



GREETING FROM THE PROVOST OF ASA COLLEGE

From the Desk of Dr. Shanthi Konkoth, Provost

Dear Student:

As Chief Academic Officer of ASA College, I welcome you to ASA College! Whether you are an applicant, a prospective student researching your educational options, a returning student or a graduate, I hope that ASA's website will provide you with a lot of exciting and valuable information about our college.

ASA College was founded in 1985 in Brooklyn, New York with the mission of preparing professionals to fulfill key positions in the job market. And till today, the programs at ASA College are designed to prepare you professionally and to create within you a habit for learning that will be with you throughout your life. Many of ASA's students are first generation college students who go on to achieve great success academically and professionally. In fact, you may even encounter former ASA graduates as faculty members who have gone on to attain higher degrees and have returned to "give back" to the College that started them up the ladder of success.

ASA College has some unique characteristics that help students achieve success.

- ◆ Programs that prepare you for many recognized industry-certifications/licensure examinations and exciting professions
- ◆ The option of taking a full course load in the summer semester thereby completing programs in a shorter timeframe (if no remediation is required)
- ◆ Credentialed and qualified faculty who are dedicated and caring and put their students' success above everything else
- ◆ Externships in the field of study that provide you with real-life, hands-on experience and often, employment opportunities
- ◆ Career placement assistance from the start of each program including getting part-time jobs in or outside the college during the program of study
- ◆ Unlimited free tutoring at your convenience, face-to-face and online, if needed
- ◆ A robust system of student support services that ensures academic success
- ◆ Many co- and extra-curricular activities including athletic teams to enrich your college experience
- ◆ Free auditing of any class in your program
- ◆ Intensive preparation for certification/licensure exam at the end of your program of study

ASA College programs and component courses are constantly reviewed and upgraded to fulfill the demands of the job market. Graduates of ASA's programs can return to ASA to update their skills free-of-charge if necessary without any time limits.

Education is an investment in not only your future but the future of all our families, our communities and our country. Together, let us do great things!



Shanthi Konkoth

Non scholae, sed vitae discimus! We learn not for school but for life!

Good luck!

DISCLAIMER

DISCLAIMER

The contents of this College Catalog are subject to change. ASA College reserves the right to add, change or cancel courses or programs, revise subject matter content, change requirements, modify, amend or revoke any rules or regulations, or make any changes it deems necessary. The college also reserves the right to effect any other changes in the curriculum, administration, tuition and fees, academic standards, or any other phase of the college activity without notice. ASA College does not guarantee enrollment into specific sections of desired courses.

OWNERSHIP

ASA Institute of Business and Computer Technology, Inc. (DBA: ASA College), is a New York corporation.

NON-DISCRIMINATION POLICY

ASA College is an equal employment affirmative action institution. The college does not discriminate against any person on the basis of age, gender, race, color, creed, religion, marital status, national or ethnic origin, disability, or sexual orientation in its admissions, employment, educational programs, student services, activities, or administration of education policy, except as such condition may constitute some bona fide occupational or assignment qualifications.

ASA is firmly committed to providing all students equal access to its programs, resources, opportunities and facilities. Violations of the College's policies against unlawful discrimination and harassment may result in disciplinary action, including but not limited to being barred from campus, suspended, or dismissed from the College.

Inquiries regarding the non-discrimination policies and grievance procedures should be directed to:

Human Resources Office
1293 Broadway, 9th Floor
New York, NY 10001
(212) 672-6450, ext.1100

ANTI-HARASSMENT POLICY

ASA is committed to a workplace free of discrimination and harassment based on race, color, religion, age, sex, national origin, disability, status as a veteran, or any other protected status. Offensive or harassing behavior will not be tolerated against any employee. This policy covers students, vendors, customers, or others who enter our workplace, as well as all employees. Supervisory or managerial personnel are responsible for taking proper action to end such behavior in their workplace.

In an effort to prevent sexual and other forms of harassment from occurring, this policy against harassment will be communicated to each employee. No employee of this company is exempt from this policy.

Offensive conduct or harassment of a sexual nature, or based on race/ color/ religion/ age, sex, national origin, disability, status as a veteran or any protected status is prohibited. This may include but is not limited to:

- Offensive physical actions, written, spoken, or graphic communication (for example/ obscene hand or finger gestures or sexually explicit drawings).
- Any type of physical contact when the action is unwelcome by recipient (for example, brushing up against someone in an offensive manner).
- Expectations, requests, demands, or pressure for sexual favors.
- Slurs, jokes, posters, cartoons, and gestures that are offensive.
- Any form of bullying that rises to the level of harassment, i.e., bullying and harassment based on gender or sex stereotypes including sexual harassment and gender-based harassment of lesbian, gay, bisexual and transgender (LGBT) individuals.

Any such offensive conduct will be considered a prohibited form of harassment when any of the following are true:

- There is a promise or implied promise of preferential treatment or negative consequence regarding employment decisions or status,
- Such conduct has the effect of creating an intimidating or hostile or offensive work environment, or unreasonably interferes with a person's work performance.
- A third party is offended by the sexual conduct or communication of others.

Harassment is considered a form of employee misconduct. Disciplinary action, up to and including termination, will be taken against any employee engaging in this type of behavior. Any supervisor or manager who has knowledge of such behavior yet takes no action to end it is also subject to disciplinary action.

Anyone who believes he or she is being discriminated against as a result of harassing behavior (for example: other employees being given special treatment in exchange for sexual favor(s) is encouraged to report it.

Complaints should be made to the Human Resources Office or a Vice President. All complaints will remain as confidential as possible and will be subject to ASA's Grievance Procedure (described in the following section). Complaints made in good faith will in no way be held against an employee.

TITLE IX STATEMENT

It is the policy of ASA College to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. ASA College has designated Title IX Coordinators, listed below, to coordinate ASA College's compliance with and response to inquiries concerning Title IX.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/occr/complaintintro.html or calling 1-800-421-3481.

The following have been designated to handle inquiries regarding the non-discrimination and anti-harassment policies:

Jennifer N. Ross, J.D., Ombud / Title IX Coordinator
1293 Broadway, 8 Floor (Room 817)
New York, NY 10001
(212) 672-6450 x 1452
TitleIX@asa.edu

Jayne H. Weinberger, Ed.D., Title IX Coordinator
1293 Broadway, 6 Floor (Room 602)
New York, NY 10001
(212) 672-6450 x 1431
TitleIX@asa.edu

Additionally, Title IX training and information dissemination is handled by:

Human Resources Office
1293 Broadway, 9th Floor
New York, NY 10001
(212) 672-6450 x 1100

EFFECTIVE DATE

Volume 32 of the ASA College Catalog is effective as of Summer, 2019.

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ASA MISSION

**The Mission of
ASA College is to educate a diverse
and qualified student population to become
responsible professionals committed to lifelong learning
by equipping them with a firm academic foundation and
career-specific competencies. ♦ ASA offers high-quality degree and
certificate programs that respond to the needs of students and
employers in a global economy. ♦ ASA faculty and staff are
dedicated to maintaining professionalism and
institutional integrity in a student-centered
environment.**

Core values defining what ASA is and what it aspires to be and distinguishing ASA from other institutions of higher education focus on student centeredness, accountability, respect, and integrity.

Student Centeredness:

We value and respect all students as unique individuals.

We assist students in realizing their educational goals and provide students with a positive educational experience.

Accountability:

We understand and value our individual roles in the college.

We take responsibility for processes, decisions, and outcomes within our scope of influence.

Respect:

We appreciate individual differences and diverse opinions and work together to create a mutually supportive environment.

We treat each other with dignity and appreciate individual contributions regardless of position within the college.

Integrity:

Our actions and words signal the institutional integrity of our college.

We embrace honesty and base our decision-making on a combination of high ethical standards and practical considerations.

ASA HISTORY

Founded in 1985, ASA began with Alex Shchegol teaching a class of 12 students. Known then as “*Advanced Software Analysis*,” the institute focused on mainframe computer programming, as New York had a dire shortage of qualified programmers at that time. Over the years, as technology revolutionized how every major industry operates, ASA has created and updated programs to meet new market needs. Advanced Software Analysis was abbreviated to ASA Institute in the nineties to reflect the evolving mission of the institution.

Since its inception, the college has grown to more than 5,000 students, 17 programs of study, and 2 large, centrally-located campuses in midtown Manhattan and downtown Brooklyn. Today, in addition to computer technology, our programs of study focus on the rapidly-growing industries of healthcare, business and legal studies.

Consistent with the needs and capabilities of our student body, which includes highly motivated and mature immigrants, ASA programs have always featured a “hands-on” training component.

In 1999, ASA received authorization from the New York State Board of Regents to confer degrees in Accounting,

Computer Programming and Information Technology and Medical Assisting.

In the following years, ASA continued to develop new programs. ASA added five new Associate in Occupational Studies degree programs in Business Administration with Management Information Systems, Healthcare Office Administration, Network Administration and Security, Office Administration and Technology, and Pharmacy Technology. ASA also acquired additional space at its main location in Brooklyn to accommodate its growing student population.

In 2018, ASA’s Manhattan Extension Center at Herald Square was approved as a branch.

ASA also expanded its academic offerings to include two new Associate in Applied Science (AAS) degree programs in Health Information Technology and Criminal Justice.

In 2010, ASA received approval to offer AAS in Nursing.

In 2010, ASA received accreditation from The Middle States Commission on Higher Education. ASA Institute officially changed its name to ASA College upon attainment of regional accreditation.




ABOUT ASA

ACCREDITATIONS AND APPROVALS

ASA College is authorized by the New York State Board of Regents to confer Associate in Occupational Studies and Associate in Applied Science degrees. All degree and certificate programs are registered by the State Education Department. The contact information is as follows:

*New York State Education Department
Office of College and University Evaluation*

 Education Building Annex, 5 EB, North Mezzanine
Albany, NY 12230


 (518) 474-5851

 www.highered.nysed.gov/ocue/

ASA College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools (since June 2010). The contact information is as follows:

*Commission on Higher Education
Middle States Association of Colleges and Schools*

 3624 Market Street
Philadelphia, PA 19104


 (267) 284-5000

 www.msche.org

Additionally, ASA College's Associate in Occupational Studies degree program in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assistant Education Review Board (MAERB). The contact information is:

Commission on Accreditation of Allied Health Education Programs (CAAHEP):

 25400 US Highway 19N., Suite 158
Clearwater, FL 33763

 (727) 210-2350

 www.caahep.org

ASA is also approved by the New York State Education Department for the training of veterans and is authorized under Federal law to enroll non-immigrant alien students.

PROGRAM OFFERINGS

All ASA curricula are built upon a philosophy that balances academic preparation, professional training, and hands-on experience. Each program offering is designed around industry requirements and pragmatic experience that promotes the acquisition of skills needed to enter the workforce. Under the aegis of six academic divisions, the college offers 12 degree programs and 5 certificate programs. The divisions and the programs offered by ASA are listed below. Furthermore, ASA's Division of Arts and Sciences offers a full complement of general education and liberal arts courses in addition to six levels of ESL Language Training.

Division of Business

		CIP#	HEGIS
Business Administration	A.A.S.	52.0201	5004
Business Administration-Accounting <i>(discontinued effective 02/2018)</i>	A.O.S.	52.0305	5004
Office Administration and Technology <i>(discontinued effective 07/2017)</i>	A.O.S.	52.0201	5005
Office Technology and Administration	CERTIFICATE	52.0201	5004

Division of Engineering and Technology

		CIP#	HEGIS
Computer Programming and Information Technology	A.O.S.	11.0201	5103
Network Administration and Security	A.O.S.	11.0901	5104
Computer Support Specialist	CERTIFICATE	11.1006	5104
Internet Client-Server Application Development <i>(discontinued effective 10/2018)</i>	CERTIFICATE	11.0101	5103
PC Client-Server Programming <i>(discontinued effective 01/2018)</i>	CERTIFICATE	11.0101	5103

Division of Health Disciplines

		CIP#	HEGIS
Healthcare Office Administration	A.O.S.	51.0705	5099
Health Information Technology	A.A.S.	51.0707	5213
Massage Therapy	A.O.S.	51.3501	5299

Medical Assisting	A.O.S.	51.0801	5214
Pharmacy Technology	A.O.S.	51.0805	5201
Medical Billing and Coding	CERTIFICATE	51.0714	5213

Division of Legal Studies **CIP#** **HEGIS**

Criminal Justice	A.A.S.	43.0104	5505
Paralegal Studies	A.A.S.	22.0302	5099

Division of Nursing **CIP#** **HEGIS**

Nursing	A.A.S.	51.3801	5208.10
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The shorter certificate programs fully articulate into the degree programs in their particular field. Detailed descriptions for each of the above programs are available in this catalog. Basic skills development courses are available in ESL, college reading and writing, as well as mathematics.

Certificate programs can be completed in two semesters of full-time study. Degree programs can be completed in four semesters of full time study. Students may select the option that best suits their short or long-term educational and employment plans.

STUDENT RETENTION, PLACEMENT, GRADUATION, AND COHORT DEFAULT RATES

ASA Graduation Rate as calculated and published by the Integrated Postsecondary and Education Data System (IPEDS) of the National Center for Evaluation Statistics is 29% for the 2014 cohort.

The College’s graduation and placement rates for each program of study, are published on the ASA Website. Go to <http://www.asa.edu/disclosure.asp> to download this information.

ASA College Cohort Default rates as calculated and published by the U.S. Department of Education are:

FISCAL YEAR	RATE TYPE	RATE
2013	3-year draft rate	10.6%
2012	3-year official rate	10.6%
2011	2-year official rate	5.6%
	3-year official rate	6.3%

MEMBERSHIPS

ASA College, its faculty and staff, maintain memberships in the following professional higher education and civic organizations:

- American Association of Collegiate Registrars and Admissions Officers
- American Association of Medical Assistants
- American College Personnel Association
- American Accounting Association
- American Institute of Professional Bookkeepers
- Association of Computing Machinery
- Brooklyn Chamber of Commerce
- Career Colleges Association
- Eastern Association of Student Financial Aid Administrators
- Foundation for Accounting Education
- NAFSA International Educators Association
- National Academic Advising Association (NACADA)
- National Association of Student Financial Aid Administrators (NASFAA)
- The New York State Financial Aid Administrators Association, Inc. (NYSFAAA)
- National Business Educators Association
- National Career Development Association (NCDA)
- National Association of College and Employers (NACE)
- National Student Employment Association
- Teachers of English as a Second Language

FACILITIES AND EQUIPMENT

ASA College has two New York City locations: the Main Campus in downtown Brooklyn and the Manhattan Branch in Manhattan/Herald Square area. ASA College provides extensive student support services that include counseling in academic and non-academic areas, unlimited tutorials, placement and career services, and a comprehensive externship program. To provide students with maximum access, these ASA services are available from 9 a.m. to 9 p.m. on weekdays and 9 a.m. to 6 p.m. on weekends. If additional assistance is needed, a student can contact the division chair or his/her student advisor via phone or e-mail.

ASA continuously updates its technology across the college to reflect current industry standard practices so it closely matches actual employment conditions. The college also provides supervised computer and medical labs for student project work 7 days a week.

The Brooklyn Campus is situated in the borough's bustling downtown MetroTech district, surrounded by major world banks and brokerage companies, not far from Brooklyn Borough Hall. It occupies 110,395 square feet of prime space, which includes 48 lecture rooms, 22 computer labs, a dedicated networking/technology tutorial lab, 9 fully equipped clinical laboratories, a dedicated clinical skills performance lab, a pharmacy lab, 2 medical coding labs, 2 ESL/language labs, a fully-equipped learning center, the Arthur J. Hidalgo Library and Resource Center, a state-of-the-art Writing Center, the Testing Center and a student lounge. The main buildings on this campus are located at 151 Lawrence Street and 383 Pearl Street.

The closest subway stations to both buildings are: Hoyt-Schermerhorn Street on the 2, 3, and G lines; Borough Hall on the 4 and 5 lines; Jay Street/Borough Hall on the A, C, and F lines; and Lawrence Street on the R line.

The following bus lines also stop nearby: B25, B26, B38, B52, B61, B67, and B75.

The college is located within walking distance from the Flatbush Avenue station of the Long Island Rail Road. There are several private and municipal parking garages close by.

The Manhattan Branch is located in the vibrant heart of midtown, across the street from Macy's at Herald Square, and a block away from the Empire State Building. This location features 36 newly constructed classrooms, 17 administrative offices, 6 faculty lounges, 3 student lounges, 14 computer labs, 2 ESL/language labs, a library, a learning center and a clinical performance laboratory. About 20 minutes by subway from the Brooklyn campus, this site occupies 7 floors located at 1293 Broadway (at the corner of 34th Street).

ASA's Manhattan branch is adjacent to the major 34th Street-Herald Square subway stop on the B, D, F, Q, M, N and R lines. It is also close to the 34th Street-Penn Station subway stop on the A, C, and E lines.

The following bus lines also stop nearby: M5, M7, M16, M32 and M34. Express buses from the five boroughs also stop near this campus.

The New Jersey Transit Path Train station at 34th Street is within short walking distance. Several private garages are within walking distance of the center.

A map of both location areas is on the inside back cover of this catalog.



ADMISSION POLICIES AND PROCEDURES

ADMISSIONS OVERVIEW

Applicants to all ASA programs undergo a selection process that focuses on basic skills assessment. In evaluating candidates, ASA looks for motivation and maturity, the potential to grow and develop, as well as evidence that applicants can benefit from the challenging education offered by the college. Above all, ASA seeks motivated students who choose to be active learners and want to relate their academic studies to their occupational objectives.

Admissions decisions are made without regard to age, gender, race, creed, religion, national or ethnic origin, physical capability, marital or parental status, or sexual orientation.

ASA College reserves the right to deny admissions to applicants based on the applicant's failure to demonstrate college readiness

HOW TO APPLY TO ASA

Interview: Applicants who live within commuting distance to ASA must be interviewed by an Admissions Advisor. In addition to discussing education and career goals, applicants learn about admission requirements, programs of study, career planning, financial aid programs, student support services, and registration procedures.

Applicants and their families may request a bilingual Admissions Advisor from ASA's multilingual admissions staff.

Application for Admission: Candidates for admission must complete an application, submit a high school transcript request form, and pay the non-refundable application fee. All supporting documents become the permanent possession of ASA and will not be returned.

Placement Tests: Applicants are required to take the Accuplacer placement tests administered by ASA to determine if there is a need for remedial course work in reading, writing, mathematics, or English as a Second Language. International applicants who are non-native speakers of English, or applicants who graduated from a high school in a foreign country are required to take a placement test to determine the necessary level of ESL remediation needed. International students who pass the placement test with level C show the English proficiency to be accepted into a degree or certificate program. The ESL Placement test can be waived if the applicant passed TOEFL or IELTS. (See table of TOEFL and

IELTS passing scores below). The applicant will have to take the regular Accuplacer placement tests administered by ASA.

Passing Scores:

TOEFL			IELTS	iTEP
Paper-based	Computer-based	Internet-based		
500	197	71	5.5	3.5-3.9

ASA offers six levels of ESL language training. It is extensive and covers all necessary skill areas: reading, writing (including grammar), pronunciation and diction, communication (listening and oral skills). (A table of placement tests and corresponding remedial courses is in Appendix B of the catalog).

Applicants who have successfully completed credit-bearing courses in English and Math at any comparably accredited post-secondary institution may be exempt from the placement tests. They should supply an official transcript from their previous college(s) and complete the "Basic Skills Test Exemption Request" form.

Applicants for Healthcare Office Administration program must also take a typing test to determine whether there is need for remedial courses in keyboarding.

Applicants for the Nursing program must submit their scores for the NLN pre-entrance examination.

After The Tests: Applicants meet with Admissions Advisor to clarify their academic and career goals, review the test results and obtain answers to additional questions.

After Being Admitted to ASA: Students meet with the Registrar to receive schedule for classes. To ensure successful transition to college level work, students will be scheduled for non- credit ESL or remedial courses based on the results of their placement tests. Students needing more than one remedial course are advised to attempt no more than 12 credits in their first semester.

Entrance Requirements and Qualifications to Enroll into Nursing Program (RN): (Effective Fall 2019 semester)

Applicants with high school diplomas or GED must pass placement test with no remedial classes or have acceptable college transfer credits in English Composition and College Math.

Applicants with foreign high school diplomas must pass ESL test with level E and math placement test with no remedial

classes or have acceptable college transfer credits in English Composition and College Math.

Applicants coming Directly from High School (no more than 2 years out of High School):

- a. High school diploma;
- b. Four years of English in high school;
- c. At least one year and successful completion (grade B or better) of courses in Algebra, Biology and Chemistry/Physics at the high school – New York State Regents preferred;
- d. SAT Critical Reading score of 480 or higher OR ACT English score of 20 or higher OR N.Y. State English Regents score of 75 or higher;
- e. SAT Math score of 500 or higher OR ACT Math score of 21 or higher OR N.Y. State Regents;
- i. Score of 70 or higher in Algebra I (Common Core) AND successful completion of the Algebra 2/Trigonometry or higher-level course;
- ii. Score of 80 or higher in either Integrated Algebra, Geometry or Algebra 2/Trigonometry;
- iii. Score of 75 or higher in one of the following: Math A or Math B;
- f. Score on the NLN of 104* or higher.

Non-traditional Applicants:

- a. High school diploma;
- b. At least one year of Algebra, Biology and Chemistry/Physics at the high school or college level – if New York State regents preferred within the last 5 years;
- c. Grade Point Average (GPA) of a 3.00 or greater;
- d. Score on the NLN of 110* or greater.

**Note: Dean of Nursing can override this requirement based on the one-on-one interview with a prospective student*

Additional admissions requirements for the Nursing program are explained in detail in the Nursing Program Description of the catalog.

PROOF OF HIGH SCHOOL GRADUATION OR ITS EQUIVALENT (GED)

Acceptable forms of proof include, but are not limited to, the original or copies of the following:

- a high school diploma or transcript. If this document is not in English, the applicant must provide an official translation. If the names on the diploma (or transcript) and on the ASA application are different, the applicant must provide official documentation (such as a marriage license) where both names appear;

- college transcript stating that the basis of admission was high school graduation;
- attainment of a GED;
- U.S. Department of Defense DD-214 form that indicates graduation from high school.
- The Nursing program requires submission of a high school diploma and official high school transcript demonstrating a cumulative GPA of 3.0 (B) or better.

APPLICANTS WHO DID NOT GRADUATE FROM HIGH SCHOOL OR EARN A GED

Adults who have not yet earned a high school diploma or its equivalent may be eligible to enroll under the “Ability to Benefit” (ATB) determination. ATB candidates must be at least 19 years of age at the time they apply and able to provide evidence that they have been out of school for at least one year or that their high school class has graduated. Applicants must also successfully pass an ATB entrance exam administered by an independent proctor or complete at least 6 credit hours that are applicable toward a Title IV-eligible degree or certificate offered by ASA College (neither remedial nor developmental coursework count toward this requirement).

Students enrolled in eligible ASA programs in New York state can earn their High School Equivalency Diploma through college credits.

ASA College use the Accuplacer’s Reading Comprehension, Sentence Skills, and Arithmetic tests for assessment of ATB students. To be accepted into a qualified program at ASA College, an applicant must obtain the minimum scores on the ATB tests.

As our academic programs also include an English as a Second Language (ESL) component, students whose native language is not English and who are not fluent in English may take the Combined English Language Skills Assessment (CELSA), Forms 1 and 2.

APPLICANTS WHO CANNOT OBTAIN A COPY OF THEIR HIGH SCHOOL DIPLOMA FROM A FOREIGN COUNTRY

In rare cases where it is impossible for a student (refugee, an asylee, or a victim of human trafficking) to obtain documentation of his or her completion of a secondary school education in a foreign country, the US Department of Education allows the applicant to submit to the institution the following:

1. Proof of their attempt to obtain documentation of their completion of a secondary school education in a foreign country, i.e., a copy of an e-mail or letter, including proof

of mailing; ASA College Registrar’s Office will mail the request for official transcript to the applicant’s school and will keep the receipt in the applicant’s folder.

2. A signed and dated statement that indicates that the applicant completed his or her secondary school education in a foreign country, the name and address of the foreign high school where the applicant completed the secondary school education and the date when the foreign high school diploma was awarded.

3. A copy of the entry status documentation that identifies the applicant’s current or prior status as a refugee, an asylee, or as a victim of human trafficking and who entered the United States after the age of 15. [Guidance issued 1/24/2014; revised 12/15/2015]

Note: The full text of the rule can be found at <https://www2.ed.gov/policy/highered/reg/hearulemaking/2009/hsdiploma.html>

TRANSFER STUDENTS & ADVANCED STANDING APPLICANTS

A transfer student is a student who has previously attended another degree-granting post-secondary institution and has successfully completed at least one credit-bearing course.

Applicants who have successfully completed credit-bearing courses at any comparably accredited post-secondary institution may be able to transfer courses comparable in content and length to ASA within the discipline offered at the college. Students are required to complete a minimum of 50%* of the courses in the program at ASA. Transfer credit will be evaluated once an official copy of the previous college transcript is received. A transcript is considered to be official when stamped with the official college seal, signed by the appropriate college official and received directly by ASA’s Registrar’s Office in a sealed envelope. Catalog and course descriptions may be requested as well.

Students may not be excused from taking placement examinations unless the Registrar’s office has an official transcript at the time of registration. Applicants are strongly encouraged to complete the transfer credit evaluation process prior to registration to avoid any potential scheduling and financial aid problems.

As program length and semester schedules are determined by the number of remedial courses the student must take as a result of their placement test scores, it is the responsibility of an applicant to provide all the necessary documentation in a timely manner.

Transfer credits will be considered for individual courses for which a grade of “C” or better has been achieved (exceptions

are made under dire circumstances such as the one described above). Courses may be eligible for transfer within the following time constraints since previous study was completed:

- Introductory Courses (Codes 100-110) 10 years
- Courses in the Humanities No Limit
- Courses in the Natural Sciences 10 years
- Courses in Social Sciences 10 years
- Courses Within the Major 5 years
- Courses in Computer Science/Technology 5 years
- Career Development Course (CDV 100) from other institutions Non-transferable
- Career Development Course (CDV 100) taken at ASA 5 years
- Credits for Nursing courses (NUR) Transferable under special circumstances

(Please consult Nursing Handbook)

Note: Courses taken at ASA College may be transferred as long as then course descriptions match current course description and there has been no significant revision of the course within the elapsed time frame.

