

WOOD TOBÉ-COBURN SCHOOL

8 EAST 40 STREET

NEW YORK, NEW YORK 10016

(212) 686-9040

SCHOOL YEAR 2010-2011

TABLE OF CONTENTS

GENERAL INFORMATION	1
ADMISSIONS INFORMATION.....	6
FINANCIAL INFORMATION	7
STUDENT SERVICES	17
ACADEMIC INFORMATION	20
PROGRAMS OF STUDY	30
COURSE DESCRIPTIONS	46
ACADEMIC CALENDAR.....	63
ADMINISTRATION, FACULTY, AND STAFF	65
INDEX	68

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.

Over a century ago, in 1879, Frederick Wood founded Wood's New York School of Business and Shorthand. Tobé-Coburn School for Fashion Careers, the nation's first school to specialize in fashion merchandising and promotion, was founded in 1937 by Tobé Coller Davis and Julia Coburn. In 1991, the schools merged, becoming Wood Tobé-Coburn School.

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 the 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 curriculum 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 curriculum, 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; further, 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 in the business, design, and health care fields. Wood Tobé-Coburn School's convenient location at 8 East 40 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 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 microcomputers, and the remainder are furnished as lecture rooms. Our facility incorporates not only the most modern classrooms and student lounges, but also a graphic and a fashion design studio and a medical assisting lab. 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 accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board (MAERB). The address and telephone number of the Commission on Accreditation of Allied Health Education Programs is 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.

AFFILIATIONS

American Association of Medical Assistants
Association of Proprietary Colleges
Association for Supervision and Curriculum Development
Career College Association
Delta Pi Epsilon--New York University
New York State Association of Two-Year Colleges, Inc.
The Fashion Group

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, 309 East Morehead Street, Suite 220, Charlotte, North Carolina 28202. Officers of the corporation are Joseph L. Calihan, Chairman; Martin J. Calihan, President and Chief Executive Officer; Jo Ann Travis, Vice President; Jennifer G. Calihan, Secretary; and Stephen J. Lynch, Treasurer.

Other affiliated Bradford schools include:

- Antonelli Institute, Philadelphia, Pennsylvania
- Bradford School, Columbus, Ohio
- Bradford School, Pittsburgh, Pennsylvania
- Fox College, Oak Lawn, 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 faculty, adjust tuition and fee rates, and modify cancellation/refund policies as circumstances indicate, subject to 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 1016 students who attended Wood Tobé-Coburn School during the past three years, 752 students, 74.02 percent, completed their program.

GRIEVANCE PROCEDURES

If a student has a complaint regarding a specific course, instructor, or decision, the student should first appeal to the instructor or staff member involved.

If the problem is not resolved and the problem involves an academic matter, the program administrator for the student's program should be contacted. If the problem is still not resolved, the student should request a meeting with the Director of Education. At this time, the student is required to present the grievance in writing.

If the problem is not resolved and the problem does not involve an academic matter, the student should request a meeting with the appropriate department director.

An appeal of decisions by the directors can be made in writing to the President of Wood Tobé-Coburn School.

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 sex, 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 school. The Director of Education is the coordinator at Wood Tobé-Coburn School. 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 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 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 subject 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.

ADMISSIONS INFORMATION

ADMISSIONS REQUIREMENTS

The basic requirement for admission to Wood Tobé-Coburn School is graduation from a high school, private school, or equivalent (GED). 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 Street, New York, New York 10016.

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 Admissions Committee will give consideration to waiving the application fee for College Board test fee waiver recipients. A written request from the high school must accompany the application. 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, 2010, and December 31, 2010:

Tuition (per semester)**

Accounting	\$7,980
Accounting Associate in Occupational Studies	\$7,980
Computer Programming Associate in Occupational Studies	\$7,980
Computer Specialist	\$7,980
Fashion Design Associate in Occupational Studies	\$8,460
Fashion Merchandising, Marketing, and Management Associate in Occupational Studies	\$8,460
Graphic Design	\$8,460
Graphic Design Associate in Occupational Studies	\$8,460
Medical Assisting	\$7,980
Medical Assisting Associate in Occupational Studies	\$7,980
Network Management Associate in Occupational Studies	\$7,980
Office Administration	\$7,980
Office Administration Associate in Occupational Studies	\$7,980
Travel and Hospitality	\$7,980
Travel and Hospitality Associate in Occupational Studies	\$7,980

Textbooks and Supplies

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$400 to \$1320 per semester. The actual charges will be disclosed each academic year as the student's financial plan is completed.

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

Lab Fees

Medical Assisting Programs (per semester) \$320
 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.

Rates for students entering between January 1, 2011, and December 31, 2011:

Tuition (per semester)**

Accounting	\$8,080
Accounting Associate in Occupational Studies	\$8,080
Computer Programming Associate in Occupational Studies	\$8,080
Computer Specialist	\$8,080
Fashion Design Associate in Occupational Studies	\$8,560
Fashion Merchandising, Marketing, and Management Associate in Occupational Studies	\$8,560
Graphic Design	\$8,560
Graphic Design Associate in Occupational Studies	\$8,560
Medical Assisting	\$8,080
Medical Assisting Associate in Occupational Studies	\$8,080
Network Management Associate in Occupational Studies	\$8,080
Office Administration	\$8,080
Office Administration Associate in Occupational Studies	\$8,080
Travel and Hospitality	\$8,080
Travel and Hospitality Associate in Occupational Studies	\$8,080

Textbooks and Supplies

Textbook and supply charges will vary from semester to semester depending upon the program in which the student is enrolled and the courses being taken. These charges will range from \$445 to \$1400 per semester. The actual charges will be disclosed each academic year as the student's financial plan is completed.

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

Lab Fees

Medical Assisting Programs (per semester) \$250
 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 \$3,150 per semester. The estimated additional cost of rent and utilities for a student not residing with parents is \$2,950 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 term is equal to one-half the semester rate.

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 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 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 Term</u>	<u>% Refund</u>
1	75%	1	75%
2,3,4	55%	2	55%
5,6,7,8	30%	3,4	30%
After Week 8	None	After Week 4	None

Lab Fees

For the purpose of refunds, lab fees for students in the Medical Assisting program 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 program. They apply regardless of whether 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 purpose of refunds as additional tuition. Unused and unmarked textbooks and intact supply kits may be returned to the bookstore for full credit.

Treatment of Title IV, HEA Program Funds Upon Withdrawal

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

These regulations allow the school to keep 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 school is sometimes not allowed under regulations to disburse a Stafford loan. In the event the school is prevented from using the student's planned financial aid to satisfy the tuition and other charges, the student is directly responsible for paying those charges.

Order of Refund

For the purpose of Title IV funding, when a student is withdrawn, dismissed, or graduated, a credit balance remaining in the student's account will be applied in sequence to eliminate or reduce balances resulting from (1) unsubsidized Federal Stafford loans, (2) subsidized Federal Stafford loans, (3) unsubsidized Federal Direct Stafford loans, (4) subsidized Federal Direct Stafford loans, (5) Federal Perkins loans, (6) Federal PLUS loans, (7) Federal Direct PLUS loans, (8) Federal Pell Grants, (9) Academic Competitiveness Grants, (10) Federal SEOG Program aid, and (11) other assistance under Title IV for which a return of funds is required. Any state or private aid programs will be refunded according to the program requirements. Any remaining balance will then be refunded to the student.

A refund that is designated for return to the student will not be made if there are unpaid charges owed to the school. 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.

FINANCIAL AID

A variety of financial plans are available to assist qualified students in securing a business 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. Information about these plans is available from the Admissions or Financial Aid Office.

