110 SALES AND CUSTOMER SERVICE**

2 Credits

In this course students learn and apply the steps involved in an effective sales presentation. Included in the techniques discussed are acquiring product knowledge, identifying and using appropriate approach techniques, presenting the product through sales talk and demonstration, handling customer objections, closing the sale, and handling customer complaints. (22 Lecture/16 Lab Hours)

**TR206 COMPUTERIZED RESERVATIONS**

1 Credit

This course provides an understanding of the computerization of the industry with emphasis on microcomputer skills. Students learn the concepts and skills required to create and modify Passenger Name Records (PNRs), provide fares, interpret and modify availability, sell air space, modify and price itineraries, issue tickets, utilize client profiles, and issue seat assignments. Students will also learn to access hospitality, travel, and tourism resources on the Internet. (14 Lecture/24 Lab Hours)

**TR210 TRAVEL/HOSPITALITY EXTERNSHIP**

6 Credits

This externship provides the students with hands-on, practical work experience for careers in the travel and hospitality industries. Students are placed in hotels, travel agencies, and other businesses in the travel and hospitality fields. Externship experiences are supervised and evaluated by personnel at the extern site and by their externship coordinator. (Prerequisites: TR109 Travel Agency Operations and Meeting Management, HP105 Front and Back Office Operations, and HP205 Guest Relations Management) (0 Lecture/0 Lab/270 Externship Hours)

**TY101 KEYBOARDING I**

1 Credit

In this course, the students learn the proper use of the keyboard, including the alphabetic keys, figures and symbols, and special marks of punctuation. Techniques and procedures for acquiring stroking accuracy and speed, as well as error identification, are emphasized. A brief introduction of the current operating system will be included. (8 Lecture/30 Lab Hours)

**TY102 KEYBOARDING II**

1 Credit

This course is designed to improve the students' keyboarding speed and accuracy through the use of various methods and drills. Creating and editing different types of business correspondence and reports are also covered. (Prerequisite: TY101 Keyboarding I) (8 Lecture/30 Lab Hours)

## ACADEMIC CALENDAR 2016-2017

The institution's scheduled academic year is composed of the fall and spring semesters. The academic years for individual students can vary and are made up of the equivalent of two semesters of work.

### Summer Session 2016

May 2	Term I Begins
May 30	No Classes: Memorial Day Holiday
May 31 – June 3	No Classes: Summer Break
July 1	Term I Ends
July 4 – 5	No Classes: Summer Break
July 6	Term II Begins
August 26	Term II Ends

### Fall Semester 2016

August 29	Fall Semester Begins
September 5	No Classes: Labor Day Holiday
October 21	Term I Ends
October 24	Term II Begins
November 24 – 25	No Classes: Thanksgiving Holiday
December 16	Fall Semester Ends
December 19 – January 2	No Classes: Christmas Holiday

### Spring Semester 2017

January 3	Spring Semester Begins
February 20	No Classes: Presidents' Day
February 24	Term I Ends
February 27	Term II Begins
April 14	No Classes: Good Friday (Make-up Snow Day if Necessary)
April 17 – April 21	No Classes: Spring Break (Make-up Snow Day if Necessary)
April 28	Spring Semester Ends

### Summer Session 2017

May 1	Term I Begins
May 29	No Classes: Memorial Day Holiday
May 30 – June 2	No Classes: Summer Break
June 26 – June 30	No Classes: Summer Break
July 3 – 4	No Classes: July 4 <sup>th</sup> Holiday
July 7	Term I Ends
July 10	Term II Begins
September 1	Term II Ends

### Fall Semester 2017

September 4	No Classes: Labor Day Holiday
September 5	Fall Semester Begins
October 27	Term I Ends
October 30	Term II Begins
November 23 – 24	No Classes: Thanksgiving Holiday
December 22	Fall Semester Ends
December 25 – January 5	No Classes: Christmas Holiday