Effective Fall 2019 semester, Nursing students who transfer college credits must have earned a grade of 2.0 (C or better) in General Education courses and a grade B or better in College Math/College Algebra or equivalent.

For the Nursing Division, ASA College will accept for transfer similar credit-bearing courses from accredited institutions with a grade of B or better in the following subjects - Anatomy and Physiology with Lab I (4 credits), Anatomy and Physiology with Lab II (4 credits), Microbiology with Lab (3 credits or 4 credits) - within 5 years since previous study was completed.

Overall GPA for Advanced Placement: 3.00 or greater. Score on NLN of 110 or higher.

Additionally, students enrolled in the Medical Assisting program may transfer credits into their major only from CAA-HEP-accredited degree-granting institutions.

ASA may accept transfer credits from colleges and universities outside of the USA for similar, verifiable, credit-bearing coursework. However, it is the student’s responsibility to provide the Registrar’s office with official transcripts accompanied by official translation and course-by-course evaluation of the courses in the transcripts by a recognized credential evaluation agency, e.g. WES.

ASA acknowledges that alternative methods of learning are essential to the growing demands of the modern students where educational needs might not be met by attending a traditional institution. To that end, ASA may award academic credits evaluated on an individual basis. Prior learning assessed by nationally recognized advanced placement examinations such as CLEP®, DANTE and /or UExcel® exams. Additional information for CLEP® is available in

Appendix C of this catalog. Students may also be awarded credits for verifiable IT industry standard certifications obtained from nationally recognized organizations such as Microsoft, CISCO, and Sun Systems, etc. The request should be submitted to the Division Chairperson for further evaluation. ASA College does not award academic credit for life/work experience.

EFFECTIVE SUMMER 2019

All new students at ASA College are required to complete the Freshmen Skills Seminar course, FSM 100, 1-credit, regardless of advanced standing status.

**Please note: Under special circumstances, ASA College will expand its transfer credit policy to ensure that students will be able to successfully complete their programs at ASA College and earn a credential.*

THE INTERNATIONAL APPLICANT ADMISSION PROCESS

Under authorization from the U.S. Department of Homeland Security, ASA admits and enrolls non-immigrant (international) students. International applicants are required to:

- Complete the Application for International Student Admission.
- Meet ASA College admission requirements.
- Provide evidence of high school and, if applicable, college education. Such evidence may include copies of the awards (diplomas, certificates, degrees) or a notarized copy of high school transcript or academic record. Documents that are not in English must be accompanied by a certified translation.
- Demonstrate that they have sufficient funds to pay for all educational and living expenses.

International applicants who submit the required materials and meet admissions requirements are issued an I-20 Form (Certificate of Eligibility for Non-Immigrant (F-1) Student Status for Academic and Language Students).

Applicants with F-1 student status are admitted as matriculated students only and must attend ASA full-time. International students are encouraged to enroll in a medical insurance plan and must arrange for their own housing. Student financial aid is not available for international students.

STUDENT IMMUNIZATION REQUIREMENT

In accordance with New York State Public Health Law, Section 2165, all students attending ASA College who were born on or after January 1, 1957, must provide written proof of

adequate immunization records against measles, mumps, and rubella. Acceptable proof of immunity consists of a certificate of immunization signed and stamped by a physician or licensed health care provider that documents measles, mumps, and rubella immunity within 30 days.

If a student is exempt because of age, medical reasons, or religious belief, he/she must submit a certificate of immunization exemption to the Registrar's Office, within 30 days of starting an ASA program. (This policy is not applicable to students in ASA's Nursing program.) Proof of immunization, exemption, or record of first dosage of MMR vaccination is a condition for registration and class attendance. Residents of ASA's student housing are also required to show proof of meningitis vaccination prior to obtaining student housing.

Students who do not provide documentation of full MMR vaccination within the first 30 days of their semester will be prohibited from attending classes and are subject to administrative withdrawal. Complete information on this requirement is included in the admissions decision packet.

STATEMENT OF HEALTH REQUIREMENTS FOR MEDICAL ASSISTING, MASSAGE THERAPY AND NURSING STUDENTS

Prior to the end of the first semester, every student admitted to the Medical Assisting, Massage Therapy and Nursing programs must be vaccinated against Hepatitis B. In addition, applicants for Nursing and Massage Therapy programs are required to provide the following:

1. Submit annually written proof of current health examination with PPD screening test.
2. Immunization titres must be submitted prior to registration in the first semester.
3. For the Massage Therapy program, drug screening may also be required.

BACKGROUND CHECK REQUIREMENTS

Graduates of some programs may be required to provide background check and drug screening clearance for clinical rotations, internships/externships or job placement.

STUDENT DISABILITY SERVICES ADMISSIONS PROCEDURE

ASA College will provide reasonable accommodations to qualified, enrolled students with documented disabilities. After student need is determined, reasonable accommodations will be provided on an individualized basis.

A reasonable accommodation is a modification, or adjustment, to instructional methods and/or a course, program, service, activity, or facility that enables a qualified student with a disability to have equal opportunity. An equal opportunity means an opportunity to attain the same level of performance or to enjoy equal benefits and privileges as are available to a similarly-situated student without a disability.

The following procedures have been implemented to ensure that any student with a disability is given the opportunity to receive reasonable accommodations.

1. During the admissions process, the applicant identifies that he/she has a disability. The prospective student is self-identified to the Director of Student Disability Services for an intake.
2. The Director will refer the prospective student to a professional for a diagnostic evaluation. This professional could be a psychologist, psychiatrist, ophthalmologist, or certified audiologist.
3. The Office of Student Disability Services will review the documentation and notify the student if he/she is eligible for accommodations.
4. The Office of Student Disability Services will consult with the Director of Students Services to determine whether the College can provide the accommodations for the prospective student.
5. Once the student is admitted and enrolled, the Office of Student Disability Services will send written notification to the student's professors stating the required accommodations for their classes.
6. All students with a disability will be given reasonable accommodations in and outside of the classroom.

ADMISSIONS DEFERRAL

If a student was accepted to ASA but cannot attend the current semester, he/she can defer admission by writing to the Vice President for Admissions and Marketing.

Letters of deferral must include the applicant's name, social security number, program, semester of application or acceptance, reason for deferral, and the semester to which the applicant would like to defer. Admission may be deferred up to one year (three academic semesters including summer) from the semester of application. After one year, a new application (including the application fee) will be required. Students who attend other academic institutions in the interim must reapply for admission.

FOUR CATEGORIES OF ADMISSION STATUS

Matriculated Students: Matriculated status is granted to students who are accepted into, and recognized as working toward, an ASA degree or certificate program. Degree and certificate requirements for matriculating students remain in effect from their first semester at ASA until they graduate. Matriculated students are also given priority in class enrollment. They may attend classes on a part-time (1 to 11 credits per semester) or full-time (12 or more credits per semester) basis and schedule their classes during the days, evenings or weekends. In order to be eligible for federal or state financial aid, a student must be matriculated.

Non-Matriculated Students: Non-matriculated status is granted to any student who is registered for credit-bearing courses but has not been admitted into a degree or certificate program. Students with a non-degree status may transfer their credits to a degree or certificate program by completing an application for status change with the Office of Admissions. Non-matriculated students are not eligible for student financial aid.

Visiting Students: Students in attendance at other colleges who wish to take courses at ASA may enroll as visiting students. They must submit to the Office of Admissions an official letter certifying that they are in good academic standing at their home college and have permission to take a course(s) at ASA. The visiting student status is valid for one semester.

Readmitted Students: Former matriculated students who wish to resume their studies at ASA may request readmission by completing a new application for admission, reentry appeal application and, if necessary, providing supporting documentation regarding the circumstances that resulted in discontinuance or interruption of studies. While readmission candidates may not have to resubmit copies of records already on file, their prior tuition balance and/or student loans status must be cleared before their application may be considered.

A student's request for readmission will be reviewed by the Committee on Re-entry Appeals within 30 calendar days of its receipt. If readmission is granted, the student will be required to:

1. meet the provisions of the catalog that is in effect on the date of readmission and
2. adhere to any stipulations regarding readmission to college.

STUDENT FINANCIAL ASSISTANCE

FINANCING YOUR EDUCATION

ASA believes that every qualified student, regardless of financial ability, should be able to obtain a college education. The Financial Aid Office helps match qualified applicants with the best aid programs to achieve their educational goals. It also provides students with assistance in applying for and receiving this funding. Matriculated students are often eligible for awards from multiple sources if they attend ASA on at least a half-time basis.

AVAILABLE AID PROGRAMS

To meet the needs of our diverse student population, ASA participates in federal, state, and institutional student financial assistance programs. Grant and loan programs are available to applicants who meet general and program-specific eligibility requirements.

GRANTS

A grant is a gift that does not have to be repaid. It is awarded on the basis of financial need. Money from grant sources is normally included in a student's Financial Aid Eligibility Notice, if he/she meets eligibility guidelines and funding levels permit. Specific grant programs include the Federal Pell Grant, the Federal Supplemental Educational Opportunity Grant (FSEOG), and the New York State Tuition Assistance Program Grant.

SCHOLARSHIPS

There are several scholarships available at ASA. Some are designed to help students as they begin their college careers; others are awarded as they progress in their major. Most are based on merit.

LOANS

An education loan is a form of financial aid that must be repaid with interest. It allows students to postpone repayment until after they have completed their education or have withdrawn from the college. Repayment time schedules depend on the loan program. As of 7/1/2010 all students must apply through the William D. Ford Federal Direct Loan Program.

WORK-STUDY

The federal work-study program allows students to earn part of their financial aid award through employment. Work-study students are employed either at a community organization or with an ASA department in positions that, whenever possible, complement their educational program.

APPLYING FOR FINANCIAL AID

Students are strongly encouraged to apply for financial aid as soon as they are admitted. Applicants are invited to meet individually with a financial aid officer to discuss their eligibility, application requirements, and available sources. To apply, they'll need to initially submit:

- A "Free Application for Federal Student Aid" (FAFSA);
- A New York State Express TAP Application;
- An application and promissory note for Federal Direct Loans, if necessary;
- A valid social security card;
- A valid driver's license or any other form of official picture ID;
- Proof of citizenship or eligible non-citizen status.

After the first interview, students will receive an itemized list of additional documents that will need to be submitted for financial aid consideration at a subsequent interview.

AID PROGRAM HIGHLIGHTS

Within this section there are brief overviews of aid programs available at ASA or from federal or state agencies outside of the college. Additional information on these programs is available from the Financial Aid Office.

FEDERAL AID ELIGIBILITY REQUIREMENTS

Students must meet general and program-specific eligibility requirements established by the U.S. Department of Education, which include the following:

- Be a U.S. citizen or an eligible non-citizen.
- Have a valid Social Security number.
- Have financial need (except for some loan programs).
- Have a high school diploma or a GED, earn a passing score on an approved Ability To Benefit test, or earn 6 college credits.
- Be enrolled at least half time as a regular student in an eligible program and working toward a degree or certificate.
- Not owe a refund on a grant or be in default on a student loan.
- Demonstrate compliance with applicable anti-drug regulations.
- Register with the Selective Service System if required to do so.
- Maintain satisfactory academic progress (SAP) as a student. See the Satisfactory Academic Progress Charts at the end of this Catalog.

NY STATE AID ELIGIBILITY REQUIREMENTS FOR THE TUITION ASSISTANCE PROGRAM - TAP

Students must:

- Meet the general federal eligibility requirements.
- Be a legal resident of New York State and have resided in New York State for at least 12 months immediately preceding the first semester for which Tuition Assistance Program (TAP) assistance is sought.
- Be enrolled and matriculated in an eligible program of study.
- Not be in default on repayment of State awards or on a student loan.
- Have proof of high school graduation.
- Maintain satisfactory academic progress according to standards prescribed by New York State. See the “SAP Chart” - “Appendix A” of this catalog.
- Maintain a 2.0 GPA after accumulating a total of 24 TAP points (an equivalent of 4 semester payments).
- Be matriculated full-time, taking at least 12 credits per semester applicable to their program of study.

Aid for Part time Study (APTS) is not offered by the Institution.

Special Requirements:

ASA programs are taught on an accelerated schedule. In order to maintain eligibility for the accelerated TAP award (any third consecutive TAP disbursement), students must earn a minimum of 24 credits in the preceding two semesters. One non-credit remedial course is allowed per semester for the completion of the 24 credit requirement.

Important note for students with foreign high school diplomas:

- Students with foreign high school credentials must pass a federally approved Ability-To-Benefit test or a High School Equivalency test (GED) before they receive their first TAP award.
- Students must pass the ATB exam within the add/drop period of the term in order to qualify for the award for that term. Students whose first language is English will take the Accuplacer ATB test. *Required passing scores: Reading Comprehension - 55, Sentence Skills - 60, Arithmetic - 34.*
- Students, for whom English is not their first language, will take the Celsa ATB test as well as a Math component from the Accuplacer test. *Required passing scores: Celsa - 97.*

FINANCIAL AID ELIGIBILITY COMPUTATION

The formula for determining a student’s eligibility for federal or state financial aid is complex. Factors that influence this calculation include but are not limited to:

• *Cost of Attendance*

This is the estimated cost of education-related expenses while attending ASA. It includes tuition and fees, room and board, books and supplies, and personal expenses (e.g. transportation and miscellaneous items).

• *Expected Family Contribution (EFC)*

This is the amount the applicant, and (if applicable) the applicant’s parents, are expected to contribute toward the cost of attendance.

This contribution is calculated by using federally legislated “needs analysis” guidelines. While the same procedure is used for all applicants, the resulting expected contribution will vary due to factors like past and present income; sav-

ings, assets, and debts; family size and the number of persons enrolled in post secondary education; and special circumstances unique to the family (e.g. unusually high medical expenses, cost of secondary school tuition, dependent care expenses).

- **Financial Need**

Financial Need = Cost of Attendance – Expected Family Contribution

(Need is equal to an applicant's cost of attendance minus his or her expected family contribution).

This determination is based on the information in the student's Free Application for Federal Student Aid (FAFSA). Generally, financial aid is first allocated, through a combination of grants, scholarships and loans, to meet the basic cost of a student's education (e.g. tuition, fees, and books). Other living expenses are addressed if funding levels permit.

FINANCIAL AID PACKAGE

The system of financing education with a combination of awards from all of the programs for which a student is eligible is called "packaging." While limited funding makes it impossible for ASA College to meet applicant's full demonstrated need, the Financial Aid Office attempts, when possible, to meet most of the applicant's financial need by offering a combination of grants and loans. It should be understood that financial aid is intended to supplement, not replace, financial contributions from the applicant and (if applicable) the applicant's parents.

Generally, financial aid funds are allocated first to meet the basic cost of a student's education (tuition, fees, and books). If funding permits, other living expenses are addressed. Need for aid is determined by an analysis of information contained in the student's Free Application for Federal Student Aid.



The data on these applications and the students' files are used to calculate what students and/or their parents are able to contribute toward the students' cost of attendance.

ESTIMATED 2018-19 COST OF ATTENDANCE FOR FULL-TIME STUDENTS

The Financial Aid Office will use these estimated costs for 8 months (2 ASA semesters) during the 2018-2019 award period.

STUDENTS WITHOUT DEPENDENTS LIVING WITH THEIR PARENTS

Tuition & Fees	\$ 12,920.00
Home Maintenance (room, board, and associated costs)	\$ 4,771.00
Books and Supplies	\$ 1,500.00
Personal	\$ 6,301.00
Transportation	\$ 968.00
Total Estimated Expenses	\$ 26,460.00

STUDENTS WITH DEPENDENTS NOT LIVING WITH THEIR PARENTS

Tuition & Fees	\$ 12,920.00
Home Maintenance (room, board, and associated costs)	\$ 15,903.00
Books and Supplies	\$ 1,500.00
Personal	\$ 6,301.00
Transportation	\$ 968.00
Total Estimated Expenses	\$ 37,593.00

ESTIMATED 2018-19 COST OF ATTENDANCE FOR FULL-TIME STUDENTS IN THE NURSING PROGRAM

The Financial Aid Office will use these estimated costs for 8 months (2 ASA semesters) during the 2018-2019 award period.

STUDENTS WITHOUT DEPENDENTS LIVING WITH THEIR PARENTS

Tuition & Fees	\$ 19,606.00
Home Maintenance (room, board, and associated costs)	\$ 4,771.00
Books and Supplies	\$ 1,500.00
Personal	\$ 6,301.00
Transportation	\$ 968.00
Total Estimated Expenses	\$ 33,146.00

STUDENTS WITH DEPENDENTS NOT LIVING WITH THEIR PARENTS

Tuition & Fees	\$ 19,606.00
Home Maintenance (room, board, and associated costs)	\$ 15,903.00
Books and Supplies	\$ 1,500.00
Personal	\$ 6,301.00
Transportation	\$ 968.00
Total Estimated Expenses	\$ 44,278.00

Note: Students are responsible for the purchase of their own textbooks and ordinary stationery supplies which become the property of the student. While textbook costs vary, the average cost to the student is estimated to be approximately \$50 to \$150 per course. Textbook and supplies can be obtained online.



FINANCIAL AID APPLICATION DEADLINES

Applicants are encouraged to complete the application process outlined herein promptly so as not to miss any of the mandatory or priority deadlines indicated below.

FINANCIAL AID DEADLINES

Free Application for Federal Student AID (FAFSA)	Must be submitted to the Financial Aid Office no later than the first day of class or June 30 of the academic year, whichever comes first
U.S. Department of Education Institutional Student Information Report (ISIR)	Must be received by the Financial Aid Office by September 26 or the last date of attendance, whichever comes first
New York State Express TAP Application (ETA)	Must be submitted to the Financial Aid Office or mailed to the Higher Education Services Corporation no later than June 30 of the academic year
Federal Supplemental Educational Opportunity Grant Program (SEOG)	The priority deadline for funding consideration is June 1, October 1, and February 1
ASA College Scholarship programs	Applications must be submitted no later than the end of the add/drop period of student's first semester of study. Applications, along with all required documentation, are collected by the student's Admission Advisor, who in turn submits them to the Scholarship Committee for evaluation. This procedure applies to all ASA Scholarships, unless otherwise stated in the "Application Procedure" section of the individual scholarship description.

Note: Financial aid awards are not automatically renewable. Recipients must reapply for aid each year they expect to receive any type of student assistance. This process is generally referred to as RE-FILING. It begins in late January and students are urged to complete the process prior to the beginning of their Summer semester. ASA reserves the right to prevent students from registering for their Summer classes until the completion of RE-FILING.

APPLICATION PROCESSING

After all forms and documents are submitted, the Financial Aid Office reviews and transmits the application to the respective funding sources for processing. Students receive a personalized Financial Aid Eligibility Award letter.

FOR FEDERAL AID

Once processed, the Financial Aid Office receives an Institutional Student Information Report (ISIR) that contains an "EFC". The EFC (Expected Family Contribution) is used to confirm the amount of an applicant's Federal Pell Grant, loan and campus-based awards.

If the ISIR contains minor errors, the Financial Aid Office corrects and re-transmits it for reprocessing.

However, if the ISIR has inconsistencies (such as differences in income sources, marital status, household size, prior school attendance) or printed comments reveal an eligibility problem, the Financial Aid Office will immediately contact the student so he/she can explain and correct the discrepancy.

Students must complete their Master Promissory Note (MPN) on the Department of Education web site at **StudentLoans.gov**.

FOR NEW YORK STATE AID

Approximately 3-6 weeks after receipt of federal application data, applicants receive a notification from NYSHESC that their TAP application is ready for processing. Students can go on line to HESC.ny.gov to complete their application or a hard copy can be printed for them at the Financial Aid Office. The student should review the ETA immediately upon receipt, and correct any errors or missing information. The student should sign the ETA (and have it signed by his/her spouse or parents, as appropriate) and bring it to the Financial Aid Office for review and mailing.

Approximately eight weeks later, the student will receive an award notification from HESC, which states either the amount of his/her award or a specific reason for denial of an award. If additional information is needed for award processing, the student will receive a Request for Information form. If the student receives a letter of denial or a form requesting additional information, he or she should bring it to the Financial Aid Office so that necessary corrections can be made within specified deadlines.

Important note: *The aid projections specified on the student's Financial Aid Eligibility Notice are subject to change as a result of federal and/or state legislative or regulatory changes. Additional data verification may become necessary after the time of initial application if the applicant has used all or part of his or her available financial aid funds at another school.*

DISBURSEMENT OF FINANCIAL AID

ASA's Financial Aid Office coordinates with the Student Accounts Office the different types of financial assistance for which a student is eligible. A student's charges for direct institutional costs (e.g. tuition, fees) are deferred by the amount of financial aid expected to be received for the duration of the student's program. The balance, if any, is paid on an installment plan.

For federal and state aid programs: Financial aid disbursements are authorized according to a prescribed schedule of "payment periods" (usually by academic semester). In the first semester of a student's program, federal financial aid payments are authorized upon receipt of a valid Institutional Student Information Report (ISIR). Subsequent payments are contingent upon a student maintaining satisfactory academic progress.

For the NYS Tuition Assistance Program: State awards are disbursed directly to ASA upon school certification of the student's attendance and eligibility for the specific semester.

Student's Financial Aid Eligibility Notice projects that a specific award will be paid in future academic years. This is contingent on several factors including the student submitting the necessary application forms, continuing to be eligible for aid, and ensuring that the Financial Aid office receives a valid ISIR and TAP certification roster. As previously mentioned, awards involving multiple financial aid years are not automatically renewable. Recipients must reapply each year if they expect to receive any type of student assistance.

Since financial aid payments are contingent upon a student fulfilling certain obligations, all institutional charges remain the student's obligation until paid directly by the student or resolved by actual receipt of financial aid. The college reserves the right to dismiss a student for nonpayment of tuition and fees due.

FEDERAL FINANCIAL AID

FEDERAL PELL GRANT

Description	This program provides financial assistance to students who demonstrate financial need according to federal government criteria. Among the factors used to determine need are family size, family income, assets, and number of family members enrolled in college. Recipients must be U.S. citizens or eligible non-citizens who are registered for a minimum of 6-credits in a matriculated status.
Award Amount	Awards are based on the expected family contribution. Students are limited to a lifetime amount of 600% of scheduled Pell awards (this is equivalent to 12 full-time semester payments). For the 2018-2019 award year, the maximum award is \$6,095.00 for one Academic Year.
Application Procedure	Complete Free Application for Federal Student Aid (FAFSA).

FEDERAL DIRECT PARENT LOAN FOR UNDERGRADUATE STUDENTS (DIRECT PLUS)

Description	PLUS loans enable parents with good credit histories to borrow to pay the education expenses of dependent undergraduate students enrolled at least half-time. The interest rate is variable, but can never exceed 9 percent. The interest rate is adjusted on July 1 of each year. Interest is charged on the loan from the date the first disbursement is made until the loan is paid in full. Repayment of the loan begins within 60 days after the final disbursement for the academic year and may extend up to 10 years. Parents may choose to defer payments on a PLUS loan until six months after the date the student ceases to be enrolled at least half time.
Award Amount	The annual loan amount is limited to the cost of attendance minus other aid.
Application Procedure	Complete Free Application for Federal Student Aid (FAFSA). Complete DIRECT PLUS loan application which is available on line at StudentLoans.gov .

FEDERAL DIRECT SUBSIDIZED STAFFORD LOAN

- Description** This program enables students enrolled on at least a half-time basis to apply for a loan. Repayment begins 6 months after graduating, leaving school, or dropping below half-time. While students are in school interest is subsidized by the US Department of Education. The amount of each payment depends on the student's total indebtedness. The minimum monthly payment is \$50. The interest rate is variable, but can never exceed 8.25 percent. The interest rate is adjusted on July 1 of each year. Effective 07/01/2013, all first time borrowers will be subject to the 150% Maximum Eligibility Period requirement. A borrower's Maximum Eligibility Period for a Subsidized Stafford Loan is a period of time that is equal to 150% of the published length of the student's academic program.
- When calculating remaining eligibility for a Subsidized Loan (Subsidized Usage Period), ASA will have to consider all prior Subsidized Usage Periods. Once the eligibility for a subsidized portion of Direct Stafford Loan has been exhausted, students will be able to borrow the remaining funds from the Unsubsidized Stafford Loan (up to the aggregate loan limit).
- Award Amount** Students may borrow up to \$3,500 for the first year of study and up to \$4,500 for the second year, depending on need. The loan amount cannot exceed the cost of attendance minus the student's expected family contribution and other aid.
- Application Procedure** Complete FAFSA and Application for Federal Direct Stafford Loans.

FEDERAL DIRECT UNSUBSIDIZED STAFFORD LOAN

- Description** This loan is available to students regardless of their or their parents' income. The terms of the loan are the same as a Subsidized Loan, except that the student's interest is not subsidized by the Federal government while in school. The interest rate is variable, but can never exceed 8.25 percent. The interest rate is adjusted on July 1 of each year. Interest is charged on the loan from the day the loan is disbursed until it is repaid in full. Although the student is not required to make interest payments toward the loan while attending school, it is recommended that he/she does so if at all possible.
- Award Amount** Same as the Subsidized Direct Stafford Loan, although the independent students may borrow up to an additional \$6,000 in unsubsidized loans. Undergraduate dependent students may borrow up to an additional \$2,000.00 in unsubsidized loans. In addition, if the parent of an undergraduate dependent student is denied a PLUS loan, the student then qualifies for an additional \$4,000.00 unsubsidized loan. Borrowers can receive subsidized and unsubsidized loans for the same loan period but the combined total cannot exceed annual loan limits. Annual loan amount is limited by the cost of attendance minus other aid. Subsidized Direct Stafford Loans must be applied for first.
- Application Procedure** Complete FAFSA and Application for Federal Direct Stafford Loans.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

- Description** This program provides additional grant assistance to students with exceptional financial need; that is, students with the lowest expected family contribution. Award priority is given to Pell Grant recipients.
- Award Amount** Generally, awards range from \$100 to \$4,000 per academic year depending on available funds.
- Application Procedure** Complete FAFSA.

FEDERAL WORK-STUDY PROGRAM (FWS)

- Description** FWS provides jobs for students who have applied for federal financial aid and have demonstrated need. All students eligible for Title IV will be informed during the initial packaging interview of the availability of the FWS program. The award letter will be noted to reflect students' interest or disinterest. To all students who indicate interest in the FWS program, a FWS package with forms and instructions will be distributed.
- Award Amount** A maximum award of \$4500.00 for the program will be estimated on the initial Eligibility Notice, to the extent of available funds and available positions.