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 at the time of the financial interview if verification is required. The financial interview normally occurs prior to enrollment. Students will be expected to submit all documentation no later than the program start date. 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 second 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 from the program start date, 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, or the award may be "recalculated." 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 Pell. When applicable, the expected family contribution is recalculated. If an overaward 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)
Eligibility	Eligibility
<ul style="list-style-type: none"> • U.S. citizen or eligible noncitizen. • Enrolled in an approved program. • Demonstrate financial need. • May not have previously received a bachelor's degree. 	<ul style="list-style-type: none"> • U.S. citizen or eligible noncitizen. • Be a legal resident of New York State. • Enrolled full time in an approved New York State postsecondary institution. • 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. • Demonstrate financial need.
Procedure	Procedure
<ul style="list-style-type: none"> • Applications available from the high school guidance office or the Wood/Tobé-Coburn School Financial Aid Office. • Complete Free Application for Federal Student Aid (FAFSA). • Student account is credited as money is received by the school. 	<ul style="list-style-type: none"> • Complete Free Application for Federal Student Aid (FAFSA). Then state sends student TAP form. • Student account is credited as money is received by the school.
Yearly Amount & Responsibility	Yearly Amount & Responsibility
<ul style="list-style-type: none"> • Awards range from \$555 to \$5,550 per academic year depending on need and federal funding. • Student must not owe any refunds on federal program awards or be in default on repayment of a student loan. • Must maintain satisfactory academic progress. 	<ul style="list-style-type: none"> • Awards range from \$425 - \$3,925 for dependent students. • Awards range \$425 - \$2,950 for independent students. • Must maintain satisfactory academic progress.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)	ACADEMIC COMPETITIVENESS GRANT (ACG)
Eligibility	Eligibility
<ul style="list-style-type: none"> • U.S. citizen or eligible non citizen. • Enrolled in an approved program. • Must show exceptional financial need. • May not have previously received a bachelor's degree. • Awarded to Pell Grant recipients. 	<ul style="list-style-type: none"> • U.S. citizen or eligible non citizen. • Awarded to Pell Grant recipients. • Have completed a rigorous high school program of study after January 1, 2006. • Meet additional eligibility requirements set forth by the government.
Procedure	Procedure
<ul style="list-style-type: none"> • Complete Free Application for Federal Student Aid (FAFSA). • Student account is credited as money is received by the school. 	<ul style="list-style-type: none"> • Complete Free Application for Federal Student Aid (FAFSA). • Student account is credited as money is received by the school.
Yearly Amount & Responsibility	Yearly Amount & Responsibility
<ul style="list-style-type: none"> • Awards range from \$100 to \$4,000 a year depending on financial need and funds available. • Student must not owe any refunds on federal program awards or be in default on repayment of a student loan. • Must maintain satisfactory academic progress. 	<ul style="list-style-type: none"> • \$750 first academic year only.

PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)	STAFFORD PROGRAM LOAN FOR STUDENTS	
	Subsidized Eligibility	Unsubsidized Eligibility
Eligibility		
<ul style="list-style-type: none"> U.S. citizen or eligible non citizen. Parents of dependent students who are enrolled at least half time. 	<ul style="list-style-type: none"> U.S. citizen or eligible non citizen. Enrolled at least half time in an approved program. Demonstrated financial need determines whether the loan is subsidized or unsubsidized. Yearly amounts listed below are available as unsubsidized if need cannot be met. 	<ul style="list-style-type: none"> U.S. citizen or eligible non citizen. Enrolled at least half time in an approved program. Independent according to Free Application for Federal Student Aid (FAFSA) or dependent whose parent is a PLUS denial. Dependents whose parents are not a PLUS denial may borrow at a lesser amount as indicated below.*
Procedure	Procedure	Procedure
<ul style="list-style-type: none"> Complete application online. Instructions provided by the Wood Tobé-Coburn School Financial Aid Office. Student account is credited when money is received by the school. 	<ul style="list-style-type: none"> Complete application online. Instructions provided by the Wood Tobé-Coburn School Financial Aid Office. Student account is credited when money is received by the school. Student borrows on own signature. Student account is credited when money is received by the school. 	<ul style="list-style-type: none"> Complete application online. Instructions provided by the Wood Tobé-Coburn School Financial Aid Office. Student account is credited when money is received by the school. Student borrows on own signature. Student account is credited when money is received by the school.
Yearly Amount & Responsibility	Yearly Amount & Responsibility	Yearly Amount & Responsibility
<ul style="list-style-type: none"> The amount of the loan is limited to the cost of attendance less any other financial aid the student will receive. Repayment of loan begins within 60 days after fully disbursed. Parent may request that repayment be delayed while student is enrolled. Interest rate is fixed at 7.9% for loans first disbursed on or after July 1, 2010. 	<ul style="list-style-type: none"> \$3,500 maximum for the first academic year and a prorated amount up to \$4,500 for the second academic year depending upon program and credit-hour load. Interest rate is fixed at 4.5% for loans first disbursed on or after July 1, 2010. Repayment of loan begins 6 months after leaving school. 	<ul style="list-style-type: none"> Eligible students can borrow up to \$6,000 (\$2,000*) the first academic year. In the second academic year, the amount of the loan is prorated depending upon program and credit-hour load with a maximum of \$6,000 (\$2,000*). Repayment generally begins after the student leaves school, but interest accrues. Interest rate is fixed at 6.8% for loans first disbursed on or after July 1, 2010.

SCHOLARSHIPS AND INSTITUTIONAL LOANS

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 2011. The scholarships are applicable to tuition expenses at Wood Tobé-Coburn School. Scholarship information is available from high school guidance and business departments or directly from Wood Tobé-Coburn School.

Institutional loans are available on a limited basis for students who have exhausted other possible means of financing. Institutional loan applications are accepted throughout the year. Loan amounts will vary depending upon financial need and may not exceed institutional charges. Loan 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 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.

Statistics from the Placement Department show that 99.86 percent of the graduates for the last three 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 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.

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 theater parties, ice skating, museum trips, Radio City Music Hall shows, the taping of television talk shows, and the Spirit of New York party cruise.

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 secure business setting, and trespassing laws are enforced on our premises. Also, security systems are utilized during hours in which the school is closed. If, however, a crime is committed on our premises, school personnel and building management personnel are available to assist the students.

If a student is the victim of a crime or believes he or she sees a crime being committed, the student should report it in a timely manner to any school official. School officials include management personnel, directors, and security personnel. All incidents are then reported to the building management personnel and the local police.

These procedures are reviewed with the students at their orientation session. Also, guests are invited to speak to the students during the course of their program on topics such as self-protection, awareness of rape, acquaintance rape, and other forcible and nonforcible sex offenses.

Procedures for reporting sex offenses are the same as for any other crime, however, in these cases it is important to preserve evidence for proof of the offense. At the student's request, Wood Tobé-Coburn School personnel will assist in notifying the authorities. Counseling options will be discussed along with options for a change in academic and living situations.

In a situation where disciplinary action is required, both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding, and both shall be informed of the institution's final determination with respect to the offense and any sanction imposed against the accused. Imposed sanctions would include expulsion, suspension, and/or probation.

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. This information is available on the United States Department of Education's web site at www.ope.ed.gov/sec.

The following is a summary of the crimes that were committed and reported on our campus during the periods indicated:

01/01/07-12/31/07: None

01/01/08-12/31/08: None

01/01/09-12/31/09: None

Wood/Tobé-Coburn School also has an established policy regarding possession, use, or sale of alcoholic beverages and illegal drugs as well as programs and procedures dealing with sexual assault. Please refer to our Drug Prevention and Sexual Assault Programs for full details.