## ADMINISTRATION, FACULTY, AND STAFF

### Administration

Sandi Gruninger .....	President
James Indelicato .....	Director of Education
Sandra L. Andújar-Wendland .....	Director of Admissions
Celeste Griffith .....	Director of Student Services
Christopher Massey .....	Director of Placement Services

### Faculty

Stephanie Cato, Adjunct Instructor .....	Accounting
Ph.D., Walden University .....	Organizational Leadership
M.S., DeVry University .....	Accounting & Financial Management
M.B.A., DeVry University .....	Business Administration in Management
B.A., Monroe College .....	Business Administration in Management
Bryan Davy, Adjunct Instructor .....	Computer
M.S., New York Institute .....	Information Systems Engineering
B.S., Peru State .....	Management Systems
Jorge Dominguez, M.D., Adjunct Instructor .....	Medical Assisting
M.D., State University of Guayaquil, Ecuador .....	Medicine and Surgery
Wanda Dooley, Full-time Instructor .....	Fashion Merchandising
M.A., New York University .....	Retail Management
M.S., Iona College .....	Education
B.S., Kansas State University .....	Home Economics
Johanna Enger, Adjunct Instructor .....	English
B.A., Union College .....	English
Carolynn Higgins, Adjunct Instructor .....	Travel and Hospitality
B.S., State University of New York at Brockport .....	Business and Marketing
Teaching Cert., American Hotel & Lodging Assoc. ....	Sales and Marketing
A.A.S., Kingsborough Community College .....	Secretarial Science
Beth Kantor, Full-time Instructor .....	Graphic Design
B.A., Princeton University .....	Art History/Fine Art

Pilar Macchione, Adjunct Instructor .....	Fashion Design
M.A., University of California, Los Angeles .....	Design Research-Costume History
B.A., University of the Arts, London, England .....	Fashion Design
Atiya Mandani, Adjunct Instructor .....	Psychology
M.A., Touro College .....	Mental Health Counseling
M.A., University of Madras, India .....	Psychology
B.A., University of Madras, India .....	Sociology
Ronald Marini, Adjunct Instructor .....	Fashion
B.F.A., Pratt Institute .....	Fashion
Vincent Munch, Adjunct Instructor .....	Computer
M.S.L., Pratt Institute .....	Library and Information Science
B.A., Queens College, CUNY .....	English/Sociology
Daisy L. Paul, Librarian .....	Learning Resource Center
M.S., Pratt Institute .....	Library and Information Science
B.A., Bard College .....	Historical Studies
Angelia Perkins, Adjunct Instructor .....	Medical Assisting
A.O.S., City University of New York .....	Biology
A.O.S., Mandl School .....	Medical Assisting
Paula M. Shelley, Adjunct Instructor .....	English, Business
Ed.D. Candidate (ABD), Argosy University .....	Organizational Leadership
M.S., Western Connecticut State University .....	Education
B.A., State University of New York .....	English and Secondary Education
Cecelia Velez-Araujo, Adjunct Instructor .....	Medical Assisting
B.S., Capella University .....	Psychology
R.M.A., American Medical Technologists .....	Medical Assisting
A.A.S., Bronx Community College .....	Medical Technology

## Staff

Barbara Bernstein .....	Admissions Assistant
Shanna Bland .....	Territory Manager
Michael Chow .....	Territory Manager
Rachel Harrington .....	Admissions Representative
Andre Hooks .....	Territory Manager Supervisor
Sharon Mantuano .....	Administrative Assistant

John Neenan ..... Admissions Representative  
Christina Ray ..... Admissions Secretary  
Lisa Rini ..... Placement Consultant  
Julie Rubio ..... Education Secretary  
Candi Sterling ..... Assistant Librarian  
Linda Walters ..... Financial Aid Administrator  
Ebony Williamson ..... Admissions Assistant Supervisor  
Douglas Young ..... Admissions Representative



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