- Application Procedure** Students will need to meet the following requirements before they apply for a FWS position:
1. Earn a minimum of 6 core credits
 2. Be enrolled in an eligible program at least half-time
 3. Possess a 2.5 CGPA for on-campus positions and a 3.0 CGPA for off-campus positions
 4. To indicate acceptance of the FWS award, students must submit an application for FWS employment to the FWS coordinator – this application will be included in the FWS package distributed to the students at the initial packaging interview
 5. Upon approval from the FWS Coordinator, students will have to schedule an appointment with the Placement Department to review available positions and to schedule an interview.
- Once hired:
1. Students will be allowed to work up to 20 hours per week and must make sure that their work schedule does not conflict with their class schedule.
 2. Students will not be eligible for FWS once they withdraw or are dismissed from school.
 3. Students will be paid \$15.00 per hour for on-campus positions and \$15.00 per hour for off-campus positions.
 4. Students will be paid biweekly and must submit their timesheets on a Monday following the end of a payroll period.
 5. Students must maintain a 2.5 CGPA for on-campus positions and a 3.0 CGPA for off-campus positions as well as at least half-time enrollment status.

CHILD OF VETERANS AWARD

- Description** Awards are provided to eligible veterans and children of deceased veterans or service connected disabled veterans. Must provide verification of enrollment and any other documents required by the Veterans Administration.
- Award Amount** Amount varies.
- Application Procedure** Call (888) GI BILL1 (888-442-4551) or contact any regional Department of Veteran's Affairs for information and applications.

NEW YORK STATE FINANCIAL AID

NEW YORK TUITION ASSISTANCE PROGRAM (TAP)

- Description** To qualify for TAP, an applicant must be a legal resident of New York and be registered for a minimum of 12 credits per semester. Students enrolled in 2-year programs are eligible for up to 3 years of TAP for full-time study.
- Award Amount** The amount of the award varies depending on income, financial dependency status, and the cost of tuition. For 2018-19, TAP grants for first-time recipients range between \$500 and \$4,000 per award year for students who are dependent on their parents, or who are financially independent and are married and have legal tax dependents. Awards for single independent students without dependents and married students without dependents range between \$500 and \$3,025 per award year. Payments for accelerated study are deferred until October 1 of the following year.
- Application Procedure** Complete FAFSA. You will then be mailed or e-mailed a notice regarding the completion of Express TAP Application (ETA). TAP awards will not be processed until a completed ETA is received by NYSHESC. Students can mail the application to HESC on their own or bring it to the Financial Aid Office for review and mailing. Beginning with the 2010-11 academic year, HESC no longer mails hard copy applications to students. Students have the option of completing their TAP applications on line or obtaining a hard copy application from the Financial Aid Office.
- Deadline** The DEADLINE for submitting an ETA to HESC is June 30, 2019 for the 2018-19 Academic Year. After this date HESC will not be processing any applications for the said year and any awards estimated on the student's Eligibility Notice will become null and void.

NEW YORK STATE VIETNAM VETERANS TUITION/PERSIAN GULF VETERANS TUITION AWARD

Description	Grant program for veterans enrolled in degree-granting programs for a minimum of 3 credit hours. Must meet federal and state eligibility requirements and other eligibility requirements.
Award Amount	Eligible veterans may receive \$500 per semester for part-time study and \$1,000 for full-time attendance.
Application Procedure	Complete FAFSA, ETA and WTA Award Supplement. Call HESC at (888) NYS HESC (888-697-4372) for additional information.

For other scholarships available through NYSHESC, visit their website at www.hesc.ny.gov

ASA COLLEGE SCHOLARSHIP PROGRAMS

Students can receive only one scholarship per semester.

Student-athletes taking non credit-bearing courses, can apply for athletic scholarship only.

All scholarship applications must be submitted no later than the end of the add/drop period of student's first semester of study. Applications, along with all required documentation, are collected by the student's Admission Advisor, who in turn submits them to the Scholarship Committee for evaluation. This procedure applies to all ASA Scholarships, unless otherwise stated in the "Application Procedure" section of the individual scholarship description.

ASA COLLEGE ALUMNI TRANSFER TO BACHELOR'S DEGREE SCHOLARSHIP

Description	<p>ASA College has established a scholarship available to all ASA graduates who have completed an Associate degree program at ASA, and would like to enroll into the Bachelor's online degree program at ASA College. There is no limit to the number of students who can receive this scholarship. The following are the requirements and eligibility criteria that must be satisfied in order for the student to be eligible for the scholarship:</p> <ul style="list-style-type: none"> - Student must have successfully completed an AOS/AAS program at ASA College; - Student must be enrolled into the online Bachelor's Program at ASA College; - Student must complete the semester in order to receive the scholarship amount for that semester; <p>If a student withdraws from the college, he/she will forfeit the scholarship amount for that semester.</p> <p>Student must be considered full time and earn a minimum cumulative GPA of 2.0 in order to maintain eligibility for any subsequent disbursement of the scholarship;</p> <p>The award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student's account upon successful completion of a semester.</p>
Award Amount	A student will be awarded up to \$1,500.00 per semester, not to exceed \$6,000 in total (Students who graduated with a GPA of 2.00 – 2.49 will receive \$1,000 a semester, and 2.5 – 4.00 will receive \$1,500 a semester).
Application Procedure	Award eligibility will be determined by a Financial Aid advisor at the financial aid planning interview.

ASA SECOND PROGRAM SCHOLARSHIP

Description

ASA College has established a scholarship available to students who were previously enrolled at ASA College, have no previous balance and who wish to re-enroll for another program/major.

Students must commit to successfully completing the program and meeting the graduation requirements. Upon successfully completing the program, the awarded amount will be posted to the student's account as a scholarship.

Student must meet the following requirements in order to be eligible for the award:

- Student must be enrolled into a degree or certificate program at ASA College;
- Student must be enrolled full time;
- Student must graduate in order to receive the scholarship.
- Student must maintain full-time enrollment status in any consecutive term in order to maintain the eligibility for the scholarship.

Award Amount

Up to \$5000.00 of student's tuition liability (for the second program) after all grant aid is applied (not to exceed \$1,000 a semester).

Application Procedure

Scholarship eligibility and award amount will be determined by the Scholarship Committee. In order to be considered, applicant must complete the ASA College admissions and scholarship applications, meet with an ASA Admissions Advisor, and submit an essay describing his/her interest in the chosen program.

ASA COLLEGE ARTHUR J. HIDALGO MEMORIAL SCHOLARSHIP

Description

The Arthur J. Hidalgo Memorial Scholarship is available on a competitive basis to students who meet the eligibility criteria. Typical criteria include grade point average, enrollment in a specific academic program, and residence in a limited geographic area, community service or co-curricular activities. Factors on the decision matrix for consideration include essays, recommendations and interviews that reflect leadership and community service. While the minimum CGPA to qualify is 3.75, students with higher scholarship earn higher points on the decision matrix. The Arthur J. Hidalgo Memorial Scholarship(s) covers full tuition costs, is awarded every semester. Only students in the degree programs are eligible to apply for this scholarship. Students must also maintain a cumulative grade point average (CGPA) of 3.75 to continue to receive this scholarship in subsequent semesters.

Award Amount

Scholarship covers up to full amount of tuition and fees for each semester the student is eligible.

Application Procedure

Applicants must complete an ASA admissions and scholarship applications, meet within ASA Admissions Advisor, take and pass all required placement tests, apply for financial aid, submit an essay and a letter of recommendation.

Deadline for submission: Friday of the 2nd week of every semester.

ASA COLLEGE DONNA CLAYTOR MEMORIAL SCHOLARSHIP

Description

The Donna Claytor Memorial Scholarship is available on a competitive basis to students in health disciplines programs who meet the eligibility criteria. To qualify for this award, students must be enrolled in a Health Discipline degree program at ASA College and must satisfy the following requirements and eligibility criteria:

- be full time and taking at least 12 credits in the semester for which eligibility is sought;
- have successfully completed one semester of core studies in the Division of Health Disciplines;
- have a cumulative GPA of 3.85 or higher.

Award Amount

Maximum allowance of award is up to \$500.00 per semester, and will be awarded once per semester.

Application Procedure

Applicant must fill out a scholarship application form which can be obtained in the Division of Health Disciplines. Completed scholarship application form will be submitted to the scholarship committee for consideration. Applications are accepted each semester.

Deadline for submission: Friday of the 2nd week of every semester.

ASA COLLEGE INTERNATIONAL STUDENT SCHOLARSHIP

Description

The following visa holders, their spouses or children are eligible to apply for a merit based International Student Scholarships:

- International Student (F-1 visa),
- Diplomatic and other government officials and employees (A visa category),
- International trade and investors (E visa),
- Representatives to international organizations and their employees (G visa),
- Temporary workers (H visa),
- Representatives of foreign media (I visa),
- Exchange visitors (J visa),
- Intracompany transferees (L visa),
- Individuals with extraordinary abilities (O visa),
- Temporary religious workers (R visa).

Scholarships can cover up to fifty percent of tuition costs and are renewable for each of the student's subsequent semesters. The amount of the subsequent semester scholarship award will be determined by the GPA earned the previous semester.

**Effective Fall 2017 International student athletes in the ESL program only qualify for the athletic scholarship.*

Award Amount

- Initial award will be determined based on the review of students' high school/college grade point average

- Awards for any subsequent semester will be based on the GPA/CGPA and passing grades achieved in the previous semester at ASA

**Effective Spring 2018, International students athletes enrolled in a regular program, can receive up to a 30% scholarship, if they do not have a full athletic scholarship.*

INITIAL AWARD REQUIREMENTS:

- Students with GPA between 3.0 and 4.0 - up to 50% of the semester tuition charges;
- Students with GPA between 2.0 and 2.99 - up to 40% of the semester tuition charges;
- Students taking only ESL courses – up to 50% of the semester tuition charges.

Students whose GPA is below 2.0 will be eligible to apply for volunteer work scholarship. Upon completion of their approved volunteer work, they will be eligible for a scholarship of up to 40% of semester tuition charges (50% for ESL only students).

SUBSEQUENT SEMESTER AWARD REQUIREMENTS:

- Students must achieve ASA GPA/CGPA of 4.0 to receive up to 50% of the semester tuition charges;
- Students must achieve ASA GPA/CGPA of 3.0 and 3.99 to receive up to 45% of semester tuition charges;
- Students must achieve ASA GPA/CGPA of 2.0 and 2.99 to receive up to 40% of semester tuition charges;
- Students taking all non-credit bearing ESL courses must obtain a passing grade in ALL courses in order to receive 50% of the next ESL semester tuition charges. All students going into ESL level D will receive 40% of semester tuition charges;
- Students who fail any of their ESL classes or whose GPA falls below 2.0 will be eligible to apply for volunteer work scholarship. Upon completion of their approved volunteer work, they will be eligible for a scholarship of up to 40% of semester tuition charges (50% for ESL only students)

Application Procedure

The application process requires a review of the student's high school/college grade point average, improvement of English language proficiency, and faculty recommendations. Applicants are also required to submit a short essay describing their interest in their chosen program. For more information, contact the International Student Advisor/DSO. Final decisions will be made by the Registrar's office within two weeks after the beginning of each semester.

ASA COLLEGE NON-RESIDENT STUDENT SCHOLARSHIP

Description	<p>ASA offers a scholarship for qualified ASA students who are not residents of New York State. The following are the requirements and eligibility criteria that must be satisfied in order for the student to be eligible for the scholarship:</p> <ol style="list-style-type: none"> 1. Students must document the fact that they do not reside in the State of New York. Acceptable documentation includes: utility bills; tax returns; official letters. All documents must show the student's/student's spouse's name, current date, and address. Student must reestablish eligibility as often as he/she is required to refile for Federal Aid; 2. Student must be enrolled full time with a minimum of six (6) core credits. Student will not be eligible for the scholarship in any semester where he/she will be repeating (FR) more than 6 credits; 3. Student must maintain a minimum cumulative GPA of 3.0 in order to maintain eligibility for any subsequent disbursement of the scholarship; 4. The award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student's account upon completion of a semester.
Award Amount	Student will be awarded up to \$1,000 per semester
Application Procedure	Eligibility will be determined in the Financial Aid Office at the point when student is applying for all other forms of Financial Assistance.

ASA COLLEGE REGENTS DIPLOMA SCHOLARSHIP

Description	<p>ASA College offers academic scholarship to qualified applicants with a Regents diploma from any of the recognized high schools in the USA. The following are requirements and eligibility criteria that must be satisfied in order for the student to be eligible for the scholarship:</p> <ol style="list-style-type: none"> 1. Applicant must present a certified true copy of his/her Regents diploma to the Registrar's Office and this must be verified by the Registrar; 2. Student must be enrolled full time with a minimum of six (6) core credits; 3. Student must maintain a minimum of 3.0 GPA for every semester; 4. Student must have no disciplinary infractions for the duration of his/her stay at ASA.
Award Amount	Student will be awarded \$1,000.00 per semester regardless of remediation, not to exceed \$5,000.00. Award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student's account upon completion of a semester.
Application Procedure	Applicant must complete the ASA College admissions and scholarship applications, meet with an ASA Admissions Advisor, submit a short essay describing his/her interest in the chosen program.

TRANSFER STUDENT SCHOLARSHIP

Description	<p>ASA College has established a scholarship to be awarded to all eligible transfer students.</p> <ul style="list-style-type: none"> - Student must complete a free Application for Financial Aid (FAFSA) and receive a valid Institutional Student Information Record (ISIR); - Student must be enrolled into a degree or certificate program; - Student must be enrolled full time; - Student must complete the semester in order to receive the scholarship amount for that semester. - Student must maintain a minimum cumulative GPA of 2.5 in order to maintain eligibility for the scholarship. <p>The award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student's account upon successful completion of the semester.</p>
Award Amount	<p>Students with CGPA of 3.0-4.0 at a previous college - up to \$2000.00 of the semester tuition remaining after all other grant aid is applied.</p> <p>Students with CGPA of 2.5-2.99 at a previous college - up to \$1500.00 of the semester tuition remaining after all other grant aid is applied.</p>
Application Procedure	Scholarship eligibility and award amount will be determined by the Scholarship Committee. In order to be considered, applicant must complete the ASA College admissions and scholarship applications, meet with an ASA Admissions Advisor, and submit an essay describing his/her interest in the chosen program.

ASA SECOND CHANCE PROGRAM SCHOLARSHIP

Description

ASA College has established a scholarship available to students who were previously enrolled at ASA College and who wish to re-enroll, but have a prior balance owed to ASA College. The balance will be initially structured as an institutional payment plan. Students must commit to repaying the full balance. Upon successfully completing the program, the awarded amount will be posted to the student's account as a scholarship. Student must meet the following requirements in order to be eligible for the award:

- Student must be enrolled into a degree or certificate program at ASA College;
- Student must have at least 2 semesters left before program completion;
- Student must be enrolled full time;
- Student must graduate in order to receive the scholarship.

Student must maintain full-time enrollment status in any consecutive term in order to maintain the eligibility for the scholarship.

Award Amount

Up to 50% of the owed prior enrollment balance.

Application Procedure

Scholarship eligibility and award amount will be determined by the Scholarship Committee. In order to be considered, applicant must complete the ASA College admissions and scholarship applications, meet with an ASA Admissions Advisor, and submit an essay describing his/her interest in the chosen program.

ASA COLLEGE RECENT GRADUATE SCHOLARSHIP

Description

ASA College offers academic scholarship to qualified applicants who graduated from High School within one year of the start of the semester they enroll into. The following are requirements and eligibility criteria that must be satisfied in order for the student to be eligible for the scholarship:

1. Applicant must present a certified true copy of his/her high school diploma to the Registrar's Office and this must be verified by the Registrar;
2. Student must be enrolled full time with a minimum of six (6) core credits;
3. Student must maintain a minimum of 2.5 GPA for every semester;
4. Student must have no disciplinary infractions for the duration of his/her stay at ASA.

Award Amount

Student will be awarded up to \$2,000.00 per semester, not to exceed \$10,000.00. Award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student's account upon completion of a semester.

Application Procedure

Scholarship eligibility and award amount will be determined by the Scholarship Committee. In order to be considered, applicant must complete the ASA College admissions and scholarship applications, meet with an ASA Admissions Advisor, and submit an essay describing his/her interest in the chosen program.

NEW STUDENT CHALLENGE PROGRAM SCHOLARSHIP

Description

ASA College has established a program available to all ASA first time enrolling students. All students must satisfy the following requirements in order to be eligible for the program:

- Student must be enrolled full time;
- Student must graduate from the program in order to receive the award
- Student must have tuition liability after all grant aid is applied
- Student must maintain a minimum cumulative GPA of 2.0 in order to maintain eligibility;
- The award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student's account upon successful completion of a program.

Award Amount

Up to \$5000.00 of student's initial (at the point of first enrollment) tuition liability after all grant aid is applied.

Application Procedure

Scholarship eligibility and award amount will be determined by the Scholarship Committee. In order to be considered, applicant must complete the ASA College admissions and scholarship applications, meet with an ASA Admissions Advisor, and submit an essay describing his/her interest in the chosen program.

ASA COLLEGE AMERICAN DREAMERS SCHOLARSHIP

Description

ASA College offers a scholarship to undocumented students who are not eligible to receive financial aid under federal and state law and who have graduated from a US or foreign high school, or obtained a GED. This scholarship is limited to 100 recipients per academic year. Students must produce the following documentation in order to be considered for this scholarship:

1. Proof of graduation from a US or foreign high school, or attainment of a GED.
2. Valid picture ID.

In addition, students must meet the following eligibility criteria:

- Student must be enrolled full time in any semester for which eligibility is sought.
- If taking credit-bearing courses, student must maintain a minimum cumulative GPA of 2.5 for the first two semesters and 3.0 cumulative GPA for subsequent semesters, and must pass all ESL/remedial courses to maintain eligibility for any subsequent disbursement of the scholarship.

Award Amount

Up to fifty percent of the semester tuition charges.

Application Procedure

Applicant must complete ASA admissions and scholarship applications, present proof of high school graduation or a copy of a GED for evaluation, meet with an ASA Admissions Advisor, and take all required placement tests.

The above criteria are effective for all new students starting with the Spring 2015 semester.

ASA COLLEGE GRADUATION ASSISTANCE PROGRAM – COME BACK TO SCHOOL INITIATIVE (*Effective Spring 2018 semester*)

Description

The ASA College Graduation Assistance Program (GAP) is to support students who have been out of school for at least a semester, and have one more chance at completing the program in which they enrolled.

Student must commit to successfully completing the program and meeting the graduation requirements. Upon successful completion, the awarded amount will be posted to the student's account as a scholarship.

Student must meet the following requirements in order to be eligible for the award:

- Student must be in good academic standing;
- Student must be enrolled into a degree or certificate program at ASA College;
- Student must be enrolled full time;
- Student must maintain full-time enrollment status in any consecutive term in order to maintain eligibility for the scholarship;
- Student must maintain a 2.0 CGPA throughout the program. If the CGPA drops below a 2.0, a student will lose eligibility for all subsequent semesters.

Award Amount

Up to \$1,000 a semester, not to exceed \$4,000 for a degree program; up to \$2,000 for a certificate program, after all other Financial Aid eligibility has been exhausted.

Application Procedure

The applicant must complete the ASA scholarship application, complete their Financial Aid process, and submit an essay describing his/her interest in the chosen program to their Admissions Advisor, for consideration and review by the Scholarship Committee.

CLARA BARTON SCHOLARSHIP FOR NURSING

(Effective Spring 2020 semester)

Description

ASA College is proud to offer the Clara Barton Scholarship for Nursing beginning with the Fall 2019 semester to continuing students in the Nursing Program, who meet the following criteria:

- Achieve a CGPA of 3.5 or higher at the end of Summer 2019 semester;
- Enroll at least half time (minimum 6 credits) for the Fall 2019 semester;
- Must complete the Fall 2019 semester, otherwise scholarship will be forfeited;
- Must have no disciplinary infractions for the duration of their time at ASA.

Award Amount

Scholarship will be awarded according to the following schedule:

- Students with CGPA of 3.5 or higher will be awarded \$1000.00 per semester; if their CGPA will fall below 3.5 CGPA, they will lose eligibility until their CGPA of 3.5 is regained;
- If approved, the award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student's account upon completion of the Fall 2019 semester.

Application Procedure

Applicant must have a completed FAFSA on file with ASA for the 2019-20 award year. All Department of Education verification requirements must be met, before eligibility for the scholarship will be considered.

Applicant must wait until all grades are posted for the Summer 2019 semester and their CGPA can be calculated. In order to be considered, applicants must complete the scholarship application as well as a 250 word essay, describing why they have chosen the Nursing program and what their plans are after they graduate. Scholarship eligibility will be determined by the scholarship committee.

PRESIDENTIAL SCHOLARSHIP

(Effective Spring 2020 semester)

Description

ASA College is proud to offer a Presidential Scholarship beginning with the Fall 2019 semester to all, who meet the following criteria:

- Achieve a CGPA of 3.0 or higher at the end of 2019 semester;
- Enroll for the Fall 2019 semester full-time.
- Must complete the semester, otherwise scholarship will be forfeited;
- Must have no disciplinary infractions for the duration of their time at ASA.

Award Amount

Scholarship will be awarded according to the following schedule:

- Students with CGPA of 3.0 or higher will be awarded up to \$2000.00 per semester; if their CGPA will fall below 3.0 CGPA, they will lose eligibility until their CGPA of 3.0 is regained;
- If approved, the award will be reflected on the Financial Aid Eligibility Notice and will be posted to the student's account upon completion of the semester.

Application Procedure

Applicant must have a completed FAFSA on file with ASA for the 2019-20 award year. All Department of Education verification requirements must be met, before eligibility for the scholarship will be considered.

Applicant must wait until all grades are posted for the previous semester and their CGPA can be calculated. In order to be considered, applicants must complete the scholarship application as well as a 250 word essay, describing why they have chosen the Nursing program and what their plans are after they graduate. Scholarship eligibility will be determined by the scholarship committee.

ASA COLLEGE ATHLETIC SCHOLARSHIP

Description

ASA College offers three types of athletic scholarships: full tuition scholarship; full scholarship; and partial scholarship. Scholarships are awarded based on athletic ability as determined by the head coach of the sport. In order to qualify for the award a student must comply with all college, team, and NJCAA rules and regulations, as well as all Federal and State financial aid regulations. In order to maintain eligibility, students must satisfy criteria outlined by NJCAA academic eligibility standards.

Award Amount

Scholarship awards will cover one academic year at a time and must be renewed each year. Each scholarship will cover components outlined below after the application of federal and state grants and may not exceed the cost of attendance.

Full Tuition Scholarship: this award is intended to cover tuition and fees during one academic year. Each scholarship may vary, based on the actual cost of tuition and fees, less any federal and state grants for which the student may qualify. In order to receive the award, the recipient must be in good academic and athletic standing.

Full Scholarship: this award is intended to cover tuition, fees, books, room and board during one academic year. Each scholarship may vary, based on the actual cost of the above components, less any Federal and State grants for which the student may qualify. Good academic and athletic standing is required for continued eligibility.

Partial Scholarship: covers up to 50% of the student's tuition and fees, less any federal and state grants and scholarships. Good academic and athletic standing is required for continued eligibility.

Application Procedure

Applicants must complete an ASA admissions application, meet with an ASA Admissions Advisor, take and pass all required placement tests, and apply for financial aid by filling out a FAFSA application and completing the packaging process. Once the scholarship is awarded by the head coach, student must execute the letter of intent and the scholarship agreement form.



FINANCIAL AID EXIT INTERVIEWS FOR STUDENTS GRADUATING OR FALLING BELOW HALF TIME

Students who have taken out federal student loans to help pay for college are required by federal law to complete loan exit counseling before they graduate or fall below half time. The purpose of exit counseling is to remind students of their rights and responsibilities as Federal Students Loan Borrowers, to review the amount of their indebtedness under each loan program, and to complete the required exit counseling documentation.

VERIFICATION

The federal government or ASA College may randomly select students for verification of data they provide. ASA College has developed the following policies and procedures regarding the verification of information provided by the applicant for federal aid under the Title IV Programs:

1. All students will be notified verbally by the Financial Aid Department if the U.S. Department of Education has selected them for verification. Upon selection, a financial aid administrator will inform the applicant of the time parameters and consequences of not completing verification as well as confirm what supporting documentation is required, based on the most recent verification guide supplied by the Department of Education. The administrator will inform the applicant of the results of verification and any other documentation that is needed, and will assist the applicant in correcting any information that is inaccurate.
2. For Pell Grants and FSEOG, the student will have 120 days after his or her last day of attendance or the end of the academic year, whichever is earlier, to complete verification. However in the interim, the student must have made arrangements with ASA for payment of all tuition and fees due or risk termination at the option of ASA College. After 120 days, all financial aid that may have been due is canceled.
3. If the applicant knowingly supplies inaccurate information on any application or refuses to correct an error after being counseled by the institution, ASA must refer the case to the Department of Education. No financial aid will be disbursed to the student until the situation is resolved.

Note: *The information provided on financial aid applications, and any other information received from applicants by Financial Aid Office staff, is kept in strict confidence and used solely for financial aid eligibility determination. All documents submitted in support of an application for financial aid become the permanent possession of ASA College.*

OBTAINING ADDITIONAL INFORMATION

Enrolled or prospective students can obtain additional information on any aspect of financial aid by contacting the Financial Aid Office in person or by telephone.

The Financial Aid Office is open Monday through Friday from 9:00 a.m. to 8:00 p.m.

Former students are encouraged to avail themselves of the department's services should they encounter problems with repayment of their loan, desire to continue their education at ASA or elsewhere, or have any questions with which the Financial Aid Office might be able to assist.

A number of informative brochures on how to pay for college, managing your finances, identity theft, etc. are also available in the financial aid office.



TUITION, FEES AND REFUND POLICY

TUITION AND FEES

All tuition and fees must be paid at the time of registration and are paid for each semester of enrollment. Tuition is determined by the number of credits a student takes. Tuition, fees, and related refund policies listed in this catalog are subject to change without notice at the discretion of the college. If tuition or fees are increased, payments already made are counted as partial payment. The Student Accounts Office notifies students through mailed billing statements of any additional amounts due and payment deadlines. Tuition is based on a per credit charge for part-time students.