Wood Tobé-Coburn School does not provide residential facilities for students on campus.

Emergency Response and Evacuation Procedures

The college administration will immediately notify the school community in the event and confirmation of an emergency or dangerous situation involving an immediate threat to the health or safety of students or staff. The decision will be made on a case-by-case basis. In the event of an emergency, 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 a 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. Periodically fire and other emergency drills will be conducted at the school in order to familiarize students with fire and emergency evacuation procedures.

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 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 resumes and discuss career opportunities.

ACADEMIC INFORMATION

CLASS SCHEDULE

Instructional hours are 50 minutes in length with a 10-minute passing time between classes. 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.

A regularly enrolled student is required to attempt the number of classes normally scheduled for a program, usually 5 or the equivalent, for the length of the 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 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.

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 or physical assault that injures, causes serious emotional harm, or grievously demeans 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) 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 makes the decision as to the seriousness of any offense. 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 CREDIT

A clock hour is equal to a minimum of 50 minutes of instruction. Academic credit is measured in semester credit hours. A semester credit hour is equivalent to 15 clock hours in class, 30 clock hours in a laboratory, 45 clock hours devoted to externship, or a combination of the three.

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	Credit 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 credits attempted. Courses in which the student received an S or X are not used in computing the grade point average or 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.

A student who has missed ten (10) consecutive days of class is considered to have withdrawn.

If a student provides notice of withdrawal either verbally or in writing, the date on which the notice is given is the date of withdrawal. 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.

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 on page 20.
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.

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, a student may seek readmission into the same or a different program only one time.

STANDARDS OF SATISFACTORY 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.

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 time required by a normally progressing student of the same enrollment status to complete the program. 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 required. 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 Reviews

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 following minimum requirements are met.

Minimum Grade Point Average (GPA) for Standard Progress:

	<u>Minimum GPA</u>
Semester 1 Term 1	1.25
Semester 1 Term 2	1.4
Semester 2 Term 1	1.7
Semester 2 Term 2	1.9
Semester 3 Term 1	2.0
Semester 3 Term 2	2.0
Semester 4 Term 1	2.0
Semester 4 Term 2	2.0

Successful Course Completion Requirements:

Students are expected to successfully complete all core courses attempted. If a student fails a core 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 will 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 and 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 core course in any program will cause dismissal.

If a student fails a core 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 nonprerequisite core course.

In any case, a student must successfully complete the following percentages of the course work attempted at the following evaluation points:

50 percent of normal program length:	33 percent
100 percent of normal program length:	67 percent
150 percent of normal program length:	67 percent

A student who does not meet the minimum grade point average for standard progress or the successful course completion requirements will be dismissed. Students may appeal a decision to dismiss by following the appeal procedure outlined below.

Appeal

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 or special circumstances. The circumstances in an appeal must be fully documented. If there is a finding that the mitigating or special 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 and for graduation, then the student may be placed on probation and financial aid 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.

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.

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.

A student on probation is making satisfactory progress. The student will be eligible to receive any financial aid due to him or her. The student's record will be reviewed at the end of the probation period. If the student's grade point average following the probation period still does not meet the standard satisfactory progress requirements or the student has not met the threshold for successful percentage of completion, the student is not making satisfactory progress and will be dismissed.

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. There may be an additional tuition charge. 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.

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 course work. When the course work 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 credit hours attempted.

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.

A 3.34 grade point average with no grade lower than a "B-" qualifies a student 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 2007 fall cohort was 70.9%. This fall cohort comprised 223 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 223 students who enrolled between September 1 and October 15, 2007, and remained enrolled on October 15, 2007, there were 158 students who graduated from the school. The school's transfer-out rate for the 2007 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 on the student information board.

CREDIT TRANSFER FROM ANOTHER SCHOOL

Because programs at Wood Tobé-Coburn School are specially tailored to career preparation, course credits from other postsecondary schools, particularly those that emphasize general or liberal arts education, are generally not transferable. However, college graduates and transfer students may be given credit for courses completed at other approved colleges provided the courses are comparable to those required at Wood Tobé-Coburn School and provided the grades received for the courses were "C" or better. Transcripts of work completed may be submitted for review. Credit is not granted for advanced placement or experiential learning.

CREDIT TRANSFER TO ANOTHER 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. 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. Neither Wood Tobé-Coburn School nor any of its employees can represent that another institution will accept any courses for credit.

If a student is interested in attempting to transfer credits to another institution, Wood Tobé-Coburn School will supply the necessary documentation that may aid the student in receiving credits for the completed course work.

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 records that the student believes are 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 is:

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.

Program	HEGIS Code
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	5215.00
Network Management Associate in Occupational Studies.....	5199.00
Office Administration Associate in Occupational Studies.....	5005.00
Travel and Hospitality Associate in Occupational Studies	5011.10
Accounting.....	5002.00
Computer Specialist	5103.00
Graphic Design.....	5012.00
Medical Assisting.....	5215.00
Office Administration	5005.00
Travel and Hospitality.....	5011.10

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 final semester includes liberal arts studies. Upon graduation from this program, the students are awarded the degree of Associate in Occupational Studies. This program will normally be completed in 3½ semesters.

Course Number	Course Name	Semester Credits
General Education Courses		
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
GS226~	Drama and the Short Story	3
Concentration Courses		
AC128	Accounting Principles I	4
AC129	Accounting Principles II	4
AC130	Accounting Principles III	4
AC131	Business Mathematics I	2
AC132	Business Mathematics II	2
AC133	Federal Income Tax	2
AC134	Computerized Accounting	2
AC135	Financial Analysis and Reporting	2
AC205~	Payroll Accounting	2
AC208~	Cost Accounting	2
AC209~	Intermediate Accounting I	4
AC210~	Intermediate Accounting II	4
Related Courses		
BS223~	Business Law	2
BS225~	Concepts of Management	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: 64

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. This program will normally be completed in 4 semesters.

Course Number	Course Name	Semester Credits
General Education Courses		
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
GS226~	Drama and the Short Story	3
Concentration Courses		
CA110	Computer Concepts	2
CA112~	Computer Applications--UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA119	Microsoft Operating Systems	2
CA120	Web Development	2
CA123	Networks	4
CA124~	Network Administration	2
CA125	Web Authoring Tools	2
CA126	Advanced Operating Systems	2
CA127~	IT Customer Support	2
CA128	Visual BASIC Programming	4
CA130	PC Hardware & Diagnostics	4
CA214~	Microsoft Integration	2
CA215~	Advanced Project Development	2
CA219~	Java	4
CA220~	Advanced Visual BASIC Programming	2
CA221~	Implementing and Administering SQL Servers	4
CA222~	Object-Oriented Programming	4
OT132	Electronic Spreadsheets	2
Related Courses		
AC131	Business Mathematics I	2
BS225~	Concepts of Management	3
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: 72

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. This program will normally be completed in 4 semesters.

Course Number	Course Name	Semester Credits
Concentration Courses		
FD100	Fashion Drawing	3
FD109~	Apparel Design and Presentation	3
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
FD200~	Sportswear Design and Development	3
FD204~	Design Externship	6
FD205~	Design Studio	3
FD206~	Portfolio Development	6
FD210~	Computer-Aided Apparel Design III	2
FD225~	Digital Flats and Specs	3
Related Courses		
EN101	Business Communications I	0
EN102	Business Communications II	0
FM107	Fashion Fundamentals	2
FM108	Evolution of Fashion	2
FM111	Fabric Analysis	2
FM112	Textile Science	2
FM140	History of Modern Fashion	2
PD102~	Professional Development	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

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. This program will normally be completed in 4 semesters.