Permission must be obtained from the Office of Academic Affairs to register for more credits than those listed in the recommended program sequence in any semester. Each request is evaluated on the basis of its merit, including the student's prior academic record and commitments other than college studies. For purposes of tuition and fees assessments, students are categorized either as full time or part time students. *Full-time Students:* students who are enrolled for 12 or more credits (or credit-equivalent) in a term are classified as full-time. *Part-time Students:* students who are enrolled for fewer than 12 credits (or credit-equivalent) in a term are classified as part-time and are billed on a per-credit basis.

The schedule of tuition and fees for ASA College that are in effect for the 2018-2019 college year is presented in the following table.

TUITION AND FEES RATES EFFECTIVE SPRING 2019

TUITION*:

Tuition: (full-time)	\$	5,940.00
Tuition: ESL Courses (full-time)	\$	3,036.00 - 3,096.00
Tuition: (Per Credit)	\$	495.00
Tuition: ESL Courses (Per Credit)		
Levels A, B, C	\$	253.00
Levels D, E	\$	258.00

* All tuition charges are for 12-18 credits per semester (including remedial courses). The per-credit tuition rate is charged for credits below 12 and over 18. The above tuition rates are applicable to all programs except Nursing. For per credit charges of the courses in the Nursing program, please see next.

TUITION RATES EFFECTIVE SPRING 2019: NURSING PROGRAM

Tuition per credit:

Core competencies courses	\$	495.00
Required arts and sciences courses	\$	495.00
Required professional courses	\$	820.00

For a list of courses, please see program description section

FEES FOR ALL PROGRAMS:

Application Fee (non refundable)	\$	25.00
Registration Fee: per semester (non refundable)	\$	25.00
Late Registration Fee: per occurrence (non refundable)	\$	25.00
Late Payment Fee: per late payment (non refundable)	\$	35.00
Add/Drop Fee: per course (non refundable)	\$	10.00
Student ID fee (non refundable)	\$	10.00
Replacement Student ID fee: per request	\$	10.00
Returned Check Fee: per occurrence	\$	25.00
Technology Fee: for on-site students per semester (non refundable)	\$	125.00
Technology Fee: for Distance Learning students per semester (non refundable)	\$	250.00
Student Activity Fee: per semester (non refundable)	\$	144.00
Student Accident Insurance Fee: per semester	\$	25.00
Externships Liability Insurance Fee: per semester (non refundable after course begins)	\$	15.00
Facilities Fee	\$	200.00
Athletic Event Fee (per semester)	\$	185.00
Graduation Fee (non refundable)	\$	200.00
Official Transcript Fee: per request	\$	5.00
Duplicate Diploma or Certificate: per request	\$	50.00
Diploma Mailing Fee	\$	10.00
Printing Fee: per semester (first 400 pages)	\$	40.00
Printing Fee: per sheet, after allowed 400 pages for black and white printing	\$	0.10

Printing Fee: per sheet, after allowed 400 pages for color printing	\$ 0.15
Book charges (<i>optional</i>)	\$ 1,000-3,000.00
Proctoring Fee for online courses only (<i>per exam, per course, per semester</i>)	\$ 20.00

CHARGES RELATED TO SPECIFIC PROGRAMS:

Network Lab Fee: per semester (<i>non refundable</i>)	\$ 100.00
Massage Therapy Equipment Fee: per semester charge	\$ 300.00
Medical Lab Fee: per semester	\$ 100.00
Medical Lab Coat (<i>this amount can change without notice</i>)	\$ 45.00
Medical Scrubs Uniform Charge	\$ 100.00
CMA Examination / AAMA Membership Fee (<i>charged in the last semester</i>)	\$ 125.00
Phlebotomy Technician Certification (PTC) (<i>provided by AMCA & charged in the 3rd semester</i>)	\$ 109.00
Clinical Medical Assisting certification (CMAC) - (<i>provided by AMCA & charged in the last semester</i>)	\$ 139.00
Registered Medical Assisting Certification Exam (RMA) - <i>charged in the last semester</i>	\$ 110.00
First Aid, BLS and AED (<i>Medical Assisting and Masage Therapy programs or any semester where student will be taking the Medical Emergencies course (MED220)</i>)	\$ 110.00
Comprehensive Assessment Fee (<i>Nursing program - 1st semester only</i>)	\$ 500.00
NCLEX Review Fee (<i>Nursing program - last semester only</i>)	\$ 500.00
NCLEX Assessment Fee (<i>Nursing program-all subsequent semesters</i>)	\$ 100.00
BLS Certification Fee for Nursing - if provided by ASA (<i>must be valid during duration of program</i>)	\$ 90.00
Nursing Lab Fee (<i>per semester</i>)	\$ 100.00
Nursing Clinical Rotation Fee (<i>per semester</i>)	\$ 100.00

The Application Fee is a non-refundable fee which represents the cost of admission processing for all full-time and part-time students upon their first admission to the college.

The Registration Fee is a non-refundable fee charged for registration.

The Late Registration Fee is a non-refundable fee charged after the official registration period has ended. For continuing students, it is charged after the end of the designated registration period in the 12th and 13th week of any given semester. For new students, the late registration fee is charged beginning the first day of a session (day, evening, weekend). It does not apply to courses being added to an existing schedule.

Late Payment Fee - is a non-refundable, per each late payment fee, charged to students who do not make payments according to their payment plans.

The Add/Drop Fee is assessed in any semester in which a student adds a course, changes from one course to another, or changes from one section to another after registration has been completed.

The Returned Check Fee provides for the collection and processing of checks returned unpaid by banks.

The Technology Fee is a dedicated fee charged to all students. The fee is committed to fund technology and equipment and is non-refundable.

Student Accident Insurance Fee is insurance protection fee for students who may be injured in an accident during college hours, subject to the exclusions of the policy. Explanation of this fee can be found in Student Support Services chapter of this catalog.

The Externship Liability Insurance Fee is required of all students when registering for courses that include any field work, practicum or off-campus laboratory experiences. Once an off-site externship has begun, the fee is non-refundable and covers students in cases of liability claims arising while performing their duties. All externship courses require this fee.

Athletic Event Fee is a non-refundable, per semester fee, charged to all student athletes participating in varsity and junior varsity. This fee is committed to fund expenses associated with travel and lodging to and from athletic events.

The Graduation Fee covers the cost of student diplomas or certificates, the processing of the foregoing documents and related records, the graduation ceremony, caps and gowns, and membership in the college's Alumni Association for the year immediately following graduation. Graduation fee is paid in the last semester. Payment of the Graduation fee is obligatory for all students and is not contingent upon the graduate's participation in the graduation ceremony.

The Official Transcript Fee provides for the cost of handling and mailing transcripts of academic records.

Diplomas can be mailed to students for a fee of \$10 if the student makes a request in writing and provides a street address, not a post office box.

Printing Fee is charged to all students, every semester. This fee covers the first 400 pages of printing per semester. Any printing after the first 400 sheets will incur an additional charge. Ten cents will be charged for each additional black and white page and fifteen cents will be charged for each additional color page.

Proctoring Fee is charged to all students registered for online courses only - per exam, per course, per semester.

Network Lab Fees are applicable to students who are registered for the Associate in Occupational Studies in Network Administration and Security or for the Certificate program in Computer Support Specialist.

Medical Lab Fee is applicable only to students in AOS degree program in Medical Assisting. It is charged in every semester where students are registered for the clinical lab courses.

Nursing Lab Fee includes coverage for lab costs.

Massage Therapy Equipment Fee is applicable only to students in the Massage Therapy program. This fee is charged every semester and is used to cover equipment, technology, and supply usage. This fee is non-refundable.

Medical Scrubs are required for students in the Allied Health programs. Two sets will be provided for each student at the beginning of their programs.

First Aid, BLS and AED Fee will be charged to all Medical Assisting and Massage Therapy students in their second semester or any semester where student will be taking the Medical Emergencies for Health Providers course (MED220).

BLS Certification Fee will be charged to all first semester Nursing program students for American Heart Association training in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) - if provided by ASA..

Comprehensive Assessment Fee will be charged to all first semester Nursing program students and includes resources for nursing course work, assessment of student progress and NCLEX-RN review course.

NCLEX Assessment Fee will be charged to all Nursing program students every semester, starting with the second semester of the program. This fee will cover continuing review and assessment of the students for the NCLEX exam.

Tuition deposits, while non-refundable, are applied to the payment of tuition. An unused tuition deposit may be applied to the payment of tuition for a one-year period inclusive of the semester for which the tuition deposit was made.

- Students who have registered for classes but do not plan to attend classes during the semester must officially withdraw before the first day of classes or they may be liable for payment of tuition and fees.
- Students who are delinquent in paying tuition or fees are not permitted to register for the next semester and/or obtain transcripts and other records until all financial obligations have been met.

SCHEDULE TUITION ADJUSTMENT

Effective October 2016 semester, all full time students will be eligible for a 10% tuition adjustment if their schedule fits the following hours:

Monday - Thursday	1:00 pm to 6:00 pm
Friday	1:00 pm to 10:30 pm

Any coursework taken outside these hours will automatically disqualify students from receiving the tuition adjustment. Students must complete the semester and meet the satisfactory academic progress requirements to receive this adjustment.

The tuition adjustment will be posted as credit to each qualified student's account. If the posted credit is larger than the

student's current liability, the resulting credit balance (up to the amount of the adjustment) will be issued to the student as a refund. Students should retain copies of their class schedule. They may need to present these copies to the Student Accounts Office upon request.

This program may be changed or terminated at any time at the discretion of ASA Administration.

TUITION PAYMENT PLAN

As a convenience to its students, ASA College offers a tuition payment plan. It allows students to defer payment of 50 percent of the amount due to the college until the midpoint of the semester. Amounts due from a previous semester must be paid before a student can subscribe to a subsequent semester's tuition payment plan.

TUITION PAYMENT, DEFERRAL AND COLLECTION

All students are required to pay tuition and all appropriate fees at the time of registration. However, students who qualify for financial assistance or loans from state federal or private agencies are permitted to defer these payments until the receipt of such financial aid, but in no case beyond the end of the semester.

Personal checks are accepted at the discretion of the College. Individual abuse of this policy may lead to non-acceptance of a personal check.

A tuition payment deferral is a privilege extended to a student by the college and can be withdrawn at the discretion of the college. In addition, if a third party payment is not received, ASA reserves the right to demand full payment from the student. Funds from any source may be used by the college for payment of any and all deferred or outstanding charges.

It is the student's responsibility to follow through on all financial aid paperwork to ensure timely completion of the process. In cases where payment of tuition and/or other charges is overdue, the college reserves the right to employ the services of collection agencies and/or attorneys. In that event, the student shall be liable for an additional sum representing interest and cost of collection including reasonable attorneys' fees of one third of the balance in default at the time of collection. Students are also advised that their academic records will be obstructed prior to the end of the semester if all charges are not paid. Grades and transcripts will be withheld until full payment is made.

RETURN OF TITLE IV FUNDS

WHEN A STUDENT WITHDRAWS

ASA College is required by the Higher Education Amendments of 1998, Public Law 105-244 (the Amendments of 1998) to comply with the “Return of Title IV funds” for any student receiving Title IV funds who withdraws from any of our programs. This requirement does not dictate an institutional refund policy. ASA College’s refund policy will follow the explanation of the “Return of Title IV Funds.”

A statutory schedule is used to determine the amount of Title IV funds a student has earned as of the date he or she ceases attendance. The amount of Title IV Program assistance earned is based on the amount of time the student spent in academic attendance; it has no relationship to the student’s incurred institutional charges. Because these requirements deal only with Title IV funds, the order of return of unearned funds no longer includes funds from sources other than Title IV.

Up through the 60% point in each payment period (semester) at ASA, a pro rata schedule is used to determine the amount of Title IV funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of his or her Title IV funds.

DETERMINATION OF WITHDRAWAL

Once ASA has determined that a student has withdrawn, the last day of recorded attendance or academically related activity is used to determine the amount of Title IV funds the student has earned. There are several types of withdrawals. For example, if a student provides official notification in writing to the Registrar, the date of ASA’s determination would be the same as the student’s written notification. For a student who withdraws without providing official notification to the college, ASA will determine the withdrawal date no later than 30 days after the end of the payment period (semester), unless the student has registered for at least a half-time schedule for the following semester. The amount of Title IV funds earned by the student will be based on the last day of recorded attendance.

The Student Withdrawal Date (as described above) is used in the following circumstances:

- to offer any amount of a post-withdrawal disbursement that is not credited to the student’s account within 30 days of this date;
- if the student or parent submits a timely response that instructs ASA to make all or a portion of the post withdrawal disbursement, ASA will disburse the funds within 90 days of this date;

- within 30 days of this date ASA will notify a student if a grant overpayment is due;
- if ASA is collecting an overpayment ASA must require repayment of the full amount of the overpayment within two years of this date;
- ASA will return the amount of Title IV funds for which it is responsible no later than 45 days after this date;

The computation of earned Title IV Program assistance includes all Student Financial Aid (SFA) grant and loan funds that were disbursed or that could have been disbursed to a student. Federal Work Study (FWS) funds are not included in the calculation.

In addition to aid disbursed, aid that could have been disbursed is also included in the calculation. Title IV aid that could have been disbursed is grant or loan funds for which the student meets the conditions for late disbursement. Note that the amount of Title IV funds that could have been disbursed does not include Title IV funds that the student was not otherwise eligible to receive at the time he or she withdrew.

ORDER OF RETURN OF TITLE IV FUNDS

The order of the return of Title IV Funds is as follows:

- Unsubsidized Direct Stafford Loans
- Subsidized Direct Stafford Loans
- Perkins Loan
- Direct PLUS Loans
- Federal Pell Grant
- FSEOG
- Iraq/Afghanistan Service Grant

PERCENTAGE OF TITLE IV AID EARNED

The student’s last day of recorded attendance is used to determine the percentage of Title IV earned. If the student’s last day of attendance occurs on or before the student completed 60 percent of the payment period, the percentage earned is equal to the percentage of the payment period that was completed. If the day the student withdrew occurs after the student has completed 60 percent of the payment period, the percentage earned is 100 percent.

WITHDRAWAL PROCESS

Students who withdraw from courses for any reason must officially notify the college by completing a withdrawal form available in the Registrar’s Office. If a student fails to withdraw officially, ASA will determine his or her withdrawal date no later than 30 days after the end of the term.

ASA INSTITUTIONAL REFUND POLICY

Tuition liability is based on the tuition charges for each term individually.

Note: This refund policy is effective for all student withdrawals dated on or after October 7, 2000 and replaces all previously published refund policies.

Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous term the student completed. For student's receiving Title IV funds, ASA will first calculate the Return of Title IV Funds to determine the amount of Federal funds that have been earned by the student. Those funds will be applied to the students account. ASA will then apply the following liability to tuition:

IF TERMINATION OCCURS COLLEGE MAY KEEP

During the first week	25%
During the second week	50%
During the third week	75%
After completion of the third week	100%

REFUND POLICY APPEAL PROCESS

After a determination has been made under the above outlined refund policies, a student who believes an exception is justified may appeal the calculation to the Committee on Student Affairs (c/o the Office of Student Accounts). To do so, the student must file a written explanation citing the reason an exception is being requested and must provide supporting documentation. Exceptions to the refund policy are considered only when students present documentation of extenuating circumstances, such as serious illness or death in the immediate family. Minor illnesses, transportation problems, job changes, or complaints about course content or instructional methodology, for example, are not considered extenuating circumstances which justify exceptions to the refund policy.

Refund appeals will not be considered for students who have attended classes beyond the midpoint of the semester, nor will appeals be considered if they are filed more than 30 days following the end of the semester of withdrawal. Note,

too, that refunds granted through the appeals process will be awarded for credit in the subsequent semester, and will generally be for no more than 20 to 50 percent of the cost of tuition; no cash refunds are issued.





STUDENT SUPPORT SERVICES

STUDENT ADVISEMENT OFFICE

Manhattan Campus: 1293 Broadway (1 Herald Sq.), 4th fl.;
Tel: (212)672-6450

Brooklyn Campus: 383 Pearl Street, 1st fl.;
Tel: (718)522-9073 x 2145

Hours: Monday-Friday: 9 am to 9 pm
Saturday: 9 am to 5 pm (Manhattan)

Every new student is assigned a dedicated ASA advisor who functions as a mentor throughout his/her stay at the college. Advisors work with students to identify and achieve their goals. They also provide direction to students who are experiencing academic difficulties or want to pursue independent avenues of inquiry beyond the content of their current courses.

For many students, the primary obstacle to success is personal or financial. Advisors are equally capable of helping resolve these types of problems and can make referrals to appropriate sources for assistance.

While every ASA faculty and staff member is concerned with the success and well-being of each student, the student's advisor is often in the best position to understand student needs and concerns.

Every student should use his or her advisor as a personal resource and rely on this mentor's experiences and expertise to help achieve the student's own goals and objectives.

The Advisement Office makes every effort to inform students of curriculum requirements, especially those relating to prerequisite courses. The Office's extensive student support services are designed mainly to assist students in fulfilling these requirements.

Though continuity of advisement is important, students may, within reason, elect to change their advisor at any time.

STUDENT DISABILITY SERVICES

Manhattan Campus: 1293 Broadway (1 Herald Sq.), 7th fl.;
Tel: (212)672-6450 x 1429

Brooklyn Campus: 151 Lawrence Street, 2nd fl.;
Tel: (718)522-9073 x 2221

Hours: Monday-Friday: 9 am to 6 pm

The Office of Student Disability Services (SDS) provides assistance and information to students with documented disabilities. This office will arrange accommodations as provided under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990. These accommodations will provide equal access to academic and campus programs and activities for all students.

The Office of Student Disability Services will provide students, faculty and staff with assistance and information on issues of access and participation for students with disabilities at ASA College. It will also provide services and support that promote educational equity for students with disabilities. Assistance includes arranging accommodations necessary for students with disabilities to pursue their education.

The responsibilities of the Office of Student Disability Services include the following:

- Determine eligibility for academic accommodation based upon a review of the submitted documentation.
- Assure that students receive the appropriate accommodations.
- Assure that students interact with faculty members when appropriate.
- Promote self-awareness, self-determination and self-advocacy to provide opportunities for academic success through partnership with students, faculty, and staff.
- Develop strategies to negotiate campus life.
- Assist the student in the determination of appropriate accommodations and auxiliary aids.

The goals of the Office of Student Disability Services are to:

- Coordinate and provide reasonable accommodations.
- Advocate responsibly for an accessible learning environment, through removal of informational, physical, and attitudinal barriers.
- Promote self-advocacy and self-determination, while reinforcing personal responsibility.

THE AMERICANS WITH DISABILITIES ACT (ADA) POLICY STATEMENT

ASA College encourages qualified students with disabilities to fully participate in the community of ASA College. All faculty, staff, and administrators will actively support qualified students with disabilities in all the College's educational programs, services, and activities.

ASA College prohibits unlawful discrimination against qualified students with disabilities.

PROCESS FOR STUDENTS WITH DISABILITIES TO REQUEST REASONABLE ACCOMMODATIONS:

- The student must be admitted and/or enrolled at ASA College. This does not prohibit potential students from requesting information on programs, services, and activities before they are enrolled.
- Students will meet with the Student Disability Services Director for the purpose of completing an initial intake session and requesting specific accommodations based on need.
- Academic adjustments will be arranged after an intake is completed and the Student Disability Services Office verifies the students' documented disability.

RESPONSIBILITIES OF STUDENT DISABILITY SERVICES:

- Assess, on a case-by-case basis, the effect of a student's disability on his/her ability to access programs, services, and activities based on appropriate documentation.
- Identify, through documentation and discussion with the student, the academic adjustments to be provided.
- Establish in-services to assist faculty and staff in understanding the needs of students with disabilities.
- Be available to Faculty, Staff, and Classified personnel for consultation.

RESPONSIBILITIES OF STUDENT REQUESTING ACADEMIC ADJUSTMENT:

- Self-identify as a student with a disability and complete an intake meeting at the Student Disability Services Office before the start of each semester.
- Submit request for assistive technology and books converted to e-format at least 6 weeks in advance. There may be a delay in services if less notification is given. Requests for interpreting services with less than four weeks' notice for on-going classes can result in delayed services. At least 3 business days are required for special requests/one time services.
- Be available to assist faculty in further understanding your specific needs.
- Inform the Office of Student Disability Services in a timely manner of any interruption or failure to receive agreed upon accommodations.

DOCUMENTATION

DOCUMENTATION SHALL:

- Include a diagnostic statement identifying the disability, date of the current diagnostic evaluation, and the date of the original diagnosis.
- Be current, typically within the last three years. Acceptable documentation is dependent upon the disabling condition, its interaction with development across one's life span, the presence or absence of significant events (since the original diagnosis) that would impact functioning, and the current condition of the disability at the time of the request for accommodation.
- Include a summary of the evaluation procedures as well as the name of diagnostic tests and evaluation results used to make the diagnosis.
- Provide a description of the current functional impact or limitations of the disability on learning or other major life activities.
- When appropriate, the examiner should address the relevance of accommodation requests to the diagnosed disability.
- When appropriate, the examiner should include treatment, medication, and assistive devices currently prescribed or in use.

DOCUMENTATION GUIDELINES:

Psychiatric Disabilities: Documentation must also include the DSM-IV diagnosis and a summary of present symptoms, in a written report from a psychiatrist, licensed psychologist, certified social worker (CSW or ACSW) or licensed professional counselor. This document must be current within the last school year.

Attention Deficit Hyperactivity Disorder: Documentation must include a statement of the presenting problem; history that verifies a pattern of inattention and/or hyperactivity/impulsivity that currently affects learning; identification of DSM-IV criteria for ADHD; report summary and rationales for accommodations using evidence from the evaluation. Professionals considered acceptable for evaluating ADHD are licensed physicians, neurophysiologists, and psychologists.

Learning Disabilities: Documentation should validate the need for services based on the individual's current functioning in the educational setting. A school plan such as an individualized education plan (IEP) or a 504 plan is insufficient documentation, but it can be included as part of a more comprehensive assessment battery. A comprehensive assessment battery and the resulting diagnostic report should include a diagnostic interview, assessment of aptitude, academic achievement, information processing, and a diagnosis. Assessment, and any resulting diagnosis, should consist of and be based on a comprehensive assessment battery, which does not rely on any one test or sub-test. Individual "learning styles," "learning differences," "academic problems," and "test difficulty or anxiety," in and of themselves, do not constitute a learning disability. The tests should be reliable, valid and standardized for use with an adolescent/adult population. The following professionals would generally be considered qualified to evaluate specific learning disabilities provided they have additional training and experience in the assessment of learning problems in adolescents and adults: clinical or educational psychologists, school psychologists, neurophysiologists, and medical doctors.

CONFIDENTIALITY

Student Disability Services (SDS) has developed the following guidelines regarding confidentiality: All disability-related information including documentation, medical records including HIV or AIDS status, correspondence, and accommodation records are considered confidential. ASA College and the Student Disability Services Office have an obligation to maintain confidentiality on all disability-related information. Access to disability related information within SDS is

on a need-to-know basis and only for the purpose of assuring appropriate accommodations. SDS is prohibited by law from releasing any disability records or identifying information to any outside entity. This includes documentation the student provides to the SDS office when requesting accommodations. The student may request, in writing, that information be released to specific persons or agencies by signing a "Release of Information" form.

Individual qualified to Determine Disability:

- Psychologist/Psychiatrist/Neurologist: ADD, ADHD.
- Psychologist/Psychiatrist/Certified Social Worker.
- Psychologist/Psychiatrist/Certified Social Worker: Emotional Disability.
- Ophthalmologist: Visual Impairment.
- Certified Otologist, Audiologist: Hearing Impairment.
- Psychologist, Neurophysiologist, School Psychologist, Learning Disabilities Specialist: Learning Disability.
- Medical Doctor: Physical Disability.

DIRECT THREAT TO THE HEALTH OR SAFETY OF OTHERS

An accommodation is not reasonable if it poses a direct threat to the health or safety of others. In order to establish a direct threat, the college must be able to document a substantial risk of significant harm. Concern about direct threat arises most frequently in relation to allied health and professional programs in which the student's ability to provide safe and appropriate quality care is questioned. It should be noted that the mere existence of a disability does not provide evidence of direct threat. Nor does the possibility of a disability arising constitute a substantial risk of significant harm. While an institution may be able to make a case for "direct threat" in the instance of a deaf nurse or early childhood education major with limited vision, it would be a hard argument to make for these students in an English or Philosophy class.

It is important to note that under the ADA the direct threat must be to someone. The individual with a disability has a right to choose to assume the risk to self in the same way that anyone else who participates chooses to assume the risk. A blind individual could not be denied participation in a hiking class that covers rough terrain because of a fear that he/she might trip and fall, but it might be appropriate to deny participation to this individual in a scuba diving class in which participants are paired up and monitoring each other's safety through visual inspection of valves and gauges.

LEARNING CENTER

Manhattan Campus:	1293 Broadway (1 Herald Sq.), 4th fl.; Tel: (212)672-6450 x 1458
Brooklyn Campus:	383 Pearl Street, 1st fl.; Tel: (718)522-9073 x 2201
Hours:	Monday-Friday: 10 am to 7 pm Saturday: by appointment

At ASA, we believe that every student is unique and nowhere is this more apparent than in the ASA student population. Our students are nontraditional students who rejoin the educational process from different backgrounds, professional experiences, and come with different strengths and learning styles. They learn complex material at different rates. Coming to ASA College is a new experience for these students, many of whom are beset with temporary setbacks or special needs, which can be addressed if they receive timely and effective academic assistance and encouragement. The ASA Learning Center is committed to offering the best services to our students and providing them with adequate means for employment.

Free tutoring service is a centrally organized program which coordinates individualized (walk-in or by appointment sessions) or group tutorials in almost all subjects. All tutorials are conducted by our faculty members and dedicated Learning Center tutors. Class instructors set up appointments for students who need additional support. The tutoring data show that students who avail themselves of the services of the Learning Center have higher grade point averages than those who do not take advantage of this opportunity.

However, not all students who visit the Center need a tutor. Some simply need a quiet place and an atmosphere conducive for study. The Learning Center provides this environment. Aside from tutorial help and assistance, students can use computers and printers when doing their homework assignments. They also have access to printed materials (textbooks, handouts, sample tests). Moreover, students get assistance preparing for their mid-term and final exams.

Since its inception in 2003 to the present, the Learning Center continues to be a vital part of the ASA community. Two full-time coordinators (one in Brooklyn and the other in Manhattan) supervise the day-to-day operations. The Brooklyn facility, covering an area of 825 sq. ft., can easily seat 32 students; the Manhattan Learning Center occupies 1272 sq. ft. and can accommodate 58 students.

The Learning Center welcomes and encourages students to come in, study together in small groups, and participate in an interactive cooperative learning endeavor. In so doing, students feel a sense of belonging to the ASA community.

Prospective students also receive free ESL and math tutoring at the Learning Centers. Classes are conducted by the faculty of the Division of Arts and Sciences. For additional information on these classes, registered applicants should contact the Admissions Office.

WRITING CENTER

Contact Information:	383 Pearl Street, 2nd fl., Brooklyn; Tel: (718)522-9073 x 2212	
Hours:	Monday-Thursday:	9 am to 5 pm
	Friday:	10 am to 4 pm
	Evenings	by appointment

Located at the Brooklyn campus, the Writing Center is a state-of-the-art facility dedicated to helping students cope with the challenges they face as college-level writers. All of the Center's activities are designed to meet the needs of the college's diverse student population.

The Center provides ASA students with a level of writing instruction, assistance, and encouragement that supports their academic development in class.

Composition instructors bring their classes to the Center at least twice a semester to utilize its resources. In addition, students who need or want extra help can make an appointment for a consultation. In the afternoons, one-on-one and small group consultations are offered to students in composition classes.

Published authors, professional writers and scholars lead workshops and seminar discussions, which provide alternative forums for students to receive support in completing their writing assignments.

The ASA Writing Center is an essential and vital part of the ASA community. It is a place where students are given the opportunity to learn in a seminar-style, innovative environment. Much focus is placed on students who are doing college-level research for the first time. The multi-media resources include computer workstations and state-of-the-art audio/visual equipment. In addition, The Writing Center houses its own collection of reference books and other writing materials catalogued through the library. A coordinator and two full-time faculty members oversee the day-to-day operations of the Writing Center, lead the seminar discussions and decide on the content of the seminars, workshops, events and resource collection.

In addition to being an intellectually stimulating and academically intensive space, The Writing Center also sponsors several cultural activities each semester. These activities include

student poetry readings, a film series, and a writing contest. The Writing Center is also the home of Faculty Development Workshops for the college's writing instructors. These workshops are designed to help them stay current in both the pedagogical and creative elements of writing.

The college's literary journal, ASA Writer, is a semi-annual publication created under the aegis of the ASA Writing Center. The journal is a collection of writings produced from the experiences of a multicultural community of ASA students. The journal also uses illustrations exclusively designed by ASA students.

LIBRARIES

Manhattan Campus: 1293 Broadway (1 Herald Sq.), 4th Floor;
Tel: (212)672-6450 x 1402

Brooklyn Campus: 151 Lawrence Street, 1st fl.;
Tel: (718)534-0775

Hours: Monday-Friday: 9 am to 9 pm
Saturday: 10 am to 3 pm (Manhattan)

The Arthur J. Hidalgo Library in Brooklyn and the Extension Center Library at the Manhattan campus serve the needs of the College's educational programs by providing additional resources which support the many programs and courses offered as well as enhancing student learning in associated fields. The libraries' collection of over 11,000 physical titles, more than 420,000 electronic books and 54 electronic databases support all disciplines. In addition, periodicals, professional journals, and internet access provide major academic resources. The library maintains web pages which provide easy access to the library resources. Copy machines, computers and WiFi are available for student use. Both libraries are enhanced by study carrels, group tables and computer workstations. ASA's MLS-credentialed librarians provide a wide range of services to faculty, staff and students, including reference help to find information for research papers, assistance with electronic library resources and workshops on a variety of information subjects.

The ASA library is recognized as an Advanced Electronic Doorway Library by the New York State Education Department, the Board of Regents and the New York State Library, in testimony to the extensive collection of electronic resources which it makes available on campus and other locations such as home or workplace. ASA's library is an affiliate member of the National Network of Libraries of Medicine, and a member of METRO and WALDO.

BOOKSTORES

Manhattan Campus: 875 6th Avenue, 4th fl.;
Tel: (212)672-6450 x 1418

Brooklyn Campus: 151 Lawrence Street, Basement;
Tel: (718)522-9073 x 2174

Hours: Monday-Friday: 10 am to 5 pm
(Open additional hours beginning of the semester)

As a convenience to students, textbooks and materials are available for purchase at college bookstores. Students are encouraged to have the estimated cost of books included in their financial aid package. Medical Assisting students are required to purchase scrubs and lab coats from the bookstores. Textbooks and supplies are purchased by the student and become the property of the student. Students are not required to purchase their books or supplies from the on-campus stores.

Every semester, each store also has a "buy back" event where students can sell back recent textbooks that they no longer need.

COMPUTER & NETWORKING LABS

Manhattan Campus: 1293 Broadway (1 Herald Sq.);
875 6th Avenue;

Brooklyn Campus: 151 Lawrence Street;
383 Pearl Street;

ASA students have access to state-of-the-art computer and networking laboratories, where many of the courses are taught. Students have the opportunity to practice the course material and increase hands-on skills. All these labs are equipped with industry standard, fast computers with internet connectivity, and have all required software applications, utilities and simulation programs installed and ready for use. At both locations, labs are open Monday through Friday during regular class hours. On weekends, labs remain open in the Manhattan location.

The Networking Labs are well equipped with brand name devices with high-end specifications, including Cisco routers and switches, servers, workstations and wireless devices. Students have the opportunity to practice a variety of skills that range from cabling the network to administering and applying security policies. For some of these labs, students are provided with special hardware devices in order to individualize the learning experience.

MEDICAL LABS

Manhattan Campus:	1293 Broadway (1 Herald Sq.), 6th fl.;
Brooklyn Campus:	383 Pearl Street;
Hours:	Monday-Friday: 9 am to 10 pm Saturday: 9 am to 2 pm (Manhattan)

Medical Assisting, Nursing, and Pharmacy Technology students receive intensive training and hands-on applications in the state-of-the-art well-equipped medical laboratories.

Students practice skills ranging from phlebotomy, specimen collection, initial processing preparation, ECG, and perform a variety of basic laboratory procedures. Activities are performed under the supervision of a medical doctor and a clinically trained medical lab assistant.

Our modern pharmacy labs replete with related equipment, glassware, supplies, and computer-based software packages enhance meaningful participatory learning within a real workplace environment.

STUDENT LOUNGES

Manhattan Campus:	1293 Broadway (1 Herald Sq.), 5th, 6th, 7th fl.; 875 6th Avenue, 4th fl.;
Brooklyn Campus:	151 Lawrence Street, 2nd fl.; 383 Pearl Street, 3rd fl.;
Hours:	During All Sessions

ASA is committed to providing students with an opportunity to relax and interact in a pleasant and comfortable environment. The college has 5 student lounges, including the James P. Maloney Student Lounge in Brooklyn. Student lounges have vending machines.

STUDENT ORGANIZATION

Manhattan Campus:	1293 Broadway (1 Herald Sq.), 5th fl.;
Brooklyn Campus:	151 Lawrence Street, 2nd fl.;
Hours:	Flexible Schedule

Every year, students vote in a college-wide election to select officers to represent them in meetings with the college's administration. ASA works with these representatives to

examine, evaluate, and refine the Student Organization and explore ways of attaining maximum student participation in appropriate college activities.

CLUBS AND STUDENT ACTIVITIES

ASA offers students a variety of activities that complement their academic experiences at the college.

The college encourages students to take advantage of the services offered through the following offices: Student Advisement, Director of Events Planning, Academic Advising, Counseling, Social Work and Personal Services.

The Director of Events Planning works in conjunction with the Learning Centers, the Writing Center, Placement and Career Services, and the Student Government Organization to bring workshops, clubs and activities to ASA students.

ASA has a variety of student clubs such as The Criminal Justice, Technology, Drama, Conversation Clubs, and Peers for Careers Club. ASA is host to the Beta Rho Chi Chapter of the Phi Beta Kappa Honor Society, the largest 2-year college honor society. It is open to students who display extraordinary academic achievement.

Through the Student Organization and the Ombudsperson, ASA provides a forum where students discuss issues affecting their academic and social needs and concerns. Students also explore solutions to issues such as child care, relationship concerns, women's health, domestic violence, social services, career planning, self-esteem, and time management.

ASA's services are free for current students and recent graduates and are administered by highly trained professionals with experience in providing these services.

ATHLETICS

Students can compete in intercollegiate athletics while at-

Contact Information: 151 Lawrence Street, 2nd fl.;
Tel: (718)522-9073 x 2142

e-mail: athletics@asa.edu

Hours: Monday-Friday: 10 am to 6 pm

tending ASA as full-time students. ASA offers 19 intercollegiate programs as a Division One member in the National Junior College Athletic Association (NJCAA). The teams are: Men's Basketball, JV Men's Basketball, Women's Basketball, Men's Soccer, JV Men's Soccer, Women's Soccer, Baseball, JV Baseball, Women's Tennis, Men's Tennis, Football,

JV Football, Women's Cross Country, Men's Cross Country, Women's Indoor Track & Field, Men's Indoor Track & Field, Women's Outdoor Track & Field, Men's Outdoor Track & Field, Men's Lacrosse. Club programs are: Cheerleading and Dance.

Athletics brings a multitude of positive factors to an institution of higher education. These positive factors range from enrollment, type of student, retention, graduation rates, academic success, branding the ASA name, a new source of marketing and advertising, a collegiate feel, extra curricular activity for non student-athletes (intramurals and game attendance) and a greater potential from the overall student body to have pride for ASA.

ASA student-athletes know that athletic accomplishments are secondary to academic success. Each student-athlete is expected to meet academic requirements every semester and agree to academic monitoring. Progress reports are communicated between the athletic department and advisors. The Learning and Writing Centers are available for academic support and student-athletes are also offered other support services to help them achieve academic success. College athletics builds self-esteem, school and community spirit, and regional and national recognition. Scholarships are available to those who qualify. ASA Athletics Department is a source for any additional information.

TESTING CENTERS

ASA conducts computer-based testing for a variety of sub-

Manhattan Campus:	105 West 33rd St., 4th floor.; Tel: (212)672-6462
Brooklyn Campus:	151 Lawrence Street, Rm. 204; Tel: (718)522-9073 x 2056
Hours:	Monday-Friday: 9 am to 8 pm Saturday: 10 am to 3 pm Sunday: 10 am to 2 pm

jects and programs in its Testing Centers at the Brooklyn and Manhattan campuses. ASA is an approved CLEP testing center. Information regarding CLEP is available at the Registrar's office at both campuses. Our Pearson Vue testing center currently offers IT certification exams from CompTIA, Microsoft Cisco, VMware and ITIL. Additional information on the foregoing is available at the Pearson Vue website (testing services tab). Students should also contact their division chairperson for information on the certification exams administered by the college.

PLACEMENT AND CAREER SERVICES

Manhattan Campus:	1293 Broadway (1 Herald Sq.), 5th fl.; Tel: (212)672-6451
Brooklyn Campus:	383 Pearl Street, 5th fl.; Tel: (718)522-9800
Hours:	Monday-Thursday: 9 am to 7 pm Friday: 9 am to 6 pm

The mission of the Office of Career Services and Alumni Affairs is to assist students and ASA alumni in the career development process. This process is an ongoing activity and addresses various needs, such as choosing or changing major, clarifying interests, obtaining part-time and summer job and internship experiences, planning and conducting a professional job search, and obtaining full-time employment. The office offers many services pertinent to this process, and continuously strives to educate, develop community, and promote partnerships with students, alumni, faculty, and staff of ASA.

Some of the placement and career services offered include but are not limited to:

- **Individual Advising Sessions** - Students discuss career options, job strategies, resume writing or employment opportunities or any topic of concern, either present or future, regarding career problems.
- **Career Development Seminar Courses** - A one credit Career Development seminar is a required course for graduation from all programs. Topics include: resume preparation, interviewing skills, introduction to ASA's career services and the On-Campus Recruitment Program requirements and procedures, preparation for externships, dressing for success, etc.
- **Job Leads and Referrals** - The Placement Office maintains a current listing of job leads for full-time and part-time employment, as well as voluntary internships. Students are scheduled for job interviews based on the job requirements and how closely their capabilities match these requirements.
- **Job Search Expectations** - While students are expected to assume primary responsibility for active job search, the Career Services office functions as a useful adjunct to the student's own efforts. ASA's services are not intended to substitute for the responsibility of graduates to actively seek employment on their own. The college does not promise or guarantee employment to any student or graduate.

64% of ASA's Class of 2014-2015 were employed in their field within 1 year of graduation*.

**Based on June 2014 - July 2015 graduates who actively pursued and obtained employment.*

Each year ASA is required to provide statistical information to regulatory agencies regarding the job search outcome for all graduates for that year. It is therefore expected and requested that each graduate give the college evidence of the outcome of his or her job search, whether or not the graduate used the services of the Placement and Career Services Office.

A graduate may request that details regarding his or her workplace not be released to any individual or organization except as part of statistical data required by law. Annually, the office conducts follow up studies of graduates and employers to ascertain why a graduate was not hired, to determine areas in which the graduate was deficient, and also determine the overall satisfaction of employers with ASA graduates.

This information is used to strengthen support services provided by the college to its students and is shared with the faculty to improve the quality of our educational programs.

Note: *ASA College does not guarantee that students will obtain jobs as a result of completing a degree or certificate program. ASA College makes no representations or guarantees about positions listed by the Career Services and Alumni Affairs Office. ASA College is not responsible for safety, wages, working conditions, or other aspects of off-campus employment. It is the responsibility of the individual to research the integrity of the organization to which they are applying.*

The Career Services and Alumni Development Office does not guarantee the professional standing or otherwise endorse the companies or other organizations or individuals posting positions with the College. As part of the job/internship/externship search process, applicants are strongly encouraged to research potential employers and use their judgment in assessing the organization and the position.

Employers generally offer positions to students based on their grades, attitude, work skills, knowledge of the company and industry, and past employment and personal history.

STUDENT HOUSING

In Brooklyn, residence facilities are available at 316 Atlantic Ave. The residence hall is a recently renovated five-story building, a short walk from classrooms, the library, and other campus facilities. The dormitory features 24-hour private security and cameras on every floor, has a weight room, and Direct TV and Internet connections in every room. The subway and buses are within walking distance from the Residence Hall. There are two shopping malls nearby, the Fulton Mall and the Atlantic Mall, with a large variety of stores. The Residence Hall is also within walking distance from the MetroTech Center, the Brooklyn Academy of Music, the Brooklyn Bridge, and Brooklyn Heights, a neighborhood famed for a variety of entertainment and dining options. Students are charged a dormitory fee of \$3500.00 for each semester they reside in the dorm, depending on the location of their Dormitory. A security deposit of \$350.00 is required before students may move into their dorm room.

Apartment shares and rentals can also be located through several Internet sites, including the Yahoo web site at <http://rentals.classified.yahoo.com/newyorkcity/rentals/>

or the Village Voice web site at

<http://www.villagevoice.com/classifieds/>

STUDENT ACCIDENT INSURANCE

ASA provides insurance protection for students who may be injured in an accident during college hours, subject to the exclusions of the policy. If, as a result of an injury, an insured student incurs a covered medical expense, the insurance company will pay 100% of the covered charges incurred within 52 weeks from the date of the accident, after a \$25 deductible, up to \$5,000 per injury.

This insurance costs \$65 per year and is prorated by semester. The cost will be included in the tuition and fees schedules.



GETTING ASSISTANCE

The chart below outlines who students should contact when they need help on specific issues:

IF YOU NEED HELP WITH:	GO TO:
Disputed grades, change of advisor, faculty matters	Division Chairperson
Program offerings, re-matriculation	Admissions Department
International student visas and international student issues	International Student Advisor / DSO
Tutoring, advice regarding attendance, academics, etc	Student Advisement and/or Learning Centers
Award letters, loan repayment, work-study opportunities	Financial Aid Department
Problems with social services agencies	Student Advisement
Services for students with disabilities	Office of Student Disability Services
Tuition account status, payment plans, student refund checks	Student Accounts Office
Job search leads, employment preparation, workshop schedules	Career Services and Alumni Affairs Department
Enrollment verification, change of addresses, change of program requests, official withdrawal, satisfactory academic progress, academic transcripts, diplomas, requests to view permanent records, auditing classes	Registrar's Office

Outside of class hours, students may consult faculty members regarding advisement and academic support. Every full time instructor has a weekly schedule of hours for student consultation, which is available in his/her academic division.



ACADEMIC POLICIES AND PROCEDURES

ACADEMIC YEAR

ASA operates year-round and the academic calendar includes three 15-week semesters in the Fall, Spring and Summer. This scheduling structure allows a student to begin at any of these entry points and complete a degree program in as little as 16 months of full time enrollment or receive a certificate in 8 months. For financial aid purposes, ASA's academic year consists of two semesters and 24 credits.

SEMESTER CREDIT HOUR

All courses are structured in terms of semester hours of credit. A semester credit is an academic unit applicable toward a degree or certificate offered by ASA. It is granted after the satisfactory completion of a course over a 15-week period, which requires at least 15 hours (of 50 minutes each) of didactic instruction and 30 hours of research and supplementary assignments in out of class work, 30 hours of lab per credit, 45 hours of externship per credit. Many courses offered at ASA include a combination of lecture and lab.

CLASS SCHEDULES

To meet the needs of a diverse student population, ASA offers classes seven days a week within the following timeframes:

DAYS OF THE WEEK	SESSION TIME
Morning Session Monday through Friday	9:00 am to 1:00 pm
Day Session Monday through Friday	1:00 pm to 6:00 pm
Evening Session Monday through Friday	6:00 pm to 10:30 pm
Weekend Session Saturday and Sunday	9:00 am to 6:00 pm

Full time class schedules typically include two to three classes per day. Externships may be scheduled around other classes and in coordination with the off-campus facility. The College is closed on legal holidays, during Thanksgiving and Christmas recess, and during breaks between semesters in the Fall, Spring, and Summer. The academic calendar printed in this catalog specifies the exact dates.

Classes will be in session to meet all regulatory standards. Please note that students registered at the Manhattan Branch must take at least one course at ASA main campus in Brooklyn.

In case of extreme weather or emergencies, the closing of each College location will be made available to the college community over the internet and the College's website and by phone as an option on the automated phone menu at each location. Schedules for delayed openings due to inclement weather will also be posted on the College's website.

COURSE LOAD

To be considered full time during the regular academic year, students must register for a minimum of 12 credit hours. For most full time degree students, the recommended academic load per semester is 15 to 18 credit hours. After the first semester, students with a GPA of 3.5 or above may attempt an overload of more than 18 credit hours per semester with prior approval. However, such a heavy load is generally not recommended.

Each credit taken over the recommended program schedule of the student's particular curriculum is charged an additional overload tuition fee at a per-credit-hour rate. To register for more than 18 credits in a single semester, a student must obtain permission from his or her division chairperson, and the Office of Academic Affairs. Students are advised to give themselves sufficient time to prepare adequately for all of their courses and to engage in extra-curricular activities on campus as well.

Independent Study is available for qualified students at ASA College. Independent Study courses follow the regular ASA College semester format. Students registered for Independent Study use a course manual, textbook, assignments and exams to learn and earn college credits under the supervision of an instructor or program chair. The instructor facilitates the learning process and provides feedback on assignments and exams in one-on-one meetings and/or written responses. Grades are based on assignments, projects and proctored exams. This type of learning mode does not apply to ALL courses offered at ASA.

To qualify for independent study courses, students must have a cumulative GPA of 3.0 with no history of disciplinary/be-

havioral, attendance issues at the College and/or upon the approval of the chairperson.

Independent study courses work particularly well for:

- Students with tight schedules.
- Students who need a specific on-campus class that has reached maximum enrollment for this semester.
- Students who move out of town without finishing their degree requirements, but have the ability to meet on campus for proctored exams.
- Students who can't easily attend classes because of injury or illness.
- Military personnel whose duties make regular on-campus attendance difficult.
- Students who live in remote locations.

Be advised, however, that to complete an Independent Study class you must be a self-motivated and conscientious student.

STUDENT CONDUCT

Students are expected to abide by all public laws; to comply with the regulations and policies of the College; and to demonstrate a positive attitude, diligence, and courteous conduct toward instructors, staff, and fellow students. The College reserves the right to dismiss or suspend students for conduct which impedes, destructs, or interferes with the orderly and continuous administration and operation of the College or any unit of the College.

ACADEMIC INTEGRITY

Pursuant to the mission of the college and its well established goals, academic integrity encompasses simple standards of honesty and truth. Each member of the College has a responsibility to uphold standards and to take action when others violate them. Faculty members have an obligation to educate students about the standards of academic integrity and to report violations of these standards to the appropriate authorities. Students are responsible for knowing what the standards are and adhering to them. Students should also bring any violations which they are aware of to the attention of their instructors or authorities. Any breach of academic integrity is a serious offense that may result in disciplinary consequences.

PLAGIARISM

Plagiarism in particular is a violation of the integrity of the academic community. Representing someone else's work as one's own is a serious academic offense and may result in failure, suspensions, or dismissal.

DRUGS AND ALCOHOL

ASA strictly prohibits the illegal possession, use, or distribution of drugs and alcohol by students on College property and at College-sponsored events. Any person found in violation of these rules is subject to all applicable legal action

under local, state, and federal laws and will risk suspension or dismissal from the College. A copy of the College policy is available from the office of the Ombudsperson.

DRESS CODE

As part of its mission to prepare students for careers, ASA requires students to dress in a manner that will create a positive self-image. Inappropriately dressed students may not be permitted to attend class. Students enrolled in College Externship programs are required to follow the participating company's dress code.

FERPA

The Family Educational Rights and Privacy Act (FERPA) is a federal law governing how student records and information are managed. Generally, FERPA prohibits educational institutions from disclosing private student information (such as grades and social security number) without prior consent from the student. It also gives students the rights to review student records and correct errors.

A more detailed description of the above policies and procedures can be found in the Student Handbook under Students' Rights and Responsibilities.

REGISTRATION

The Registrar's Office assists students in matters related to their registration for classes, including adding/dropping courses and withdrawal from classes during the semester. ASA students have the option of online registration for their courses through the ASA website's student portal. The Registrar's Office will continue to provide students with information regarding their academic status for employment, insurance, financial aid and veteran benefits. Students can also obtain additional copies of class and course schedules, unofficial academic records, and request official transcripts from the Registrar's office along with other pertinent items including eligibility for graduation.

Students must register for classes during the designated registration period in order to attend and receive credit for any course. The student must also make appropriate arrangements with the Financial Aid and Student Accounts offices to meet his or her financial obligations to the college.

Students are advised to register during the Open Registration for Continuing Students (ORCS) week to get the most convenient schedule. Students will be charged late fees to register for classes in the designated late registration period. Late registration is permitted for students who have completed all requirements and are in good academic standing. The College reserves the right to cancel courses or scheduled sections of courses at its discretion, especially in cases of under-enrollment.

Prior to the registration process, students must check to see if they have “holds”. “Holds” indicate that there is an obligation to fulfill with one or more departments on campus. Such obligations can be financial, health services, academic advising, or a disciplinary violation. If there is a “hold” on a student, that student is not able to register. To clear a hold, a student must go to the department issuing the hold to find out what must be done to fulfill the obligation(s). Only the department that issued the hold can remove it.

A student is not allowed to register until all holds are cleared, no exceptions.

To prepare for the start of classes, students should note the classroom locations, which are printed in the class schedule as well as in the online schedule of courses. If a room assignment is not listed, students must check with their academic division for updates. All room assignments are subject to change.

GUIDELINES FOR WORK AND CREDIT LIMITS

While the college recognizes that many students work at least part-time in order to meet their expenses during the academic year, studies indicate that students’ academic performance suffers if they work more than 20 hours per week while taking twelve credits or more in any given semester. Therefore, the college recommends that a full-time student not work more than 20 hours per week. If personal financial considerations render that impractical, then it is recommended that such students register for fewer than 12 credit hours to avoid conflict between study and work hours which may lead to a less than satisfactory academic performance. It is also recommended that students taking remedial courses register for no more than 12 credit/non-credit hours. Students may be permitted credit overloads in subsequent semesters after they establish a history of good academic standing and a cumulative GPA of 3.5 or more in the first semester of their program. The recommended ratio of credits to hours of work is indicated in the table below:

Number of Credits	Maximum Hours of Work Per Week
15+	20
12	25*
9	30
6	Work full-time

* Not recommended in the first semester, especially with remedial courses.

ATTENDANCE POLICY

TRADITIONAL (ON-GROUND) STUDENTS

Since the classroom experience and interchange of ideas through discussion cannot be duplicated or repeated, students are expected to attend classes regularly. Not only is

regular attendance necessary to derive the maximum benefit from education, it also helps develop good work habits and attitudes that are highly valued by the program community.

Students are expected to attend all meetings of classes for which they are registered, including the first and last scheduled meetings and the final examination period. Students who fail to attend the first class and who have not previously notified their instructors of their absence may be withdrawn from the course by the Office of the Registrar in consultation with the instructor. Instructors are required to take attendance and monitor academic progress. Students should be careful to observe the attendance policy of ASA College as this affects their continued status in the program. Students are responsible for all that transpires in class whether or not they are in attendance. In all cases, responsibility for making up missed work rests entirely with the student. Students absent for more than one week have the responsibility of reporting their absence to their advisor and their division chairperson. If a student does not attend a course consecutively during the first four weeks of a semester, the college reserves the right to withdraw/drop the student from that course. Moreover, the college will terminate a student after two (2) consecutive weeks of non-attendance in all of his/her classes. Reversal of the dismissal is contingent on the merit of the student’s appeal.

Students who have been administratively withdrawn have ONE WEEK from the date of their termination to appeal and request re-instatement. Administrators reserve the right to grant reinstatement on a case-by-case basis in the subsequent week. The deadline for appealing and processing reinstatement is two weeks from the date of the unofficial withdrawal.

Students are not permitted to record classroom lectures or discussions without the permission of the Division Chair.

Participation in official college activities, personal emergencies and religious observances are valid reasons for absences. Students are responsible for informing instructors about their absence and for completing assignments given during their absence. A student cannot attend classes without being officially enrolled. Registrations are not processed after the designated registration period of the semester.