Course Number	Course Name	Semester Credits
Concentration Courses		
FM108	Evolution of Fashion	2
FM111	Fabric Analysis	2
FM112	Textile Science	2
FM118~	Showroom Sales	2
FM122	Product Development	3
FM123	Fashion in New York	2
FM124	Presentation Techniques	2
FM125	Fashion Magazines	2
FM126	Visual Merchandising I	3
FM127	Visual Merchandising II	2
FM128	Marketing	2
FM129	Mathematics for Merchandising	2
FM130	The Fashion Consumer	2
FM131~	Retailing	2
FM132~	Fashion Buying	2
FM133~	Computerized Fashion Applications	2
FM135~	Fashion Promotion and Public Relations	2
FM140	History of Modern Fashion	2
FM207~	Fashion Presentation I	3
FM208~	Fashion Presentation II	2
FM209~	Manufacturing Operations	2
FM211~	Merchandising Externship	6
FM212~	Fashion Research and Reporting	3
Related Courses		
BS225~	Concepts of Management	3
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

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

TOTAL CREDITS NEEDED FOR GRADUATION: 64

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. The program will normally be completed in 4 semesters.

Course Number	Course Name	Semester Credits
General Education Courses		
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
GD120	Web Design With HTML	2
GD121	Desktop Publishing	4
GD122	Multimedia and Animation	2
GD125	Electronic Drawing I	2
GD126	Electronic Drawing II	1
GD127	Electronic Drawing III	1
GD202~	Design and Presentation Development	4
GD203~	Advertising Art Portfolio	4
GD205~	Web Design for Graphic Designers	2
GD206~	Advanced Multimedia and Animation	2
GD207~	Electronic Layout and Design	4
GD209~	Package Design	4
OT131	Introduction to Macintosh	2
OT138~	Presentation Design and Development	2
PD102~	Professional Development	2
Related Courses		
BS223~	Business Law	2
EN101	Business Communications I	0
EN102	Business Communications II	0
EN104~	Oral Communications	2
FM123~	Fashion in NY	2
OT132~	Electronic Spreadsheets	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: 67

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 program will normally be completed in 3½ semesters.

Course Number	Course Name	Semester Credits
General Education Courses		
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
GS226~	Drama and the Short Story	3
Concentration Courses		
MD102	Medical Laboratory Procedures	4
MD112	Pharmacology	2
MD119	Clinical Procedures I	2
MD120	Clinical Procedures II	4
MD123	Medical Insurance	2
MD130	Medical Administrative Procedures I	2
MD131	Medical Administrative Procedures II	2
MD132	Medical Terminology I	2
MD133	Medical Terminology II	2
MD134	Medical Terminology III	2
MD135	Medical Office Systems	2
MD203	Clinical Procedures III	4
MD204~	Medical Assisting Externship	7
Related Courses		
BS223~	Business Law	2
BS225~	Concepts of Management	3
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103~	Written Communications	2
EN104~	Oral Communications	2
OT136~	Word Processing—Core	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: 61

HEGIS Code: 5215.00

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. Course work 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. This program will normally be completed in 4 semesters.

Course Number	Course Name	Semester Credits
General Education Courses		
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
GS226~	Drama and the Short Story	3
Concentration Courses		
CA110	Computer Concepts	2
CA112~	Computer Applications--UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA119	Microsoft Operating Systems	2
CA120	Web Development	2
CA123	Networks	4
CA124~	Network Administration	2
CA125	Web Authoring Tools	2
CA126	Advanced Operating Systems	2
CA127~	IT Customer Support	2
CA128	Visual BASIC Programming	4
CA130	PC Hardware & Diagnostics	4
CA209~	LINUX Administration	2
CA214~	Microsoft Integration	2
CA221~	Implementing and Administering SQL Servers	4
CA223~	Implementing Microsoft Clients and Servers	4
CA224~	Managing a Microsoft Network Environment	4
CA225~	Designing Security for a Microsoft Network	4
OT132	Electronic Spreadsheets	2
Related Courses		
AC131	Business Mathematics I	2
BS225~	Concepts of Management	3
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: 74

HEGIS Code: 5103.00

OFFICE ADMINISTRATION ASSOCIATE IN OCCUPATIONAL STUDIES PROGRAM

The Office Administration Associate in Occupational Studies Program combines business and liberal arts courses. During the first 2½ semesters, emphasis is placed upon comprehensive hands-on business skills training for the modern office. The final semester includes liberal arts studies. Upon graduation from this program, the students are awarded the degree of Associate in Occupational Studies. This program will normally be completed in 3½ semesters.

Course Number	Course Name	Semester Credits
General Education Courses		
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
GS226~	Drama and the Short Story	3
Concentration Courses		
BS103	Office Procedures I	2
BS104~	Office Procedures II	2
EN101	Business Communications I	0
EN102	Business Communications II	0
EN106	Business Communications III	2
EN206~	Business Communications IV	2
HP208	Meeting and Event Planning	2
OT132	Electronic Spreadsheets	2
OT134	Introduction to Database Management	2
OT135	Database Management	2
OT136	Word Processing—Core	2
OT137	Word Processing—Expert	2
OT138	Presentation Design and Development	2
OT139	Advanced Spreadsheets and Electronic Communications	2
OT212~	Data Analysis	2
SS105~	Machine Transcription	2
SS206~	Information Processing	1
SS207~	Office Simulations	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201~	Advanced Document Production	1
Related Courses		
BS222~	Business Organizations	2
BS223~	Business Law	2
BS225~	Concepts of Management	3
EN103	Written Communications	2
EN104	Oral Communications	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
~This course is expected to be taught during the second academic year.		

TOTAL CREDITS NEEDED FOR GRADUATION: 60

HEGIS Code: 5005.00

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. This program will normally be completed in 3½ semesters.

Course Number	Course Name	Semester Credits
General Education Courses		
GS224~	Psychology	3
GS225~	Introduction to Sociology	3
GS226~	Drama and the Short Story	3
Concentration Courses		
HP107	Front and Back Office Operations	2
HP205	Guest Relations Management	2
HP206~	Resort Management	2
HP208	Meeting and Event Planning	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
TR201	Computerized Reservations	4
TR204~	Travel/Hospitality Externship	7
Related Courses		
BS223~	Business Law	2
BS225~	Concepts of Management	3
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
EN104	Oral Communications	2
OT136~	Word Processing—Core	2
OT132	Electronic Spreadsheets	2
OT138~	Presentation Design and Development	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: 61

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. This program will normally be completed in 2½ semesters.

Course Number	Course Name	Semester Credits
AC128	Accounting Principles I	4
AC129	Accounting Principles II	4
AC130	Accounting Principles III	4
AC131	Business Mathematics I	2
AC132	Business Mathematics II	2
AC133	Federal Income Tax	2
AC134	Computerized Accounting	2
AC135	Financial Analysis and Reporting	2
AC205~	Payroll Accounting	2
AC209~	Intermediate Accounting I	4
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: 44

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. This program will normally be completed in 2½ semesters.

Course Number	Course Name	Semester Credits
AC131	Business Mathematics I	2
CA110	Computer Concepts	2
CA112~	Computer Applications--UNIX	2
CA114	Database Concepts	2
CA115	Database Applications	2
CA119	Microsoft Operating Systems	2
CA120	Web Development	2
CA123	Networks	4
CA124~	Network Administration	2
CA125	Web Authoring Tools	2
CA126	Advanced Operating Systems	2
CA127~	IT Customer Support	2
CA128	Visual BASIC Programming	4
CA130	PC Hardware & Diagnostics	4
CA214~	Microsoft Integration	2
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: 44

HEGIS Code: 5103.00

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. This program will normally be completed in 3 semesters.

Course Number	Course Name	Semester Credits
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
GD120	Web Design With HTML	2
GD121	Desktop Publishing	4
GD122	Multimedia and Animation	2
GD125	Electronic Drawing I	2
GD126	Electronic Drawing II	1
GD127	Electronic Drawing III	1
GD202~	Design and Presentation Development	4
GD203~	Advertising Art Portfolio	4
GD205~	Web Design for Graphic Designers	2
GD206~	Advanced Multimedia and Animation	2
GD207~	Electronic Layout and Design	4
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: 48

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. This program will normally be completed in 2½ semesters.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	0
EN102	Business Communications II	0
MD102	Medical Laboratory Procedures	4
MD112	Pharmacology	2
MD119	Clinical Procedures I	2
MD120	Clinical Procedures II	4
MD123	Medical Insurance	2
MD130	Medical Administrative Procedures I	2
MD131	Medical Administrative Procedures II	2
MD132	Medical Terminology I	2
MD133	Medical Terminology II	2
MD134	Medical Terminology III	2
MD135	Medical Office Systems	2
MD203	Clinical Procedures III	4
MD204~	Medical Assisting Externship	7
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: 41

HEGIS Code: 5215.00

OFFICE ADMINISTRATION PROGRAM

This is a comprehensive business skills program that prepares the students for the responsibilities of an administrative assistant in a modern office technology environment. Students receive extensive hands-on experience with a variety of software applications, including word processing and desktop publishing, electronic spreadsheets, and database management. Upon graduation, the students receive the Office Administration Diploma. This program will normally be completed in 2½ semesters.

Course Number	Course Name	Semester Credits
BS103	Office Procedures I	2
BS104~	Office Procedures II	2
BS222~	Business Organizations	2
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
EN104	Oral Communications	2
EN106	Business Communications III	2
EN206~	Business Communications IV	2
HP208	Meeting and Event Planning	2
OT132	Electronic Spreadsheets	2
OT134	Introduction to Database Management	2
OT135	Database Management	2
OT136	Word Processing—Core	2
OT137	Word Processing—Expert	2
OT138	Presentation Design and Development	2
OT139	Advanced Spreadsheets and Electronic Communications	2
OT212*~	Data Analysis	2
PD102	Professional Development	2
PD108	Human Relations in the Workplace	2
TY101	Keyboarding I	1
TY102	Keyboarding II	1
TY103	Document Formatting	1
TY104	Document Production	1
TY201~	Advanced Document Production	1

*Indicates a noncore course.

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

TOTAL CREDITS NEEDED FOR GRADUATION: 39

HEGIS Code: 5005.00

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. This program will normally be completed in 2½ semesters.

Course Number	Course Name	Semester Credits
EN101	Business Communications I	0
EN102	Business Communications II	0
EN103	Written Communications	2
EN104	Oral Communications	2
HP107	Front and Back Office Operations	2
HP205	Guest Relations Management	2
HP208	Meeting and Event Planning	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
TR201	Computerized Reservations	4
TR204~	Travel/Hospitality Externship	7
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: 41

HEGIS Code: 5011.10

COURSE DESCRIPTIONS

AC128 ACCOUNTING PRINCIPLES I

4 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.

AC129 ACCOUNTING PRINCIPLES II

4 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: AC128 Accounting Principles I)

AC130 ACCOUNTING PRINCIPLES III

4 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: AC129 Accounting Principles II)

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.

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)

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: AC130 Accounting Principles III)

AC134 COMPUTERIZED ACCOUNTING

2 Credits

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: AC129 Accounting Principles II)

AC135 FINANCIAL ANALYSIS AND REPORTING

2 Credits

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: AC130 Accounting Principles III)

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: AC128 Accounting Principles I)

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: AC129 Accounting Principles II)

AC209 INTERMEDIATE ACCOUNTING I

4 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: AC130 Accounting Principles III)

AC210 INTERMEDIATE ACCOUNTING II

4 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: AC209 Intermediate Accounting I)

BS103 OFFICE PROCEDURES I

2 Credits

This course is designed to include instruction in general office practices and procedures. Topics include time and task management, computer hardware and software systems, reprographics, and mail procedures and regulations.

BS104 OFFICE PROCEDURES II

2 Credits

This course is designed to provide thorough coverage of the administrative assistant's role in providing research and in organizing data for written reports, speeches, procedures, and publications; in assisting executives with travel arrangements and conference planning; and in handling financial duties. Through office simulations students develop time-management skills as well as skills in handling various office tasks. (Prerequisite: BS103 Office Procedures I)

BS222 BUSINESS ORGANIZATIONS

2 Credits

Students are introduced to the basic functions of business, the legal forms of business ownership, and the internal organization and structure of business. Government regulation of business, labor-management relations, and business strategies are also discussed.

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.

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.

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 mainframes to micros (PCs) is covered with an emphasis on explaining the types of applications and job skills that are common to all computer career environments as well as those that are unique to each type of system. Students also develop Internet search strategies and examine Internet ethics and responsibilities.

CA112 COMPUTER APPLICATIONS—UNIX

2 Credits

This course teaches the students how to become a UNIX systems administrator. The students learn system administration functions that allow them to add new users and establish system-level defaults and user privileges. Students also learn how to log in as a regular user and use the standard set of commands. Additionally, the students learn how to use X-Windows.

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.

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)

CA119 MICROSOFT OPERATING SYSTEMS

2 Credits

This course focuses on legacy and popular 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.

CA120 WEB DEVELOPMENT

2 Credits

In this course students learn to use HTML and JavaScript to develop well-designed Web pages. Students learn to apply appropriate techniques and to include forms, frames, images, and tables.

CA123 NETWORKS

4 Credits

This course introduces the students to the Novell, Windows NT, and UNIX TCP/IP networks and explores the interoperability of these networks. Students learn networking fundamentals, the components of a LAN network, 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: CA110 Computer Concepts, CA126 Advanced Operating Systems, and CA130 PC Hardware and Diagnostics)

CA124 NETWORK ADMINISTRATION

2 Credits

This course teaches the students to administer the network. Students learn to add users and set user privileges, set up device and file shares, and set up and administer print shares. (Prerequisite: CA123 Networks)

CA125 WEB AUTHORIZING TOOLS

2 Credits

In this course students learn how to automate the developmental process of their Web pages using Web authoring tools. Emphasis is placed on proper design elements and enhanced through the use of practical exercises. (Prerequisite: CA120 Web Development)

CA126 ADVANCED OPERATING SYSTEMS

2 Credits

This course is a continuation of the study of popular Microsoft operating systems with further development of skills in installation, configuration, and troubleshooting techniques. (Prerequisite: CA119 Microsoft Operating Systems)

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.

CA128 VISUAL BASIC PROGRAMMING

4 Credits

This course introduces the students to the Microsoft Visual BASIC package. The first half of the course teaches programming rules and syntax, and the second half is dedicated to computer assignments where the students enter, debug, test, and document their programs.