Every student registered to courses in ASA College’s Online Campus must be aware of more stringent and rigorous attendance requirements and policies inherent to distance education. Learning activities and assigned coursework are monitored and documented via the college’s learning management system, and serve as basis for attendance. Consequently, the synchronous and asynchronous sessions serve as integral parts of distance education. Missing even one week’s worth of work will have a significant negative effect on the student’s success.

ONLINE CAMPUS ATTENDANCE POLICY

- For a student to be marked present in each week, the student must post substantial and meaningful replies in the discussion forum(s), and fulfill any assigned coursework. Merely accessing the online or hybrid class in the college's learning management system is not sufficient to be considered present.
- Any student who fails to meet participation standards a week will be marked absent and will be contacted by the faculty member teaching the concerned class.
- If a student knows ahead of time that he/she will be unable to meet the participation standards for the week, the student is expected to contact the faculty member teaching the concerned class, to discuss how to make up the coursework that will be missed.
- If after two weeks the student fails to actively participate in the class and does not officially withdraw, the Academic Advisor will notify the Registrar's Office who will administratively withdraw the student from the college. The student may or may not receive a refund, following the college's refund policy.
- Attendance for hybrid classes is marked twice every week: once for the face-to-face session, and another for the online component. The above statements also apply to the online component of hybrid classes.

LEAVE OF ABSENCE

Students may request a leave of absence if they are in good academic standing and have met all financial obligations to ASA College prior to a leave being granted. The student must request a Leave of Absence in writing. The request must contain the following information to be considered complete:

- Printed student name and original student signature, unless on military deployment
- Social Security Number or Student Identification Number
- Academic program
- Current Phone Number and Email Address
- Emergency Contact Number and Email Address
- Term end date/last day of attendance (month, day, year)
- Start of leave date (month, day, year)
- First day/date of classes on anticipated return from leave (month, day, year)
- Detailed explanation as to the reason for the request including the required, appropriate documentation available to support the request
- Date (month, day, year) the request was submitted

A student may take a leave for up to 180 days in a 12 month period for reasons including extended jury duty, medical emergency, and military issues. Students going on an approved LOA in the middle of a semester must return to school at the same point of the semester on the future anticipated return date listed on the LOA form in order to be readmitted to the College. A student may return to class early from an LOA in order to review previously covered coursework, but the student will be considered still on an approved leave of absence. Please keep in mind that the days spent in class until the approved LOA return date will

count towards the 180 day maximum leave allowed during a 12 month period. LOAs granted after a semester has been completed must wait until the following semester at the earliest to return.

While on a Leave of Absence, the student will not be eligible to receive financial aid, nor utilize College services and facilities. However, any payment arrangement due to the school will continue while on an approved LOA. If the student is absent, and does not complete a Leave of Absence Form and/or submit a written LOA request to the school, then the student may be terminated and will be held financially liable for any charges on the student account including the terms for loans disbursed. Periods during which a student has requested and formally granted a leave of absence will not be considered in calculating the maximum time frame, nor will it affect hours attempted, nor a student's GPA relative to satisfactory academic progress. If a student does not return on the date indicated on the approved written LOA request, then the student will be automatically withdrawn from the College. The last recorded attendance day (LDA) will be used in a Return to Title IV calculation, and the date of determination (DOD) will be the day after the scheduled return day. Should the student decide to re-enroll at a later date, then the student will need to follow the readmission procedures outlined in the catalog. Requests for leaves of absence should be submitted to the Office of Student Advisement and then approved by the Registrar and Financial Aid Offices.

CHANGE OF SCHEDULE

Occasionally, students need to make a change in the schedule of courses for which they have registered. In order to drop or add a course, completely withdraw, or move from one section to another of the same course, students must consult their advisor. All changes must be officially recorded by the Registrar's Office as soon as they occur. Withdrawal from one or more courses may affect some, or possibly all, financial aid awards.

ADDING OR DROPPING A COURSE

Students may add a course load only during the first two weeks of the semester. No other classes can be added after the second week of regular classes. Students may drop or withdraw from registered courses prior to the beginning of the seventh week of the semester to receive a "W" grade.

GRADING SYSTEM

Grades assigned by faculty at the completion of a course will be in accordance with the following grading system

LETTER GRADE	NUMBER EQUIVALENT	QUALITY INDEX
A	90-100	4.0
B+	85-89	3.5
B	80-84	3.0

C+	75-79	2.5
C	70-74	2.0
D	65-69	1.0
EC/ERC	Exempt Credit	0.0
F	Below 65	0.0
FR	Fail Repeat	0.0
I	Incomplete	-
R	Repeat	0.0
RR	Repeat Remedial	-
S	Satisfactory (above 65)	-
TC/TRC	Transfer Credits	0.0
U	Unsatisfactory (below 65)	-
UR	Unsatisfactory - Repeat	-
W	Withdrawal	-
WF*	Withdrawal - Failing	0.0
WP*	Withdrawal - Passing	-
WR	Withdrawal - Remedial	-
WS*	Withdrawal - Satisfactory	-
WU*	Withdrawal - Unsatisfactory	-

* these grades are no longer used.

The minimum passing grade for all courses is 65 percent

Note: Effective June 1, 2015, the passing grade for all Nursing courses (with NUR course codes) will be "B".

The GPA is determined by multiplying the credit points (for example, "B+" = 3.5) by the number of credit hours for each course. Total the credit hours attempted, total the credit points, and divide the latter by the former.

FINAL GRADE COMPONENTS

Final course grades are calculated based upon components such as final and midterm examinations, projects, assignments, class participation and extra-credit reports. Individual instructors may factor in additional components depending on the nature of subject matter taught. All course syllabi delineate final grade components.

Students must complete all course requirements by the due dates set by the instructor for their work to be included in the computation of the final grade.

A student's final grade may be obtained from the instructor within seventy two hours after completion of the course. Students can also access grades through ASA's portal. Semester grade reports are mailed to students by the Registrar's Office at the end of each semester break.

REMEDIAL COURSEWORK

Remedial Coursework neither counts toward attempted work nor toward Cumulative Grade Point Average.

FAILING GRADES AND COURSE REPEATS

A student who fails a course must repeat and attain a passing grade for the course in order to graduate from his or her program.

A student who stops attending classes during the semester without any official notification or withdrawal may receive a failing grade (F in credit-bearing courses) in those classes for that semester. If the student withdraws or is terminated by the institution before the eighth week of the semester, s/he receives a grade of "W" or "WR". After the eighth week the student will receive a failing grade in the course. A student who receives a failing grade in a sequential course must repeat and pass the prerequisite course before continuing in the next course in the sequence.

When the student registers to repeat a failed course, the initial F or U grade(s) will be replaced by a temporary grade of "FR" or "UR" (Fail Repeat) until the student earns a passing grade in the repeated course. The temporary "FR" grade is then replaced by an "R" (Repeat) grade which will count in the student's attempted work but will not be calculated in his or her Cumulative Grade Point Average. For remedial coursework, the temporary "UR" grade will be replaced by an "RR" grade. Only the passing grades in credit-bearing courses will be calculated in the GPA. Any F that is not replaced and still appears on the final transcript will be calculated in the cumulative GPA.

For appropriate credit to be given, all failed courses must be repeated within a program's maximum timeframe.

INCOMPLETE GRADES

An Incomplete "I" grade is a temporary grade requested by a student in writing and authorized by the instructor. Incomplete grades can only be assigned when the student has completed most of the course requirements, but due to circumstances beyond the student's control, he or she is unable to complete all of the course requirements. Incomplete work must be resolved within 3 weeks after the end of the semester, at which time the instructor must assign a letter grade and submit supporting documentation such as the completed graded coursework. If the instructor does not submit a grade change form by the end of this period, an "F" (fail) will be automatically entered into the student's record. Students receiving an "I" in a prerequisite course may not register for the sequential course until the "I" is replaced with a passing grade.

Incomplete grades are temporary grades and they are not calculated in a student's Cumulative Grade Point Average or in attempted work. When the grade is converted to a letter grade, then the letter grade is included in the calculation of the Cumulative Grade Point Average and student's attempted work.

Please note: Students receiving New York State TAP grants should pay special attention to the limitations imposed by "Program Pursuit" requirements (discussed later).

GRADE APPEAL PROCEDURE

Statute of Limitation: Grade appeals will be entertained ONLY within the semester immediately following the term the disputed grade was obtained.

The following procedure applies to grade appeals:

1. Student approaches his/her instructor and requests an explanation on the computation of the student's grade. Usually after this initial dialogue between instructor and student, the problem is resolved.
2. If, after the initial dialogue, the student feels there is sufficient grounds for an appeal for a grade change, student will undertake the formal appeal process. The following procedure applies:
 - The student writes a formal letter (in duplicate) addressed to the Division Chairperson as a document to appeal a grade.
 - The Division Chairperson mediates the session between student and instructor and can require the instructor to produce his/her record book which details the ratings of the student.
 - If the grade change is merited, the Division Chairperson directs the instructor to fill out the request for grade change form. If the request is denied, the instructor submits a formal letter addressed to the Division Chairperson detailing the reason/s for denial of the change of grade. Documentation is needed to justify the action.
 - If the student still decides to bring the appeal to the higher authority, the student submits a written request to the grade deliberation committee within 10 business days from the time the student was informed of the decision.
 - The Division Chairperson will forward the letter and all documentation to the Office of Academic Affairs. The office will convene the grade deliberation committee within 5 business days from the time of the receipt of the formal request.
 - Based on the merits or lack thereof, the grade appeal will be resolved accordingly. The committee's decision is final and non-appealable.
 - The student will receive a written notification of the decision within 10 days from the start of the formal appeals process.

COLLEGE GRIEVANCE PROCEDURE

The college and work environment is at its best when communications are clear and attitudes are positive.

The purpose of this procedure is to outline a process for students to express and resolve misunderstandings, concerns, or issues that they have with any college employee, fellow student, or third party associated with the college in a fair and equitable manner. A student may use this procedure if s/he believes that an employee of the college, fellow student, or third party associated with the college has violated a college policy or has acted in a manner that is inappropriate or unfair to the student, which includes any student claims of discrimination on the basis of age, gender, race, color, creed, religion,

marital status, national or ethnic origin, disability, or sexual orientation, as well as claims of sexual harassment.

Prior to undertaking an informal or formal grievance, a student is encouraged to resolve the complaint with the individual toward whom the grievance is directed. When this isn't feasible, it is recommended that the informal procedure be followed. However, students are not required to follow informal procedures before a grievance is brought according to the college's formal procedure.

INFORMAL PROCEDURE

Students are requested to follow the steps outlined below:


1. Discuss the matter with the individual(s) involved.
2. If a resolution is not reached after attempt at discussion with the individual(s) involved, or if the student chooses not to discuss the matter with the individual(s) involved, the student should discuss this matter with the employee's supervisor (e.g., Department Director, Chairperson, etc. – in the event that the student grievance involves a College employee) who will attempt to mediate a resolution. In cases where a fellow student or third party is involved, the student should bring the matter to the attention of his/her student advisor who will attempt to mediate a resolution.
3. If the advisor, supervisor or chairperson cannot resolve the issue, the matter should be reported to the Ombudsperson, who will gather information, communicate with all parties and attempt to mediate an informal resolution.
4. If the student is dissatisfied with the outcome, s/he can proceed with the formal grievance procedure.


FORMAL PROCEDURE

If the matter is not resolved adequately, the student submits a written statement of the grievance to the ASA Grievance Committee through the Office of the Ombudsperson. The statement should provide an outline of the circumstances giving rise to the issue, identification of the parties involved, and the location and date of the incident. Upon receipt of the written statement from the student, the Chair of the Grievance Committee will gather any material necessary and will gather other information and facts needed to facilitate a fair decision. This stage of the grievance procedure will be completed within fifteen (15) business days, (or as soon as reasonably possible) by the Chair of the Committee or his/her designee. Within ten (10) business days after the completion of the "fact-finding" stage, the Chair will convene the full Grievance Committee to hear the complaint and review the findings. The decision of the Committee will be sent to all the parties involved with a copy to the President of ASA College. This decision will include remedies (if any) that may be suggested by the Committee.

The student and the subject of the grievance may appeal the decision to the President of ASA within ten (10) business days of receipt of the decision. If after the appeal, the student continues to have concerns that the issue has not been adequately resolved, the student may contact the following agencies:

US Department of Education:


 400 Maryland Ave SW
Washington, D.C. 20202


 (202) 401-2000

 www.ed.gov

For disputes involving Federal Student Loans contact the Federal Student Aid Ombudsman Group:


*U.S. Department of Education
FSA Ombudsman Group*


 830 First Street, N.E., Mail Stop 5144
Washington, DC 20202

 (877) 557-2575

 www.studentaid.ed.gov

*New York State Education Department
Office of College and University Evaluation*


 Education Building Annex, 5 EB, North Mezzanine
Albany, New York 12230

 (518) 474-5851

 www.highered.nysed.gov/ocue/

*Commission on Higher Education
Middle States Association of Colleges and Schools*

 3624 Market Street
Philadelphia, PA 19104


 (267) 284-5000

 www.msche.org

For Medical Assisting students:

*Commission on Accreditation of Allied Health
Education Programs (CAAHEP)*

 25400 US Highway 19N., Suite 158
Clearwater, FL 33763

 (727) 210-2350

 www.caahep.org

TRANSCRIPTS

Official and unofficial academic transcripts are prepared and issued by the Registrar's Office. Students who graduate or withdraw from ASA can obtain an unofficial student transcript of all completed course work approximately four weeks after the end of the semester. Requests for unofficial transcripts containing grades for completed courses and a listing of those courses in progress should be made in person at the Registrar's Office.

Requests for official transcripts from other colleges or organizations must be accompanied by a signed release from the student for whom the transcript is requested and must be accompanied by a check or money order payable to ASA in the

amount of five dollars (\$5). Students who have not fulfilled all financial obligations to ASA or whose records have been impounded by any unit of the institution will not be provided with official transcripts.

In accordance with Article 129-B of the New York State Education Law; If a student is found responsible through the College's conduct process for crime(s) of violence, including but not limited to Sexual Violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. & 1092 (f) (1) (F)(i)(I) - (VIII), the College will make one of the following notations on the transcript of such student. That they were:

- "suspended after a finding of responsibility for a code of conduct violation"; or
- "expelled after a finding of responsibility for a code of conduct violation."

If a student withdraws from the College while such conduct charge(s) is pending and declines to complete the disciplinary process, the College will note on the student's transcript that he or she "withdrew with conduct charges pending."

PROGRAM CHANGES

Currently enrolled students may request a change of program by completing a Program Change Request Form and submitting it to the Registrar's Office. The program change request will be approved only if student meets standards of satisfactory academic progress in his or her current program. The Registrar will also determine which of the already completed courses will apply to the new program and re-establish the student's expected date of graduation.

After a student's change of program request is approved, the student will be required to meet the provisions as stipulated in the ASA catalog that is in effect at the time of the program change and to satisfy any outstanding tuition and fee charges from the original program. Approved students will then need to meet with a member of the Financial Aid Office staff.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

There are three elements of Satisfactory Academic Progress (SAP) that all financial aid recipients must achieve in order to receive the Title IV Federal Financial aid:

1. A qualitative measure of academic progress which is calculated using student's cumulative grade point average (GPA);
2. A quantitative measure of pace which uses an "attempted to earned credit ratio;" and
3. The maximum time frame in which students are expected to finish their program, which may not exceed 150% of the

published length of the program measured in credit hours attempted.

To remain eligible for Title IV aid, all matriculated students must demonstrate satisfactory academic progress towards completion of their degree or certificate program based on the criteria described earlier. A student who fails to achieve the standards outlined earlier, is placed on automatic Financial Aid Warning (FAW) status. Students on Financial Aid Warning remain eligible for Title IV Federal financial aid for one payment period. Students must achieve established standards by the end of their Financial Aid Warning period (semester).

Students who do not meet established standards for satisfactory academic progress at the end of the Financial Aid Warning period are placed on Financial Aid Probation, and must have an Academic plan to achieve SAP by the end of their Financial Aid Probationary period. Students who fail to meet SAP at the end of their FA SAP Probation, may be subject to dismissal and may neither continue at ASA as a regular student, nor receive federal financial aid. It is imperative that any student experiencing academic difficulties request and take advantage of ASA's extensive support system. Such students may, however, appeal the dismissal (see appeals process) in order to be placed on Financial Aid Probation (FAP) for an additional payment period (semester).

FAILURE TO MEET STANDARDS & FINANCIAL AID

Students on Financial Aid Warning or on Financial Aid Probation, who are financial aid recipients, are eligible for federal student assistance as long as they continue to maintain satisfactory academic progress (SAP). Students, who do not demonstrate satisfactory academic progress after the Financial Aid Warning or the Financial Aid Probationary periods may be dismissed. They will be given an opportunity to attend the college without financial aid eligibility.

A student on financial aid probation may continue to receive Title IV assistance for one payment period. The college will require a student who is on probation to fulfill specific criteria such as taking a reduced academic load. This student must, at the end of the payment period, meet the college's SAP standards or meet the standards of any academic plan implemented by the college and the student in order to maintain financial aid eligibility.

DETERMINING SATISFACTORY ACADEMIC PROGRESS

At the end of each evaluation period, a review is undertaken by the Registrar's Office to determine whether minimum standards are being met and whether students are progressing toward their objective. SAP standards apply to all students,

regardless of the method of payment - be it financial aid or cash payments. Students who do not successfully meet the requirements of their academic plan, will not be allowed to enroll into another program.

Responsibility for determining whether students meet published requirements at the end of each evaluation period rests with the Registrar's Office. Grades earned for all courses are recorded for each student and cumulative grade point averages and course completion percentages are calculated. Students who do not meet SAP standards are informed by mail and are counseled by advisors regarding their academic options. Information regarding each student is also distributed to other ASA entities (financial aid, student accounts, student advisors, academic chairpersons).

IMPACT OF TRANSFER CREDITS ON STUDENT'S SATISFACTORY ACADEMIC PROGRESS

Transfer credits are not included in the calculation of the Cumulative Grade Point Average, but are calculated in a student's attempted work and completion of graduation requirements.

QUANTITATIVE AND QUALITATIVE MEASURES OF ACADEMIC PROGRESS

ASA uses both quantitative and qualitative measures to determine academic progress. Quantitative measures are the total number of credits attempted by the student in his or her program of study. For purposes of Satisfactory Academic Progress standards, credit hours attempted include any hours for which a student has incurred a financial obligation regardless of whether or not the student successfully completed the course. In determining a student's academic standing, letter grades of "A" through "D" and "S" are assigned to courses successfully completed. However, grades of "F", "I", "W", "WR", "R", "RR", "U" and "UR" delineate work not successfully completed. ASA uses the student's cumulative GPA at specific evaluation points as the qualitative measure for academic progress.

MAXIMUM TIMEFRAME

The maximum time period for a student to complete his or her program, otherwise known as the maximum timeframe, differs according to the number of credits in the degree or certificate program. The maximum timeframe is 150% of the normal program length at which the educational objective must be successfully completed. Therefore, the maximum time is limited to 1.5 times the number of credit hours required to complete the degree or certificate program (rounded down to the nearest whole number of credits). For example, the maximum timeframe for students enrolled in a 63-credit de-

gree program is 94 credits ($63 \times 1.5 = 94.5$ which is rounded down to 94) and in a 68-credit degree program is 102 credits.

PROGRAM-SPECIFIC MINIMUM PROGRESS REQUIREMENTS

As reflected in the charts that are provided in the back of this publication, progress standards differ according to whether a student is enrolled in a degree or certificate program. Unless Financial Aid Probation is permitted, students who fail to meet the specified requirements at the specified evaluation points will be deemed not making satisfactory progress and will be ineligible to continue enrollment. In general, minimum standards become progressively higher at the end of each evaluation point so that students are able to attain at least a 2.0 grade point average and complete their program within the permissible maximum time-frame.

SATISFACTORY ACADEMIC PROGRESS IN THE NURSING AND MASSAGE THERAPY PROGRAMS

Students must maintain a GPA of 2.75 or greater to progress through the nursing program and be eligible for graduation. Students must achieve a grade of “B” or better in all nursing, science and math courses in order to proceed in the Nursing program and graduate with an AAS degree in Nursing.

Failure to do so will result in repeating the course. Students will only be allowed two attempts to pass a nursing course. If a student fails to maintain a grade of B or better in any nursing course and sciences, the course may be repeated only once. A second failure in the same course will result in termination from the Nursing program. Any student who has failed two courses will be dismissed from the program.

Minimum passing grade for all massage therapy courses is a “C”. Students who earn a grade of “D” will fail the course and have to repeat it, and students who earn a grade of “F” will require permission of the Dean to remain in the program. If they remain in the program, they will have to repeat the course.

Inability to meet college and program requirements, including all academic requirements, will result in dismissal from the program.

SATISFACTORY ACADEMIC PROGRESS IN THE MEDICAL ASSISTING PROGRAM

Medical Assisting program students must achieve a grade of “C” or better in the following courses:

MED115 Laboratory Technique I
MED200 Clinical Office Procedure
MED215 Laboratory Technique II

in order to proceed in the Medical Assisting program and graduate with an AOS degree in Medical Assisting.

Students who earn a grade of “D” will fail the course and have to repeat it, and students who earn a grade of “F” will require permission of the Chair to remain in the program. If they remain in the program, they will have to repeat the course.

Inability to meet college and program requirements, including all academic requirements, will result in dismissal from the program.

Note: The Satisfactory Academic Progress Charts are outlined in the Appendix A of this College Catalog. The first SAP Chart is the institutional SAP requirements. The second SAP Chart is the minimum requirements for TAP grant eligibility only.

FINANCIAL AID WARNING AND PROBATION

During certain prescribed semesters, students who do not meet published progress standards will be permitted to remain in college on a Financial Aid Warning status for one evaluation period (one semester). Students who do not meet established criteria for satisfactory academic progress at the end of Financial Aid Warning period, may be placed on Financial Aid Probation for an additional payment period (semester). To qualify for Financial Aid Probation, a student must:

- submit a written request for waiver by filling in the appeals form available in the offices of the Registrar, Advisement, Student Services, and Academic Affairs
- provide supporting documentation detailing mitigating circumstances
- submit an academic plan developed by the student and the delegated officer of the college and agree to participate in any measures recommended by the SAP Review Committee to improve academic achievement.

APPEALS FOR SAP DISMISSAL

Students have a right to appeal their dismissal. Students will not be able to appeal unless all their grades for the courses have been duly received and entered. Appeals must be submitted in writing to the SAP Committee through the office of the Registrar, no later than three weeks prior to the beginning of the semester for which they wish to be readmitted. Due to lack of sufficient time, students may be advised to take a leave of absence (if they qualify) for that semester, and submit the appeal for readmission for the following semester.

An appeal to waive the requirements is a written request. Supporting documentation detailing mitigating circumstances (e.g. medical, death in the family, etc.) to justify the waiver must accompany all waiver requests. All appeals must also be accompanied by an Academic Plan developed by the student and the delegated academic officer of the college. The appeal at the end of the Financial Aid Probationary period is not automatic. It requires a judgment by the professional staff of the college that the student’s failure to meet the academic progress standards was due to a documented unusual

situation. The appeal process is not considered an entitlement but will be issued in accordance with an individual's extraordinary circumstances.

The Satisfactory Academic Progress Review Committee will meet and review the appeal and make a determination within 14 calendar days of receipt of the appeal. The student will be advised of the decision in writing, including any stipulations for reinstatement to the college. All appeal decisions rendered by the SAP committee shall be final.

The student will also be required to adhere to SAP Review committee stipulations in addition to those printed in the college catalog that are in effect on the date of reinstatement. Failure to do the foregoing will result in dismissal without further recourse.

EXTENDED ENROLLMENT STATUS

Students who have been dismissed for failure to maintain the academic minimums outlined above may apply to the Academic Excellence Committee (through the Registrar) to continue their studies in an extended enrollment status (which may not exceed the equivalent of one evaluation period). During such time, a student is not eligible to receive Title IV aid. The student must attempt to improve the deficient areas that led to dismissal by retaking courses that were failed to reestablish satisfactory progress. Students will be responsible for payment of tuition and fees on a prorated per course basis. Grades earned during an "extended enrollment status" (discussed later in this section) will replace previous failing grades for purposes of calculating a student's cumulative grade point average. However, all course grades will be considered credit hours attempted for purposes of determining successful course completion percentages.

At the completion of the extended enrollment status period, a student who has established satisfactory progress, according to the above tables, may apply to the Registrar's Office to return to the regular student status. The Committee for Academic Excellence may require the student to be present during its deliberation to determine both the student's academic ability and his/her desire to successfully continue in the program. If reinstatement is granted, the student's academic progress is closely monitored.

The student will also be required to adhere to AE committee stipulations in addition to those printed in the school catalog that are in effect on the date of reinstatement. Failure to do the foregoing will result in dismissal without further recourse.

PROGRAM PURSUIT FOR STATE AID ELIGIBILITY

For TAP eligible programs, there is also an element of program pursuit, which is considered in assessing a student's academic standing. Program pursuit is determined independently from satisfactory academic progress and represents a measure of effort rather than achievement. The assessment of program pursuit is based on the length of time that a student has been receiving assistance under the New York State Tuition Assistance Program (TAP), including any assistance previously received at other schools. A student must receive a passing or failing grade (that is, a letter grade of "A" through "F") at each evaluation point in 50 percent or more of the course load during the first year of receipt of TAP assistance; 75 percent or more of the course load during the second year in receipt of TAP assistance, and 100 percent of the course load each year thereafter.

Additionally, in order to maintain eligibility for the accelerated TAP award (any third consecutive TAP disbursement), students must earn a minimum of 24 credits in the preceding two semesters. One non-credit remedial course is allowed per semester for the completion of the 24 credit requirement.

For each term of TAP assistance, compliance with program pursuit requirements is monitored and reported by the college's TAP certifying official prior to submitting information to the Higher Education Services Corporation on whether or not a student is eligible for TAP award payment.

GRADUATION REQUIREMENTS

Students who are enrolled to take courses at ASA Extension Center in Manhattan, are required to take at least one course at ASA's main campus in Downtown Brooklyn in order to be considered for graduation.

To qualify for graduation, students must complete the prescribed course of study with a minimum cumulative grade point average of 2.0. In addition, students must discharge all financial obligations to the institution and meet the credit-hour requirements for their major.