CA130 PC HARDWARE & DIAGNOSTICS

4 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: CA119 Microsoft Operating Systems)

CA209 LINUX ADMINISTRATION

2 Credits

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: CA124 Network Administration and CA112 Computer Applications--UNIX)

CA214 MICROSOFT INTEGRATION

2 Credits

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)

CA215 ADVANCED PROJECT DEVELOPMENT

2 Credits

This course takes the students into their final academic efforts where they must tackle real-world challenges directly involved with software development. These challenges take the form of software projects of chosen types that represent what they will likely face in their career pursuits. The students are required to design, document, and program their solutions. (Prerequisites: CA115 Database Applications and completion of an advanced programming language)

CA219 JAVA

4 Credits

This course instructs students to use the Java language to design and implement applications using object-oriented topics of classes and objects, inheritance, and polymorphism. Special emphasis is placed on designing applets of Web pages. Students work in a visual Integrated Development Environment (IDE). (Prerequisite: CA222 Object-Oriented Programming)

CA220 ADVANCED VISUAL BASIC PROGRAMMING

2 Credits

This course develops the Visual BASIC skills and knowledge required to complete complex business applications. Topics include advanced GUI design skills and incorporation of database connections inside Visual BASIC code. (Prerequisite: CA128 Visual BASIC Programming)

CA221 IMPLEMENTING AND ADMINISTERING SQL SERVERS 4 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)

CA222 OBJECT-ORIENTED PROGRAMMING 4 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. (Prerequisite: CA128 Visual BASIC Programming)

CA223 IMPLEMENTING MICROSOFT CLIENTS AND SERVERS 4 Credits

In this course students learn to implement, administer, and troubleshoot information systems that incorporate Microsoft operating systems. Topics include installing, configuring, monitoring, and securing resources. (Prerequisite: CA124 Network Administration)

CA224 MANAGING A MICROSOFT NETWORK ENVIRONMENT 4 Credits

In this course students learn to administer, support, and troubleshoot information systems that incorporate Microsoft network operating systems. Topics include managing permissions for resources such as printer shares, file shares, and remote access. (Prerequisite: CA223 Implementing Microsoft Clients and Servers)

CA225 DESIGNING SECURITY FOR A MICROSOFT NETWORK 4 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. (Prerequisite: CA224 Managing a Microsoft Network Environment)

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.

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)

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.

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.

- EN106 BUSINESS COMMUNICATIONS III** 2 Credits
In this course, students continue to develop skills in writing business correspondence through proofreading and editing exercises. Methods for preparing departmentally produced documents are explored. The students proofread prepared text material as well as original student writing samples. Emphasis is placed on proofreading for appearance and content; accuracy of content; and correct use of language, punctuation, and grammar. (Prerequisite: EN102 Business Communications II)
- EN206 BUSINESS COMMUNICATIONS IV** 2 Credits
Social business letters, business reports, and construction of form letters and their uses are emphasized in this course. (Prerequisite: EN106 Business Communications III)
- 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.
- FD109 APPAREL DESIGN AND PRESENTATION** 3 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.
- 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.
- 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)
- 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.
- 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)
- 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)

- 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)
- 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.
- FD200 SPORTSWEAR DESIGN AND DEVELOPMENT** 3 Credits
Using draping and patternmaking techniques, students design and construct a group of original, related sportswear separates. Focus is placed on design and fabric story development as well as appropriate construction techniques. (Prerequisite: FD144 Design and Construction II)
- 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: FD109 Apparel Design and Presentation, FD200 Sportswear Design and Development, and FD210 Computer-Aided Apparel Design III)
- FD205 DESIGN STUDIO** 3 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.
- FD206 PORTFOLIO DEVELOPMENT** 6 Credits
Students use traditional and computer techniques to create a sportswear portfolio of original work. (Prerequisites: FD109 Apparel Design and Presentation and FD210 Computer-Aided Apparel Design III)
- 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)
- 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)
- 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.

FM108 EVOLUTION OF FASHION

2 Credits

The development and evolution of stylistic fashion 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.

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.

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)

FM118 SHOWROOM SALES

2 Credits

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.

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.

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.

FM124 PRESENTATION TECHNIQUES

2 Credits

In this course a variety of oral and visual presentation techniques appropriate to the fashion are explored. Students learn how to create effective visual presentations as well as how to utilize those techniques to communicate fashion content.

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.

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.

FM127 VISUAL MERCHANDISING II

2 Credits

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)

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.

FM129 MATHEMATICS FOR MERCHANDISING

2 Credits

This course provides students with the principles and the terminology important to profitable merchandising. Stress will be placed on finding solutions to practical problems, which occur in merchandising situations.

FM130 THE FASHION CONSUMER

2 Credits

This course focuses on the causes and effects of consumer behavior in fashion. Students will examine the formulation of strategies for targeting customers and meeting the needs of that population. Topics including demographics, marketing research, decision/buying cycles, advertising, and consumer lifestyles will be discussed and analyzed. Emphasis will be placed on current trends in advertising and retailing.

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

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.

FM133 COMPUTERIZED FASHION APPLICATIONS

2 Credits

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.

FM135 FASHION PROMOTION AND PUBLIC RELATIONS

2 Credits

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.

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)

FM207 FASHION PRESENTATION I

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.

FM208 FASHION PRESENTATION II

2 Credits

Students utilize the methods and principles of fashion research explored in Fashion Presentation I to develop the necessary skills enabling them to execute professional fashion presentations. Emphasis is placed on students' creative exploration in fashion coordination, promotion, and presentation. (Prerequisite: FM207 Fashion Presentation I)

FM209 MANUFACTURING OPERATIONS

2 Credits

The merchandising, marketing, and design divisions of apparel and related manufacturing are explored. 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.

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 FM118 Showroom Sales)

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.

GD101 DESIGN AND COLOR

3 Credits

In this course students explore the basic principles and elements of two-dimensional design techniques. Students learn to identify these elements in successful designs and also learn to use these elements to solve their own design problems.

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, copyfitting, readability requirements, basic typesetting, and the history of type.

GD104 TYPOGRAPHY II

2 Credits

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

GD112 INTRODUCTION TO PRODUCTION

2 Credits

This course explains the production of printed matter. 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.

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.

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)

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.

GD120 WEB DEVELOPMENT WITH HTML

2 Credits

This course is designed to teach the fundamentals of Hypertext Markup Language (HTML). Students learn to develop well-designed Web pages using HTML tags to format text and to include links, tables, images, frames, and forms.

GD121 DESKTOP PUBLISHING

4 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)

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 GD101 Design and Color)

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.

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 emphasis is placed on converting photos into professional illustrations. (Prerequisite: GD125 Electronic Drawing I)

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. (Prerequisite: GD126 Electronic Drawing II)

GD202 DESIGN AND PRESENTATION DEVELOPMENT

4 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 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, GD207 Electronic Layout and Design, and GD206 Advanced Multimedia and Animation)

GD203 ADVERTISING ART PORTFOLIO

4 Credits

In this course, students prepare a professional portfolio composed of a variety of projects that demonstrate the skills mastered during the program. Students also examine comprehensive methods and techniques that will enable them to best present their resumes, portfolios, and personal skills. (Prerequisites: GD207 Electronic Layout and Design, GD206 Advanced Multimedia and Animation, and PD102 Professional Development)

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 dynamic Web sites, to employ client-side image maps and interactive forms on a site, and to set up frames. Students also learn how to add interactivity to their HTML pages while being able to preview it at the design stage. (Prerequisite: GD120 Web Development With HTML)

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 animation, and sound. (Prerequisites: GD120 Web Development With HTML and GD122 Multimedia and Animation)

GD207 ELECTRONIC LAYOUT AND DESIGN

4 Credits

In this course, students master 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 programs to create original pieces. (Prerequisites: GD112 Introduction to Production, GD127 Electronic Drawing III, and GD121 Desktop Publishing)

GD209 PACKAGE DESIGN

4 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.

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.

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.

GS226 DRAMA AND THE SHORT STORY 3 Credits

In this course students are provided with practice in analysis of the theme, style, and relevance of various dramatists and short story writers. The course requires student involvement through class discussion and reading aloud. Students write several short critical essays and a term paper.

HP107 FRONT AND BACK OFFICE OPERATIONS 2 Credits

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.

HP205 GUEST RELATIONS MANAGEMENT 2 Credits

This course provides a comprehensive review of managing hospitality organizations. It focuses on customer satisfaction, retention, and relations.

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.

HP208 MEETING AND EVENT PLANNING 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.

MD102 MEDICAL LABORATORY PROCEDURES 4 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.

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.

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.

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)

- MD123 MEDICAL INSURANCE** 2 Credits
This course provides the students with knowledge of the basic fundamentals of ICD-9 and CPT coding, managed-care contracts, reimbursement procedures, and insurance referrals for the health care industry. (Prerequisite: MD132 Medical Terminology I)
- 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.
- MD131 MEDICAL ADMINISTRATIVE PROCEDURES II** 2 Credits
This course is designed to continue the development of student competency in medical assisting administrative functions. (Prerequisites: MD130 Medical Administrative Procedures I)
- 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.
- 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)
- 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)
- MD135 MEDICAL OFFICE SYSTEMS** 2 Credits
This course continues building on the students' knowledge of administrative and clinical procedures through computerized simulations. (Prerequisites: MD123 Medical Insurance and MD131 Medical Administrative Procedures II)
- MD203 CLINICAL PROCEDURES III** 4 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)
- MD204 MEDICAL EXTERNSHIP** 7 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, MD131 Medical Administrative Procedures II, MD102 Medical Laboratory Procedures, MD135 Medical Office Systems, and MD203 Clinical Procedures III)

OT131 INTRODUCTION TO MACINTOSH 2 Credits

This course covers the basics of Macintosh computer operations. Students also are introduced to the fundamental techniques of vector-based illustration.

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.

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.

OT135 DATABASE MANAGEMENT 2 Credits

Using database management software, students continue to learn to use the microcomputer to create and maintain files, to retrieve information from database files, and to present this information in appropriate report formats. (Prerequisite: OT134 Introduction to Database Management)

OT136 WORD PROCESSING—CORE 2 Credits

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)

OT137 WORD PROCESSING—EXPERT 2 Credits

In this course students are introduced to desktop publishing concepts and advanced word processing features. Students learn terminology and advanced formatting concepts. Using word processing software, students combine text and graphics to produce print-ready copy. (Prerequisite: OT136 Word Processing—Core)

OT138 PRESENTATION DESIGN AND DEVELOPMENT 2 Credits

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)

OT139 ADVANCED SPREADSHEETS AND ELECTRONIC COMMUNICATIONS 2 Credits

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

OT212 DATA ANALYSIS 2 Credits

This course provides clear, step-by-step instruction in the integration of various computer software applications. The need to extract useful decision-making information from data collections is emphasized through computerized activities. The students learn to arrange, present, and interpret data in a realistic business context. (Prerequisites: OT135 Database Management, OT132 Electronic Spreadsheets, OT138 Presentation Design and Development, and OT136 Word Processing—Core)

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.

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.

SS105 MACHINE TRANSCRIPTION 2 Credits

In this course the students learn how to operate dictation equipment and apply language arts skills to produce various kinds of written communications. The development of correct spelling, proper vocabulary usage, and proper proofreading and editing techniques receives special emphasis. (Prerequisite: TY102 Keyboarding II)

SS206 INFORMATION PROCESSING 1 Credit

In this course, emphasis is placed on advanced keyboarding and computer skills in a simulated office environment. Students produce documents using business application software.

SS207 OFFICE SIMULATIONS 2 Credits

A full-scale facsimile of the modern office is presented in this course. It is designed to develop and improve technical, administrative, supervisory, and human relations skills in a hands-on realistic setting. Students learn the importance and use of an office manual and an organizational chart.

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.

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.

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.

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.

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.

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.

TR201 COMPUTERIZED RESERVATIONS

4 Credits

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 (PNR), 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.

TR204 TRAVEL/HOSPITALITY EXTERNSHIP

7 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 and HP205 Guest Relations Management)

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.

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. Errors are analyzed, and individual prescriptive methods are assigned. A production unit on basic business correspondence and one-page reports is included. (Prerequisite: TY101 Keyboarding I)

TY103 DOCUMENT FORMATTING

1 Credit

This course continues development of basic production skill as well as speed and accuracy. The student will produce business correspondence, tables, and reports. (Prerequisite: TY102 Keyboarding II)

TY104 DOCUMENT PRODUCTION

1 Credit

This course is designed to develop expertise in producing a variety of business documents utilizing word processing software. Students begin to use decision-making techniques to produce acceptable business communications. Greater emphasis is placed on keyboarding speed and proficiency. (Prerequisite: TY103 Document Formatting)

TY201 ADVANCED DOCUMENT PRODUCTION

1 Credit

Emphasis in this course is placed on utilizing word processing software to create documents containing statistical copy, such as complex tables, specialized correspondence, and financial reports. This course continues to build the students' keyboarding speed and accuracy and formatting skills. (Prerequisite: TY104 Document Production)

ACADEMIC CALENDAR 2010-2011

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 2010

April 26	Term I Begins
May 31	No Classes: Memorial Day Holiday
June 18	Term I Ends
June 21-July 2	No Classes: Summer Break
July 5	No Classes: Independence Day Holiday
July 6	Term II Begins
August 27	Term II Ends

Fall Semester 2010

August 30	Fall Semester Begins No Classes for Returning Students
September 6	No Classes: Labor Day Holiday
October 22	Term I Ends
October 25	Term II Begins
November 25-26	No Classes: Thanksgiving Holiday
December 17	Fall Semester Ends
December 20-December 31	No Classes: Christmas Holiday

Spring Semester 2011

January 3	Spring Semester Begins
February 21	No Classes: Presidents' Day

February 25

Term I Ends

February 28

Term II Begins

April 21

Spring Semester Ends

April 22

No Classes: Good Friday

Summer Session 2011

April 25

Term I Begins

May 30

No Classes: Memorial Day Holiday

June 17

Term I Ends

June 20-July 4

No Classes: Summer Break

July 5

Term II Begins

August 26

Term II Ends

ADMINISTRATION, FACULTY, AND STAFF

Administration

Sandi Gruninger	President
Arlette Balram.....	Director of Education
Sandra L. Andujar-Wendland	Director of Admissions
Yessika Garcia-Guzman	Director of Student Services

Faculty

Patrick Bishop, Adjunct Instructor	Business and Communications
M.S., Baruch College, City University of New York	Marketing Research
B.S., Strayer University.....	Business Administration
A.A., Strayer University.....	Marketing
Valerie Brathwaite, Full-time Instructor	Computer Applications
B.S., Bethune-Cookman College.....	Hospitality Management
Shinelle Espailat, Adjunct Instructor	Liberal Arts
M.A., Temple University	Creative Writing
B.A., Hunter College	English and Creative Writing
Jing Si Feng, Librarian	Learning Resource Center
M.L.S., Queens College, City University of New York	Library Science
B.A., Pratt Institute.....	Fine Arts
Wanda Dooley, Full-time Instructor	Fashion
M.A., New York University	Retail Management
M.S., Iona College	Education
B.S., Kansas State University	Home Economics
Beth Kantor, Full-time Instructor.....	Graphic Design
B.A., Princeton University	Art History/Fine Art
Denise Lacen, Adjunct Instructor	Fashion
M.S., Drexel University	Fashion Design
B.A., New York City College of Technology	Graphic Design
Anna McCraney, Adjunct Instructor.....	Fashion
B.A., Rhode Island School of Design.....	Apparel Design