Requests for diplomas may be done eight weeks after the date of graduation. The graduate needs to complete a Graduation Clearance Form available at the Registrar's Office. If the graduate is unable to personally process the clearance procedure, he or she must provide his/her representative with a written attested release before the diploma can be obtained.

Students who have any type of federal student loan must participate in a documented exit interview session with financial aid personnel before receiving their credit.



ASA will withhold the official academic transcript and the credentials of any student who has not paid all tuition, fees and fines in full, or who has failed to return books to the library.

Graduates will receive invitations for their commencement ceremony one month before the event. The invitation includes information about venue and ceremonial attire and procedures. Graduates are advised to RSVP as soon as they receive their invitations. Information regarding the commencement ceremony is also available on ASA’s website.

GRADUATION WITH LATIN HONORS

Students in degree and credit-bearing programs may graduate with Latin Honors if they achieve the following grade point averages upon completion of their program of study:

- Cum Laude..... 3.50-3.74 GPA
- Magna Cum Laude.....3.75-3.89 GPA
- Summa Cum Laude.....3.90-4.0 GPA

ASA’S EDUCATION FOR LIFE PROGRAM

ASA graduates in good standing with the College are eligible to audit any or all courses in their program of study, free-of-charge as part of the College’s initiative to encourage life-long learning.

ACADEMIC HONORS

For students who excel within their programs of study, ASA has established an Academic Honors System to validate their academic achievement every semester.

At the end of every semester, after all the grades have been received, students who have achieved a grade point of average (GPA) of 3.5 will be inducted into the Dean’s List Roll of Honor during an award ceremony to be conducted during the next semester. Students with a GPA of 3.85 or higher will be inducted into the President’s List Roll of Honor at a separate ceremony. These lists will be revisited at the end of every semester with updated Student grades.





PROGRAMS OF STUDY

THE ACADEMIC PROGRAMS

ASA specializes in offering programs that balance traditional academic preparation with professional training and hands-on experience. With a “career-first” focus that allows students to immediately begin study in the chosen major, our programs are designed to deliver the type of knowledge and skills employers are looking for, and include workplace experience in the area of the student’s interest. Applicants may choose associate degree programs in business, computer technology, and legal studies, health disciplines or nursing. Certificate programs are also available. The degree and certificate programs offer some degree of scheduling flexibility, with focused skills development components, providing a foundation for students to move to a higher level in a current job, launch a successful new career or pursue continuing education.

The scope and sequence of each curriculum are highly focused to direct students through a series of increasingly complex and challenging courses. To enhance learning, faculty use a variety of instructional methods to include lectures, audiovisual aids, demonstrations, group critiquing sessions, web-based tutorials and laboratory activities. As a result of the exhaustive efforts of the institution’s curriculum and advisory committees, ASA is assured that its programs meet the evolving needs of area employers thereby maximizing the employability of our graduates.

ASA is cognizant of the specific needs of students and allows students to make reasonable course substitutions with permission from the academic chairs and contingent upon satisfaction of pre-requisite requirements.

DEGREE PROGRAMS

ASA offers AOS (Associate in Occupational Studies) and AAS (Associate in Applied Science) programs. These programs require the successful completion of 60-68 credits. The primary objective of all ASA’s programs is preparation for job entry immediately upon completion of the program. While both the A.A.S. and A.O.S. degrees can be transferred to a baccalaureate degree institution, specific course transfers are subject to the discretion of the receiving institution.

Although ASA’s degree curricula are defined in terms of four semesters over sixteen months, ASA recognizes that students

have many responsibilities and/or work hours. ASA understands these circumstances and encourages students to seek advisement to ensure that each student may progress through his or her curriculum in a time frame that responds best to his/her individual work or personal situation. There is no penalty for taking longer than the sixteen months to complete a degree.

CERTIFICATE PROGRAMS

The credit bearing certificate programs detailed herein provide students with the opportunity to get a head start with eight months of successful full time study in a gratifying career. Students will master employment skills quickly and be prepared for positions that offer good compensation and opportunities for advancement.

Students enrolled in the certificate programs receive all the benefits of an ASA education, including placement privileges and refresher courses.

Additionally, credits earned in certificate programs are transferable to ASA’s degree programs. Graduates may continue their education and career development without any loss of time. An Associate degree can be earned within one additional year by attending ASA’s evening/weekend sessions.

PROGRAM RESOURCES

In order to achieve the curriculum in the manner most relevant to on-the-job requirements, all ASA College programs include unlimited laboratory hands-on training using the latest software, hardware, and technology essential in today’s marketplace.

ASA FACULTY

The learned and experienced men and women who comprise the faculty of any college are its principal resource. The quality and even the character of a student’s experience with an institution are largely determined by the caliber of the faculty. But for students to experience the benefits derived from association with the faculty, they must have the opportunity to meet and to know them. That opportunity exists at ASA.

Unlike many other institutions with large classes, ASA’s classes generally do not exceed thirty five students and a typical class has fewer than thirty. There is ample opportunity

for faculty and students to know one another and establish partnerships in learning.

Academic and student advisors assist the student to clarify personal goals and to develop strategies to accomplish them. The advisor works with the student to plan a course of study consistent with those goals and reviews that plan with the student at least twice each year. In doing so, the advisor/mentor draws on his or her considerable knowledge of the ASA's mission, the student's chosen curriculum, and ultimately the career-field that the student desires to enter.

INSTITUTIONAL STUDENT LEARNING GOALS

As an institution of higher education, ASA College has responsibilities to both to the individual students it serves and the community in which it exists. . Education is the primary means by which people can advance themselves economically, promote social justice for all, and increase their understanding and knowledge of the world in which they live. Higher education is the catalyst for advancement of those in less favored positions in society who have been historically underrepresented, including minorities, and new immigrant groups.

ASA College provides access to higher education for all traditional and non-traditional students and, as stated in our Mission Statement, seeks to “equip them with a firm academic foundation and career-specific competencies.”

It is expected of all ASA graduates, regardless of the program in which they are enrolled, to demonstrate the following knowledge, skills, competencies, and traits.

At the Institutional level, our graduates should be able to:

- Demonstrate understanding of American English by using it with the precision and clarity necessary for effective communication;
- Convey information and ideas clearly and effectively in English through the written word in a variety of formats and contexts;
- Reason quantitatively and solve problems using appropriate computational techniques;
- Utilize information technology effectively in a variety of applications and demonstrate adaptability to new innovations;

- Access, evaluate, integrate, and apply information from a variety of resources, including print and electronic.;
- Reason critically and logically about a variety of topical and relevant issues.

As evident in our Mission statement, ASA College offers “high-quality degree and diploma/certificate programs that respond to the needs of students and employers in a global economy” and therefore we expect that in addition to the general skills, ASA graduates will possess the knowledge and skills to succeed in a rewarding professional field of their choice.

At the program level, our graduates should be able to:

- Demonstrate understanding of the concepts and theories underlying the field;
- Be prepared to assume work responsibilities with a minimum of on-the-job training;
- Be able to apply theoretical knowledge in practical situations;
- Successfully fulfill all the responsibilities of their position;
- Demonstrate the ability to advance in their profession through ongoing self-development and skills updating;
- Collaborate with others in a group setting, exhibiting leadership when appropriate;
- Express an understanding of the ethical principles and social responsibilities of the profession.

Since a full human life consists of much more than gainful employment and economic well-being, ASA graduates should possess the personal and social characteristics of individuals who are not only self-confident and self-aware, but also socially conscious.

They should:

- Demonstrate independence and self-motivation;
- Analyze their strengths and weaknesses and exhibit the ability to learn from constructive criticism;
- Discuss critically the current cultural, political, and social issues;
- Accept diversity and be open to views different from their own;
- Be committed to lifelong learning;
- Recognize the rights, values, and responsibilities of citizenship in a democracy;
- Formulate a moral/ethical code of behavior.

EXTERNSHIPS

Externship, a required 3-credit course within ASA's associate degree programs, integrates classroom learning with unpaid work experiences related to the student's major. Students apply classroom learning to a work environment; at the same time, they gain a better understanding of their career objectives and earn academic credit. Students begin interviewing with participating externship organizations during the second-half of their third (or penultimate) semester prior to registering for externship in their final semester. The Externship Office is responsible for setting up interviews with off-campus facilities. Additional rules and regulations governing externship are available at the Externship Office.



DIVISION OF ARTS AND SCIENCES

The Division of Arts and Sciences at ASA is an essential academic department which is vibrant as it reflects the institution's mission. ASA students derive benefits from the department in a number of significant ways. At the core of the Division of Arts and Sciences is a series of required courses which include Math, English and a host of Liberal Arts subjects designed to build a strong academic foundation. The curricular offerings prepare students for more advanced courses while enhancing their workplace skills and re-enforcing aptitudes for courses within their major.

In addition, the Division of Arts and Sciences has a strong ESL language training, which gives non-native speakers the unique opportunity to master the English language before following a traditional path of college study. The strong connection between the ESL language training and the Liberal Arts courses creates a dynamic learning environment in which a diverse population of students at various levels of competency comes together to learn and grow. Ultimately, all students find themselves being connected, as they are subjected to the same rigorous academic standards set forth by the division.

The Division of Arts and Sciences serves all students, and it continues to thrive due, in part, to the diversity and eagerness of the student population. The other key component of the Division of Arts and Sciences is its equally diverse and academically sturdy faculty, who are professionals in their fields of expertise. The Division is home to a number of philosophers, mathematicians, linguists and writers, who bring into their teaching the creativity, accomplishments and inventive pedagogical prowess to the learning-delivery system.

In bringing fresh, cutting-edge, original academic ideas to new generations of traditional and non-traditional learners, The Division of Arts and Sciences adheres to and transcends the mission and vision of ASA.

FOUNDATION FOR FUTURE LEARNING AND CAREERS

Arts and Sciences courses allow students the opportunity to gain critical, inquisitive, and analytical thinking skills. In addition, the core, foundational aspect of the Arts and Sciences courses gives students additional knowledge in diverse course offerings. This new knowledge and these thinking skills are essential to students' learning in both current and future classes.

Courses in the Division of Arts and Sciences contain essential learning components that prospective employers expect graduates to have mastered. As analytical, critical, and inquisitive thinking skills are sharpened in these courses, students learn to problem-solve, investigate, and to become generally more well-rounded academic individuals. These courses allow students to self-reflect while also learning about the world around them. This prepares them to become stronger candidates in their programs of study and allows them to play more vital roles in society.

COURSES OFFERED BY THE DIVISION OF ARTS & SCIENCES

In order to enhance the student learning experience, ASA offers both liberal arts and general education courses. Within their occupational associate degree programs, students are required to successfully complete a minimum of 12 credits (four 3-credit courses) of study within the general education/liberal arts curriculum. All students in associate degree programs must complete the following, as they are mandatory: College Math (MAT105), English Composition I (ENG105) and English Composition II (ENG205). These courses add up to nine (9) credits of the general education requirement. Please note that students enrolled in Associate in Applied Science (AAS) degree programs must complete twenty-one (21) credits in general education/arts & sciences.

The additional credits are completed by choosing from among several arts and sciences electives. These courses are in the humanities, natural sciences, and social sciences disciplines.

HUMANITIES

Courses in the Humanities offer ASA students the opportunity to broaden their cultural and academic horizons, while allowing them to examine culture and society in a significant and invigorating manner. Students are expected to explore ideas about the world in which they live. Humanities courses are designed to foster creative, analytical thinking while also expanding students' knowledge of culture and society. Some of the courses which students may choose include Speech and Communication, American Literature, Philosophy, and Ethics.

SOCIAL SCIENCES

Courses in Social Sciences allow students to examine the structure of society and the world in which we live. Using both qualitative and quantitative approaches, students will examine humanity through a scientific approach. These courses allow students the opportunity to subjectively and objectively focus on the historical and sociological aspects of the world. Some of the courses offered in the Social Sciences are Psychology, American History, World History, and Sociology.

NATURAL SCIENCES

Courses in Natural Sciences are designed to give students a deeper understanding of ideas based on laws or rules of natural origin. These ideas, deeply rooted in traditional, scientific, methodologies and thinking, exist as a means for students to understand the importance of specific scientific knowledge and the rules and laws governing that area of knowledge. For example, courses such as Human Biology give students the opportunity to gain a deeper understanding of an exciting, yet complex subject, where certain knowledge is based on accuracy and objectivity resulting from experimentation and scientific method. In Chemistry students will explore the nature of matter and energy throughout diverse physical environments as they study gases, the Ideal Gas Law, measurements and chemical calculations, chemical changes and reactions, atomic theory and chemical bonding, biochemistry, organic chemistry and nuclear chemistry. In Physics students will explore Newton's Laws of Motion, the Laws of Conservation, the properties of matter, temperature and heat, the properties of sound and light, electricity and electromagnetism.

GENERAL EDUCATION

Courses in general education provide students with the overall knowledge and skills needed to succeed within the college environment. They also provide the career training that many students envisioned when they entered college.

There are three required core competencies courses. The first two courses: Freshman Skills Seminar (FSM100) and Research Methods (LIB100) are designed to assist students in transitioning from the predictable life of basic elementary and secondary level education to the increasingly challenging and self-directed path of tertiary education.

Within the FSM100 class students are afforded an overview of the college environment. Topics covered in FSM100 include: developing communication skills, improving study skills, coping with stress, effective time management, test-taking strategies, critical thinking, and problem solving. Students are also introduced to the process of resume writing and drafting cover letters, as they begin the process of compiling a successful career portfolio.

The LIB100 class develops students' ability to use various library resources, locate and competently analyze information, conduct on-line research, understand and correctly apply academic citations, and utilize ASA's library resources and databases.

The third component is a Career Development Seminar (CDV100), which harnesses students' acquired knowledge and skills into tools for conducting a successful job search, developing a successful cover letter along with a winning resume, and the completion of a sharply-focused career portfolio. Students will demonstrate their acquired skills and training by participating in a mock interview which is a major component of the CDV100 classes' graded coursework.

These three courses assist ASA students in developing into self-assured, knowledgeable professionals who are ready to take their place in the corporate environments of business, computer technology, health, or legal studies.

ESL AND REMEDIAL STUDIES AT ASA

Instruction in English as a Second Language (ESL) has been one of the longest standing and most important elements of ASA's pedagogical and educational history. It serves as the backbone of basic English literacy. The ESL courses at ASA offer the multi-cultural, immigrant student body an opportunity for intensive language immersion, emphasizing the importance of the practical use of English. ASA's ESL students are engaged in a course of study which aims to enhance many aspects of students' lives. The areas in which students' lives may be impacted include other academic environments, social environments, and professional/work environments.

In order for students to meet the highest possible levels of English proficiency, the remediation program in ESL consists of six intensive levels. Student progress is consistently and accurately assessed through testing at the appropriate level of proficiency.

The ESL course offerings feature curricula created specifically to meet the academic needs of ASA's diverse student body. These courses particularly focus on articulation and literacy. Students with a greater need for immersion may initially be enrolled into level "A", and level "B" subjects. More advanced students will be placed in higher levels (C, D). Non-Immigrant Visa students can also take level E.

Students are placed at particular levels based on their English language proficiency. This proficiency is determined by a placement test. Additionally, students are evaluated by instructors, who appropriately distribute grades indicating learning and growth.

Grading components include: grammar, oral communication, reading, writing, and integrated language skills. In cases where any of the required components have not been met,

students are required to repeat the course. However, in particular cases of student's non-progress and demonstration of the inability to perform at a satisfactory level in three or more curriculum components, a dismissal from the course will be issued.

The overall scores of the exams measure the appropriate levels of ESL placement with the following restriction: *Students must complete all subsequent levels of ESL before they are permitted to take English Composition I.*

LEVEL A

(Each course is 3 non-credit hours)

The curriculum for Level A in ESL study has been expressly designed for students whose ability to communicate in English is very limited. These students will be immersed in an intensified, component-based curriculum that emphasizes the skills of reading, writing, grammar applications, integrated language skills, and oral communication.

ESL Reading Skills - Level A,
ESL Grammar Skills - Level A,
ESL Oral Communication Skills - Level A,
Integrated Language Application Skills - Level A

Students registered for courses in this level of ESL are not permitted to take any credit bearing courses.

LEVEL B

(Each course is 3 non-credit hours)

Students enrolled in Level B curriculum of the ESL courses have been previously introduced to the very basics of grammatical written forms, simple sentence formations and may, with difficulty, communicate in English.

ESL Reading Skills - Level B,
ESL Grammar Skills - Level B,
ESL Oral Communication Skills - Level B,
Integrated Language Application Skills - Level B

Students registered for courses in this level of ESL are not permitted to take any credit bearing courses.

LEVEL C (effective fall 2018 semester)

(Each course is 3 non-credit hours)

Students enrolled in Level "C" courses have successfully reached a certain level of proficiency in the English language, especially in articulating their needs with clarity and writing short comprehensive compositions.

ESL Reading Skills - Level C,
ESL Writing Skills - Level C,
ESL Oral Communication Skills - Level C,
Integrated Language Application Skills - Level C

Students registered for courses at this level of ESL are not permitted to take any credit-bearing course.

LEVEL D (effective fall 2018 semester)

(Each course is 3 non-credit hours)

Students enrolled in Level "D" courses have reached nearly fluent proficiency in the English language. These students speak and write comfortably and make transitions from their native language to English with ease.

ESL Writing Skills - Level D
ESL Oral Communication Skills - Level D,

Students may take up to six credit of the program of study but not advanced English courses (such as English Composition) nor reading-intensive courses (e.g. Microeconomics). Appropriate schedule for Level D ESL students will be determined at the time of registration.

LEVEL E - offered as part of Language Enrichment courses to Non-Immigrant Visa students only

(3 non-credit hours)

Students enrolled in Level "E" of the ESL courses take only one course, "Advanced ESL Writing Workshop", which specifically prepares them for the demands of the main stream academic subjects. In this course, students learn about the ways in which basic essays are built and about the writing process.

REMEDIAL ENGLISH

College reading and writing skills are important for native speakers, as writing and related communications skills play an essential role in students' professional and personal lives.

ASA offers two developmental courses in English: College Reading Skills and College Writing Skills. Sensitive to the greater academic concerns of students, ASA hopes to provide intensive basic skills curricula to those students who require them. The scores from the Compass tests determine placement in appropriate subjects depending upon the levels of deficiency in students' writing or reading comprehension. Students enrolled in one or both of these courses must earn the grade of "S" (Satisfactory) in order to proceed to other required English courses (i.e., English Composition I and II).

REMEDIAL MATH

MATH SKILLS LEVEL I

This is the first course of the sequence of the two remedial math classes. It is designed to be a developmental course of arithmetic and introduction to algebra. This course is created to provide students the opportunity to develop fundamental computational skills and lay the foundation for success in Remedial Math Skills 2 course. Topics include whole num-

bers, fractions, decimals, percent, measurement, and geometric concepts.

MATH SKILLS LEVEL II

This is a developmental course of elementary algebra with an integrated review and reinforcement of arithmetic skills. This course is designed to provide students with necessary basic skills of mathematical operations in preparation for college level mathematics. Topics include real number system, numerical evaluation, algebraic operations, algebraic and graphical solutions of linear equations and systems. Course prerequisite: Placement examination or successful completion of Math Skills Level 1.

MATH AT ASA

ASA offers comprehensive, broad-based, credit-bearing courses that are designed to familiarize students with the techniques of problem-solving. Courses in College Math and College Algebra are designed to ensure that students are capable of satisfactorily completing challenging exercises and demonstrating that they are aware of math concepts essential to college level learners. These courses include various topics in algebraic operations, equations, polynomials, function concepts, basic topics from plane geometry and trigonometry of the right triangle.

Courses in Statistics offer students an introduction to concepts in probability and basic statistical inference procedures of estimation, confidence intervals and hypothesis testing directed towards applications in various disciplines including business and health.

Note: Students requiring remediation in both Mathematics and English are advised not to take more than 12 credits in the first semester of their program. Students requiring remediation in both areas are not permitted to attempt more than 15 credits in the first semester of the program. Students are allowed course over-loads in subsequent semesters if they maintain a cumulative GPA of 3.5 or higher.



DIVISION OF BUSINESS

The Division of Business at ASA produces graduates capable of handling the challenges of the business community in the dynamic New York's business environment. The ASA's Division of Business paves paths for our graduates for jobs in management, accounting, marketing, office management, legal assistants' positions in the public and private sectors in New York and beyond. The Division of Business offers only the best and most comprehensive programs. Enrollment in any of the program's specialties enriches the student's readiness to take on management, accounting and other professional careers. Our alumni members currently hold management and supervisory positions which are lucid testimonies of the marketability of our programs. This reflects the market-sensitive philosophy of ASA College focusing on saleable programs in the Division: accounting, business administration, office administration and technology, management

of information systems, executive legal assisting and office technology and administration. Students are trained on the latest and most sought-after software on the market.

Faculty in the Division of Business hold Master's or higher degrees, and licenses such as Certified Public Accountants (CPA) and Certified Management Accountants (CMA). Many hold licensures in investment brokering, business consulting, and as financial advisors. Faculty members are affiliated with professional associations which create ready links with for-profit and not-for-profit companies for internship opportunities and eventual employment for graduates. Such partnerships and collaborations set the stage for ASA students to get the best training that puts them on the path to lucrative and satisfying careers.

PROGRAMS IN THE DIVISION OF BUSINESS

BUSINESS ADMINISTRATION

Associate in Applied Science Degree

HEGIS 5004

4 semesters/61 credits

The Associate in Applied Science degree in Business Administration prepares graduates to begin or advance their careers in the business world. It can also be a major step towards completing a bachelor's degree. Program typically provides students with a comprehensive understanding of management principles, business-oriented technology and interpersonal skills. This program also offers elective options or professional courses in specific areas of business, such as accounting, digital media, fashion design and merchandising, sports management, hospitality management, and social media. Through career-oriented courses, the program will help students build the skills and industry background information to qualify them for entry-level jobs in their specialty field. The AAS degree program in Business Administration requires the successful completion of 61 credit semester hours for graduation.

ASA's AAS degree program in Business Administration combines theory with extensive computer applications. The curriculum integrates courses in the humanities, office technology, and complementing electives. Faculty provide students with intensive course work that simulates the typical work environment. A vital component of the Business

COURSECODE	COURSE TITLE	CREDITS
COLLEGE AND CAREER PREPARATORY COURSES		
CDV100	Career Development	1
FSM100	Freshman Skills Seminar	1
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
BIO120	Human Biology ¹	3
ECO150	Principles of Microeconomics	3
ENG105	English Composition I	3
ENG110	Speech and Communication	3
ENG205	English Composition II	3
LIB100	Research Methods	2
MAT110	College Algebra	3
PHI 110	Ethics ²	3
REQUIRED PROFESSIONAL COURSES		
ACC101	Principles of Accounting I	3
BUS110	Introduction to Business	3
BUS175	Business Law	3
BUS200	Principles of Marketing	3
BUS205	Principles of Finance	3

Administration program is an externship course in which students endeavor to apply their theoretical exposure in the area of their interest. Participation in this work-experience program is permitted in the final semester. Students who are continuing their education and are not seeking immediate employment have the option of registering for the Business Administration Capstone course.

Accounting professionals play an important role by providing support for decision making in organizations. They form integral and core parts of the decision-making process of an organization. Students develop competencies in a variety of software that are critical to the practice of accounting and business management; i.e. Peachtree, QuickBooks, TurboTax and others. The accounting courses are offered in a pattern that proceeds from the simple to complex. Graduates who choose elective professional courses in Accounting, find jobs as staff accountants, junior accountants, payroll accounting, bookkeepers, accounting clerks and loan processors.

Elective courses in Digital Media Marketing are designed to introduce students to the world of multi-channel marketing. It provides students with the advanced technical skills they need to identify, engage, and develop successful relationships with customers in today's digital environment. Graduates will be able to find jobs in the marketing field as social media specialist, social media coordinator, marketing assistant & communication specialist, marketing specialist.

Electives in Fashion Design and Merchandising combine both creative and analytical thinking and prepare students to promote product lines/brands, and organize promotional campaigns, wholesale level to attract retailer interest, wholesale purchasing, and supply contracts. It covers instructions in wholesaling, wholesale advertising, selling, and customer relations. Students also learn leadership skills to be able to analyze and forecast trends for upcoming seasons, to apply and use industry-related technology, and how to apply insights to brand strategy and product development. Graduates who choose this elective option are employed in retail, purchasing, and wholesale fields. They also work for fashion brands and designers, large department stores, and small boutiques.

Students can also minor in Sports Management where they have a wide choice of career objectives in sports management and which prepares them for employment in entry-level positions as coaches, empires, athletic administrator, facility and event manager, sports promoter, and related field.

Graduates who choose elective option in Hospitality Management acquire a solid business and managerial foundation as well as specialized training in this field. Students take courses in a broad range of concepts, practices, and issues specific to the service and hospitality industry – helping them

COURSECODE	COURSE TITLE	CREDITS
BUS905	Business Administration Externship OR	3
BUS910	Business Administration Capstone	3
CIS100	Computer Concepts and Applications	3

ELECTIVE PROFESSIONAL COURSES
(FIVE COURSES FROM ANY ONE OF THE FOLLOWING OPTIONS)

IN ACCOUNTING

ACC151	Principles of Accounting II	3
ACC160	Advanced Bookkeeping Applications	3
ACC165	Spreadsheet Modeling for Business Decisions	3
ACC210	Taxation	3
ACC225	Managerial Accounting	3
ACC250	Computerized Accounting with Application Packages	3

IN DIGITAL MEDIA MARKETING

DMM100	Digital Techniques and Concepts in Business Environment	3
DMM150	Digital Marketing Strategies and Content Development	3
DMM200	Analyzing the Digital Consumer	3
DMM250	Digital Marketing	3
DMM275	Designing for Digital Advertising	3

IN FASHION DESIGN AND MERCHANDISING

FSH150	Introduction to Visual Merchandising	3
FSH175	Fashion History and Global Attire	3
FSH215	Buying and Merchandise Math	3
FSH225	Textiles	3
FSH250	CAD for Merchandising	3

IN HOSPITALITY MANAGEMENT

HOS120	Introduction to Hospitality Management	3
HOS150	Technology in the Hospitality Management Industry	3
HOS200	Ethical Hospitality Management	3
HOS220	Convention and Event Management	3
HOS240	Hospitality Human Resources and Supervision	3

IN SOCIAL MEDIA MANAGEMENT

ENG175	Writing for Social Media	3
SMM150	Social Media Marketing Strategy	3
SMM220	Public Relations and Social Media	3
SMM240	Using Social Media Tools	3
SMM250	Digital Media Buyer	3

IN SPORTS MANAGEMENT

SPM270	Sports Management	3
SPM274	Sports Marketing	3
SPM275	Sports Leadership	3
SPM276	Sports Facilities and Events Management	3
SPM280	Sports Finance	3

¹ May be substituted for Science Elective

² May be substituted for Humanities Elective

develop the skills and knowledge to work directly with customers or behind the scenes to ensure a more pleasurable guest experience. Graduates are prepared to be leaders in settings such as hotels, food and beverage industry, travel and tourism, casinos, resorts and spa services, and entertainment and sports venues. Graduates would be able to find jobs as hotel night auditor, front-line managers of food preparation workers, and front-line managers of food servers, food service manager, and other related fields.