Harold Nass, Full-time Instructor	Computer
Certificate, Queens College.....	Computer Programming
Certificate, Microsoft Corporation	Microsoft Office User Specialist
B.A., Queens College	History
Badreddine Oudjehane, Adjunct Instructor	Computer
M.S., Rice University	Electrical & Computer Engineering
B.S., Polytechnic School.....	Electrical & Computer Engineering
Tania Pazelsky, Full-time Instructor	Fashion
B.A., Kiev Technological Institute	Design
A.A.S., Fashion Institute of Technology.....	Fashion Design
Freya Perez, Adjunct Instructor.....	Medical Assisting
M.D., Universidad Autonoma de Santo Domingo	Doctor of Medicine
Kaydian Reid, Adjunct Faculty	Liberal Arts
M.A., St. John's University.....	Sociology
B.S., St. John's University	Criminal Justice
Janette Rodriguez, Program Manager, Full-time Instructor	Medical Assisting
B.A., University of Phoenix	Health Administration
R.M.A., American Medical Technologists	
L.N.C., Fairleigh Dickinson University	
R.N., St. Francis Nursing School	Nursing
Abdall Saudi, Adjunct Instructor	Medical Assisting
M.D., Tech University of Santiago School of Medicine	Doctor of Medicine
M.A., The New School	Medical Anthropology
B.A., State University of New York at Stony Brook.....	Social Sciences
Lixin Shao, Adjunct Instructor.....	Computer
Ph.D., State University of New York, Buffalo.....	History
M.A., Central Connecticut State University.....	Computer Information Technology
B.A., People's University of China	History
Terrence Simon, Adjunct Instructor.....	Accounting
M.S., Walden University	Education
B.S., University of Guyana.....	Management
Joseph Zito, Full-time Instructor	Travel, Liberal Arts, Communications
Certificate of Advanced Studies, Hofstra University	Educational Administration
M.S., C.W. Post College, Long Island University.....	English Education
B.A., Fordham University	Communications

Staff

Barbara Bernstein Admissions Assistant
Tashera Bienaime Education Secretary
Diego Correa Admissions Representative
Karen Cullen..... Supervisor of Territory Managers
Tiesha Dash Supervisor of Admissions Assistants
Andre Hooks..... Territory Manager
Ryan Kessler Admissions Assistant
Joseph Lamothe..... Territory Manager
Dorisela Martinez..... Receptionist
Gladis Morales Admissions Representative
Bradley Munroe Placement Consultant
Michael Naftlay Territory Manager
Christina Ray..... Admissions Secretary
Joanna Reyes Accounts Payable Clerk
Lisa Rini..... Placement Consultant
Erin Ritland..... Admissions Representative
Alanna Santini Admissions Representative
Carmen Tejada..... Admissions Representative
Linda Walters Financial Aid Administrator
Douglas Young..... Admissions Representative

INDEX

A

ACADEMIC CALENDAR.....	63
ACCREDITATION.....	2
ACTIVITIES.....	18
ADMINISTRATION.....	65
ADMISSIONS PROCEDURE.....	6
ADMISSIONS REQUIREMENTS.....	6
AFFILIATIONS.....	2
ALUMNI.....	19
APPROVALS.....	2
ATTENDANCE.....	20

C

CAMPUS SECURITY.....	18
CLASS SCHEDULE.....	20
COPYRIGHT INFRINGEMENT POLICY AND SANCTIONS.....	4
COUNSELING.....	17
COURSE DESCRIPTIONS.....	46
COURSE NUMBERING SYSTEM.....	21
CREDIT TRANSFER FROM ANOTHER SCHOOL.....	27
CREDIT TRANSFER TO ANOTHER SCHOOL.....	28

D

DEFINITION OF CREDIT.....	21
DISABILITY SUPPORT SERVICES.....	28
DISASTER AFFECTING THE SCHOOL'S OPERATIONS.....	3
DISMISSAL.....	23
DRESS CODE.....	20

F

FACILITIES.....	2
FACULTY.....	65
FINANCIAL AID.....	11
FINANCIAL AID PROGRAMS.....	13

G

GRADE REPORTS.....	21
GRADING SYSTEM.....	22
GRADUATION AND TRANSFER-OUT RATES.....	27
GRADUATION REQUIREMENTS.....	27
GRIEVANCE PROCEDURES.....	4

H

HONORS.....	27
-------------	----

L	
LEGAL CONTROL	3
LIBRARY	17
LOCATION	2
M	
MISSION STATEMENT	1
N	
NONDISCRIMINATION IN EDUCATION PROGRAMS AND ACTIVITIES.....	4
NOTIFICATION OF RIGHTS UNDER FERPA.....	28
O	
ORIENTATION.....	18
P	
PAYMENT TERMS.....	16
PERSONAL PROPERTY	19
PLACEMENT	17
PROGRAM MODERNIZATION.....	3
PROGRAMS	
Accounting	40
Accounting Associate in Occupational Studies.....	31
Computer Programming Associate in Occupational Studies	32
Computer Specialist.....	41
Fashion Design Associate in Occupational Studies.....	33
Fashion Merchandising, Marketing, and Management Associate in Occupational Studies	34
Graphic Design	42
Graphic Design Associate in Occupational Studies.....	35
Medical Assisting	43
Medical Assisting Associate in Occupational Studies.....	36
Network Management Associate in Occupational Studies	37
Office Administration.....	44
Office Administration Associate in Occupational Studies	38
Travel and Hospitality	45
Travel and Hospitality Associate in Occupational Studies	39
R	
READMISSION	23
REFUND POLICIES.....	9

S

SCHOLARSHIPS AND INSTITUTIONAL LOANS 16
STAFF 67
STANDARDS OF SATISFACTORY PROGRESS 23
STUDENT CONDUCT 20
STUDENT RETENTION..... 3

T

TRANSCRIPTS 21
TUITION AND FEES 7

W

WITHDRAWAL..... 22

**Wood Tobé Coburn School
Addendum to 2011-12 Catalog
Effective July 1, 2011
For All Students**

This information is intended to replace the program information on page 34 of the 2011-12 School Catalog.

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.

Program	HEGIS Code
Accounting Associate in Occupational Studies	5002.00
Computer Programming Associate in Occupational Studies.....	5103.00
Fashion Design Associate in Occupational Studies	1009.00
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
Office Administration Associate in Occupational Studies.....	5005.00
Travel and Hospitality Associate in Occupational Studies	5011.10
Accounting*	5002.00
Computer Specialist*	5101.00
Graphic Design*	5012.00
Medical Assisting*	5214.00
Office Administration*	5005.00
Travel and Hospitality*	5011.10

***Note that all diploma programs transfer in full to a corresponding Associate in Occupational Studies program.**

Addendum to the Wood Tobé-Coburn School 2011-2012 Academic Catalog

Effective Date: December 5, 2011

Institutional Grants has been added to the Scholarship and Institutional Loans section. This section has been renamed **SCHOLARSHIPS, GRANTS, and INSTITUTIONAL LOANS**.

Replace SCHOLARSHIPS and INSTITUTIONAL LOANS on page 16 with the following:

SCHOLARSHIPS, GRANTS, and INSTITUTIONAL LOANS

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 2012. The scholarships are applicable to tuition expenses at Wood Tobé-Coburn School. Scholarship information is available from high school guidance and business departments or directly from Wood Tobé-Coburn School.

Institutional loans and tuition assistance grants 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. Institutional loan applications are accepted throughout the year; applications for a tuition assistance grants are not required. Loan and tuition assistance grant amounts will vary and may not be made to students receiving total financial aid in excess of institutional charges. Loan 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.