Students who elect Social Media Management courses will master social media communication principles and platforms and be able to apply strategies and tactics to real projects. Completers will also be able to implement an effective and comprehensive social media campaign and develop a professional portfolio to demonstrate newly acquired expertise.

PROGRAM GOALS

Upon successful completion of the program in Business Administration, (AAS), a graduate should be able to demonstrate the following knowledge, skills and achievements:

- Apply key business and management concepts and theories in a real-world context and apply critical-thinking skills

to the managerial decision making process;

- Employ industry-standard accounting software, tax software packages and also manually prepare accurate financial statements, report key data, and prepare both individual and business tax documents;
- Use interpretive and analytic skills to identify problems, create reports with respect to commonly used financial statements;
- Evaluate ethical, social, Civic, and cultural issues in the context of business and accounting practice;
- Apply effective team-management and leadership skills in diverse and dynamic workplaces;
- Apply knowledge of business practices and technical skills that supports and facilitates lifelong professional development and transfer to a Baccalaureate degree program in Business Administration/Accounting without further academic preparation.

BUSINESS ADMINISTRATION - ACCOUNTING

Associate of Occupational Studies Degree

DISCONTINUED
EFFECTIVE
02/2018

HEGIS 5004

4 semesters/63 credits

The Associate of Occupational Studies (AOS) degree for Business Administration Accounting integrates conventional accounting courses in a module that includes relevant interdisciplinary subjects. This business-related Accounting program is oriented toward preparing students for both administrative and accounting careers in various sectors of the economy.

Accounting professionals play an important role by providing support for decision making in organizations. So, accountants form integral and core parts of the decision-making process of an organization.

ASA's Associate Degree program in Business Administration-Accounting combines theory with extensive computer applications. Students develop competencies in a variety of software that are critical to the practice of accounting and business management; i.e. Peachtree, QuickBooks, TurboTax and others. The accounting courses are offered in a pattern that proceed from the simple to complex. The curriculum integrates courses in the humanities, office technology, and complementing electives.

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	3
ELECTIVE ARTS AND SCIENCE COURSES (ANY ONE THREE-CREDIT COURSE)		
BIO120	Human Biology	3
CHE105	Chemistry	3
ENG110	Speech and Communication	3
HIS101	American History I	3
HIS200	World History I	3
HIS201	American History II	3
HIS210	World History II	3
LIT200	American Literature	3
MAT220	Statistics	3
PHI 110	Ethics	3

Faculty provide students with intensive course work that simulates the typical work environment. A vital component of the Business Administration-Accounting program is a mandatory practicum (viz.externship) in which students endeavor to apply their theoretical exposure to practical accounting, e-commerce, and retail management. Participation in this work-experience program is permitted in the final semester. In the area of accounting, graduates find jobs as staff accountants, junior accountants, payroll managers, bookkeepers, accounting operatives, and loan processors. Graduates who also complete graduation requirements with a major in Retail Management may be able to find jobs as advertising generalists or specialists, promotion operatives, customer service managers, or retail analysts. Academic preparation in e-commerce qualifies graduates to assume positions in direct marketing, personal selling, brand development, and customer service in business-to-business and business-to customer settings.

The Associate of Occupational Studies degree program in Business Administration - Accounting requires the successful completion of 63 semester credit hours for graduation as shown in columns alongside.

PROGRAM GOALS

Upon successful completion of the program in Business Administration/Accounting (AOS Degree Program), a graduate should be able to demonstrate the following knowledge, skills and achievements:

- Apply key business and management concepts and theories in a real-world context and apply critical-thinking skills to the managerial decision making process;
- Employ industry-standard accounting software, tax software packages and also manually prepare accurate financial statements, report key data, and prepare both individual and business tax documents;
- Use interpretive and analytic skills to identify problems, create reports with respect to commonly used financial statements;
- Evaluate ethical, social, civic, and cultural issues in the context of business and accounting practice;
- Apply effective team-management and leadership skills in diverse and dynamic workplaces;
- Apply knowledge of business practices and technical skills that supports and facilitates lifelong professional development and transfer to a Baccalaureate degree program in Business Administration/Accounting without further academic preparation.

COURSECODE	COURSE TITLE	CREDITS
PHI 200	Philosophy	3
PHY105	Physics	3
PSY105	Psychology	3
SCI 101	Integrated Sciences	3
SOC105	Sociology	3

REQUIRED PROFESSIONAL COURSES

ACC101	Principles of Accounting I	3
ACC150	Accounting with Electronic Spreadsheets OR	2
ACC151	Principles of Accounting II	3
ACC195	Introduction to Forensic Accounting	3
ACC210	Taxation	3
ACC250	Computerized Accounting with Application Package	3
BUS110	Introduction to Business	3
BUS135	Administrative Office Management OR	2
BUS145	Database Management Applications Package	
BUS200	Principles of Marketing	3
BUS205	Principles of Finance	3
BUS210	Business Ethics	3
BUS905	Business Administration - Accounting Externship OR	3
BUS910	Business Administration Capstone	
CIS100	Computer Concepts and Applications	3
ECO150	Principles of Micro-economics	3

ELECTIVE PROFESSIONAL COURSES (ANY THREE COURSES FROM THE FOLLOWING OPTIONS)

OFT210	Word Processing	3
IN ACCOUNTING		
ACC160	Advanced Bookkeeping Applications	3
ACC225	Managerial Accounting	3
BUS175	Business Law	3
IN ADVANCED BUSINESS		
BUS115	International Business and Trade	3
BUS120	Organizational Behavior	3
BUS215	Business Management	3
IN E-COMMERCE		
BUS240	Introduction to E-commerce	3
BUS245	E-commerce Management	3
BUS250	E-commerce Marketing	3
IN RETAIL MANAGEMENT		
BUS255	Customer Service Management	3
BUS260	Retail Operations Management	3
BUS265	Merchandise Management	3

OFFICE ADMINISTRATION AND TECHNOLOGY

Associate of Occupational Studies Degree

DISCONTINUED
EFFECTIVE
07/2017

HEGIS 5005

4 semesters/61 credits

The Associate degree program in Office Administration and Technology prepares the office workers for organizational support roles. The technologically-intensified work settings of today demand skilled office administrators with college level training.

Students acquire both basic and advanced skills for office-related roles from an array of specialized courses that provide them the competencies for administrative positions. Competencies stem from the specialized courses required for office manager assistant, office procedure coordinator, document processing supervisor, and general office operatives. Organizations need administrative support staffers with effective, technical, and good communication skills to operate successfully.

United States Department Bureau of Labor Statistics Occupational Outlook Handbook states that employment in the field of office technologists is expected to grow through the year 2018 by 11%. Thousands of new office jobs are emerging in New York City owing to attrition and technological shift. ASA is committed to provide students with the skills that are needed to be successful entrants into these emerging jobs. Furthermore, the development and success of the Metro Tech Center in downtown Brooklyn have made the area a hub for government, education, and business offices. Thus local demand for administrative support staffers is also growing.

The Associate of Occupational Studies degree program in Office Administration and Technology requires the successful completion of 61 semester credit hours for graduation as shown in the columns alongside.

PROGRAM GOALS

Upon successful completion of the program, a graduate should be able to demonstrate the following knowledge, skills and achievements:

- Utilize active listening skills to accurately condense and record verbal information, instructions, and ideas;
- Communicate verbally, using language that is appropriate to the intended audience;
- Select, apply, and adapt computer software tools (word processing, spreadsheet, database, and presentation) to business related tasks;

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	
ELECTIVE ARTS AND SCIENCE COURSES (ANY ONE THREE-CREDIT COURSE)		
BIO120	Human Biology	3
CHE105	Chemistry	3
ENG110	Speech and Communications	3
HIS101	American History I	3
HIS201	American History II	3
HIS200	World History I	3
HIS210	World History II	3
LIT200	American Literature	3
MAT220	Statistics	3
PHI110	Ethics	3
PHI200	Philosophy	3
PHY105	Physics	3
PSY105	Psychology	3
SCI101	Integrated Sciences	3
SOC105	Sociology	3
REQUIRED COURSES IN MAJOR		
ACC101	Principles of Accounting I	3
ACC150	Accounting with Electronic Spreadsheets	2
BUS110	Introduction to Business	3
BUS135	Administrative Office Management	2
BUS145	Database Management Applications Package	2
BUS230	Human Resources Management	3
CIS100	Computer Concepts and Applications	3
CIS190	Automated Office Administration	3
OFT150	Document Processing	2
OFT170	Presentation Skills and Techniques	2

- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files;
- Apply ethical standards for efficiency and quality of work;
- Transfer to a Baccalaureate degree program in a Business discipline without further academic preparation.



COURSECODE	COURSE TITLE	CREDITS
OFT200	Machine Transcription	3
OFT210	Word Processing	3
OFT240	Record Management	2
OFT905	Office Administration Externship	3

ELECTIVE PROFESSIONAL COURSES (ANY THREE COURSES FROM THE FOLLOWING OPTIONS)

EXECUTIVE LEGAL ASSISTANT OPTION

BUS175	Business Law	3
LAW130	Legal Office Assisting & Procedures	3
LAW150	Legal Machine Transcription	3

EXECUTIVE ASSISTANT OPTION

OFT130	General Office Procedures	3
OFT140	Speed Writing	3
OFT225	Advanced Machine Transcription	3

SPORTS MANAGEMENT OPTION

BUS270	Sports Management	3
BUS274	Sports Marketing	3
BUS275	Sports Leadership	3

OFFICE TECHNOLOGY AND ADMINISTRATION

Certificate

HEGIS 5004

2 semesters/30 credits

In today's business world, technology is indispensable to the operation of every modern business enterprise. Office technology personnel prepare and analyze documents for individuals, corporations, state and federal government agencies, not-for-profit companies, and other organizations. Managers rely on this information to make reasoned decisions.

The certificate program in office technology and administration solidifies the student to transition into the degree program that is similarly configured. The augmenting coursework in the office-administration track provides foundation courses for transfer into other business-related concentrations, such as accounting, management of information systems.

The certificate program in Office Technology and Administration requires the successful completion of 30 semester credit hours for graduation as shown in the column on this page and the following page.

Students can pursue a degree in AAS in Business Administration after completion of this certificate program.

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
ENG105	English Composition I	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
REQUIRED COURSES IN MAJOR		
ACC101	Principles of Accounting I	3
ACC151	Principles of Accounting II	3
ACC165	Spreadsheet Modeling for Business Decisions	3
ACC210	Taxation	3
ACC250	Computerized Accounting with Application Package	3
BUS110	Introduction to Business	3
BUS175	Business Law	3
CIS100	Computer Concepts and Applications	3

PROGRAM GOALS

Upon successful completion of the program, a graduate should be able to demonstrate the following knowledge, skills and achievements:

- Employ industry-standard accounting software packages to prepare accurate financial statements, report key data, and prepare both individual and business tax documents; use interpretive and analytic skills to identify problems, create reports, with respect to commonly used basic financial statements;
- Utilize active listening skills to accurately condense and record verbal information and instructions;
- Apply standard records management procedures when establishing and maintaining systems to classify, organize, store, and retrieve hard copy and electronic files;
- Select, apply, and adapt computer software tools (word processing, spreadsheet, database, and presentation) to business related tasks;
- Evaluate ethical, social, civic, and cultural issues in the context of business and accounting practice; transfer to an ASA Associate Degree program in Business Administration (AAS Degree Program) with some preparation.



DIVISION OF ENGINEERING AND TECHNOLOGY

The Division of Engineering and Technology at ASA provides courses and programs designed to meet the current workforce needs of the information technology industries. The primary objective is to help graduates to be well trained and ready to meet the demands of the global IT job market. Graduates will be prepared to obtain employment in small to medium sized organizations. Our programs also provide a solid foundation for transition to a Baccalaureate degree in Computer Science or other IT related area.

The Division of Engineering and Technology offers two Associate in Occupational Studies (AOS) degrees and three certification programs. The degree programs offered are: Network Administration and Security, and Computer Programming and Information Technology. The certificate

programs are Computer Support Specialist, Internet Client-Server Application Development, and PC Client-Server Programming. These certificate programs fully articulate into corresponding degree programs.

All of the programs at ASA utilize the most up-to-date curriculum with carefully selected courses to enhance the students' learning experience, making them ready for the upcoming real world challenges. These courses are taught in our state of the art computer and networking labs where students gain valuable hands-on skills necessary to start a successful career in their chosen field. Students also receive unlimited free tutoring and free industry standard professional certification training in the Information Technology field.

PROGRAMS IN THE DIVISION OF ENGINEERING AND TECHNOLOGY

COMPUTER PROGRAMMING AND INFORMATION TECHNOLOGY

HEGIS 5103

Associate in Occupational Studies Degree

4 semesters/64 credits

The Associate Degree in Computer Programming and Information Technology is intended to enable individuals with little or no computer knowledge to become business application programmers and/or software analysts. The program provides a comprehensive education covering many aspects of computer science including computer architecture, programming techniques, database management and design and development of internet applications using PHP and ASP.NET. Graduates have the opportunity to specialize in web development or graphic design.

According to the Bureau of Labor Statistics' Occupational Outlook Handbook, computer programmers with a bachelor's degree had median pay of \$71,380 per year in 2010, and there is a projection of 43,700 new jobs being added by 2020. Computer programmers can start their career mostly in data processing service firms, software development centers and computer consulting businesses.

COURSE CODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	
ELECTIVE ARTS AND SCIENCE COURSES (ANY ONE THREE-CREDIT COURSE)		
BIO120	Human Biology	3
CHE105	Chemistry	3
ENG110	Speech and Communication	3
HIS101	American History I	3
HIS200	World History I	3
HIS201	American History II	3
HIS210	World History II	3
LIT200	American Literature	3
MAT220	Statistics	3

PROGRAM GOALS

Upon successful completion of this program, graduates should be able to demonstrate the ability to:

- Collaborate with Business Analysts and/or users to develop, prioritize, and estimate the requirements for software implementation;
- Prepare detailed workflow charts and diagrams that describe input, output and logical operation, and convert them into a series of instructions coded in a variety of industry standard computer languages;
- Design, develop, document, test and debug software and systems using logical and mathematical solutions;
- Design, develop, document, test and debug basic web based programs and basic database applications;
- Compile and write documentation during the software development cycle.

The AOS degree program in Computer Programming and Information Technology requires a successful completion of 64 credit hours for graduation as shown in the column on this page and the previous page.



COURSE CODE	COURSE TITLE	CREDITS
PHI 110	Ethics	3
PHI 200	Philosophy	3
PHY105	Physics	3
PSY105	Psychology	3
SCI 101	Integrated Sciences	3
SOC105	Sociology	3

REQUIRED PROFESSIONAL COURSES

CIS100	Computer Concepts and Applications	3
CIS115	Computer Architecture	3
CIS125	Telecommunications Concepts	3
CIS220	Systems Analysis and Design	3
CIT100	Programming Languages Concepts	3
CIT115	Web Design	3
CIT125	Client-Specific Relational Databases	3
CIT140	Server-Specific Relational Databases	3
CIT150	Object-Oriented Design	3
CIT905	Programming Externship	3
MAT205	Math Structures for Computer Science	3

ELECTIVE PROFESSIONAL COURSES (ANY FIVE COURSES FROM THE FOLLOWING OPTIONS)

CIS190	Automated Office Administration	3
CIT160	Object-Oriented Languages	3
CIT170	Unix Operating System and Shell Programming	3
CIT215	Client-Side Web Programming	3
CIT225	Server-Side Web Development	3
CIT235	Mobile Application Development	3
CIT240	Database Management Systems	3
CIT250	ASP.NET Applications Development	3
VCG100	Concepts of Computer Graphics	3
VCG110	Introduction to Web Publishing	3
VCG120	3-D Design Applications	3
VCG140	Advanced Web Publishing	3

NETWORK ADMINISTRATION AND SECURITY

HEGIS 5104

Associate in Occupational Studies Degree

4 semesters/61 credits

The Network Administration and Security program at ASA prepares graduates to be able to provide network and system administration support. They will be able to design, install, configure, maintain and secure local and wide area corporate networks in small to medium sized corporations. Students receive hands-on training with servers, routers and switches in our fully equipped computer and networking labs. The program also helps students to prepare for industry standard certification exams such as A+, Network+, Security+, CCENT,

COURSE CODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2

CCNA, MCSA, etc. The graduates have opportunity to specialize in network security or Cisco internetworking.

Network and Security Administrators earn competitive salaries connecting business computers together and securing them. According to the Bureau of Labor Statistics' Occupational Outlook Handbook, Network and Computer Systems Administrator is one of the fast growing occupations and there is a projection that about 100,000 new jobs will be added by 2020.

PROGRAM GOALS

Upon successful completion of this program, graduates should be able to demonstrate the ability to:

- Install, configure and maintain computer systems including hardware, peripherals, and commonly used application software and operating systems;
- Diagnose, troubleshoot and resolve hardware, software or other network and system problems, and replace components if necessary;
- Design, install, configure and maintain corporate network systems;
- Monitor network performance and make adjustments when necessary;
- Plan, coordinate and implement network security measures to protect data, software and hardware;
- Perform backups and disaster recovery.

The AOS degree program in Network Administration and Security requires a successful completion of 61 credit hours for graduation as shown in the column on this page and the previous page.



COURSECODE	COURSE TITLE	CREDITS
MAT105	College Math OR	3
MAT110	College Algebra	

ELECTIVE ARTS AND SCIENCE COURSES (ANY ONE THREE-CREDIT COURSE)

BIO120	Human Biology	3
CHE105	Chemistry	3
ENG110	Speech and Communication	3
HIS101	American History I	3
HIS200	World History I	3
HIS201	American History II	3
HIS210	World History II	3
LIT200	American Literature	3
MAT220	Statistics	3
PHI 110	Ethics	3
PHI 200	Philosophy	3
PHY105	Physics	3
PSY105	Psychology	3
SCI 101	Integrated Sciences	3
SOC105	Sociology	3

REQUIRED PROFESSIONAL COURSES

CIS100	Computer Concepts and Applications	3
CIS115	Computer Architecture	3
CIS125	Telecommunications Concepts	3
CIS220	Systems Analysis and Design	3
CIT100	Programming Languages Concepts	3
NET120	PC Hardware and Operating Systems	3
NET130	Microsoft Windows Client Technology	3
NET140	Microsoft Windows Server Technology	3
NET170	Management of Cisco Networking Environments	3
NET180	Implementing Network Security I	3
NET905	Network Administration Externship	3

ELECTIVE PROFESSIONAL COURSES (ANY FOUR COURSES FROM THE FOLLOWING OPTIONS)

CIT115	Web Design	3
CIT125	Client-Specific Relational Databases	3
CIT140	Server-Specific Relational Databases	3
CIT170	UNIX Operating System and Shell Programming	3
NET150	Microsoft Windows Technologies	3
NET160	Implementing Directory Services	3
NET190	Introduction to Wireless Networking	3
NET200	Management of Complex Networking Environments	3
NET205	Data Communications	3
NET210	Implementing Network Security II	3
NET220	Computer Forensics	3

COMPUTER SUPPORT SPECIALIST

Certificate

HEGIS 5104**2 semesters/30 credits**

The Computer Support Specialist certificate program provides an introduction to many areas of information technology including computer architecture, hardware, operating systems, network administration and support. The program is focused on training students to become competent entry level IT professionals, who are capable of maintaining, troubleshooting and administering computers and small networks. Graduates should be able to provide on-site support for mainly users of Microsoft Windows platform. The program also helps students to prepare for industry standard certification exams such as CompTIA A+, Network+ and Microsoft Certified Solutions Associate (MCSA) certifications.

The Computer Support Specialist certificate program offers students intensive hands-on training using our dedicated computer and networking labs. This program also fully articulates into our AOS degree program in Network Administration and Security, therefore making it easier for graduates to pursue further studies in Information Technology field. The admission process is the same as in the degree program.

According to the Bureau of Labor Statistics' Occupational Outlook Handbook, Computer Support Specialists without any further studies had median pay of \$46,260 per year in 2010, and there is a projection of 110,000 new jobs being added by 2020.

PROGRAM GOALS

Upon successful completion of the program, graduates should be able to demonstrate the ability to:

- Install, configure and maintain basic computer systems including hardware, peripherals, and commonly used application software and operating systems;
- Diagnose, troubleshoot and resolve hardware, software or other network and system problems, and replace components if necessary;
- Design, install, configure and maintain local area networks;
- Perform backups and disaster recovery.

The Computer Support Specialist certificate program requires a successful completion of 30 credit hours for graduation as shown in the column alongside.

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
ENG105	English Composition I	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
REQUIRED PROFESSIONAL COURSES		
CIS100	Computer Concepts and Applications	3
CIS115	Computer Architecture	3
CIS125	Telecommunications Concepts	3
NET120	PC Hardware and Operating Systems	3
NET130	Microsoft Windows Client Technology	3
NET140	Microsoft Windows Server Technology	3
NET180	Implementing Network Security I	3
ELECTIVE PROFESSIONAL COURSES (ANY ONE THREE-CREDIT COURSE)		
CIT125	Client-Specific Relational Databases	3
CIT170	UNIX Operating System and Shell Programming	3
NET170	Management of Cisco Networking Environments	3
NET190	Introduction to Wireless Networking	3



INTERNET CLIENT-SERVER APPLICATION DEVELOPMENT

Certificate

DISCONTINUED
EFFECTIVE
10/2018

HEGIS 5103

3 semesters/48 credits

The certificate program in Internet Client-Server Application Development is designed to generate employment-ready computer programmers and database analysts. It covers basic and advanced computer programming for internet application development by introducing students to software that is in high demand in the data processing field and includes adequate hands-on training in object-oriented concepts, web development and database systems.

The graduates of this program can work as computer programmers, web developers, software analysts and database specialists in large corporations, data warehouses and financial industries.

The admission process is the same as in the degree program in Computer Programming and Information Technology.

PROGRAM GOALS

Upon successful completion of the program, graduates should be able to demonstrate the ability to:

- Design, develop, document, test and debug software and systems using logical and mathematical solutions;
- Design, develop, document, test and debug web based programs and basic database applications;
- Use internet tools and network protocols to create, design and implement client/server applications;
- Compile and write documentation during the software development cycle.

The certificate program in Internet Client-Server Application Development requires a successful completion of 48 credit hours for graduation as shown in the column alongside.



COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
ENG105	English Composition I	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	
REQUIRED PROFESSIONAL COURSES		
CIS100	Computer Concepts and Applications	3
CIS115	Computer Architecture	3
CIS220	Systems Analysis and Design	3
CIT100	Programming Languages Concepts	3
CIT115	Web Design	3
CIT125	Client-Specific Relational Databases	3
CIT140	Server-Specific Relational Databases	3
CIT150	Object- Oriented Design	3
CIT160	Object-Oriented Languages	3
CIT215	Client-Side Web Programming	3
MAT205	Math Structures for Computer Science	3
ELECTIVE PROFESSIONAL COURSES (ANY TWO THREE-CREDIT COURSES)		
CIS190	Automated Office Administration	3
CIT170	Unix Operating System and Shell Programming	3
CIT225	Server-Side Web Development	3
CIT240	Database Management Systems	3
CIT250	ASP.NET Applications Development	3
VCG100	Concepts of Computer Graphics	3
VCG110	Introduction to Web Publishing	3

PC CLIENT-SERVER PROGRAMMING

Certificate

DISCONTINUED
EFFECTIVE
01/2018**HEGIS 5103****2 semesters/33 credits**

The certificate program in PC Client-Server Programming is designed to introduce computer programming to the students. The graduates will meet the basic educational and employment competencies in the computer programming field and pursue their career as junior programmers for business applications development.

A large number of programmers work in management companies and enterprises, telecommunications companies, manufacturers of computer and electronic equipment, financial institutions, insurance carriers, educational institution, and government agencies.

This certificate is intended for applicants who seek a shorter program. The admission process is the same as for the degree program in Computer Programming and Information Technology.

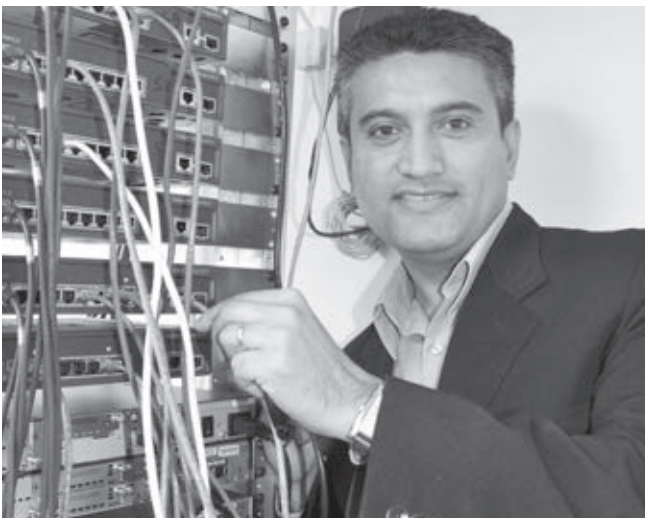
PROGRAM GOALS

Upon successful completion of the program, graduates should be able to demonstrate the ability to:

- Design, develop, document, test and debug software and systems using logical and mathematical solutions;
- Design, develop, document, test and debug basic web based programs and basic database applications;
- Compile and write documentation during the software development cycle.

The certificate program in PC Client-Server Programming requires a successful completion of 33 credit hours for graduation as shown in the column alongside.

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
ENG105	English Composition I	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
REQUIRED PROFESSIONAL COURSES		
CIS100	Computer Concepts and Applications	3
CIS115	Computer Architecture	3
CIS125	Telecommunications Concepts	3
CIT100	Programming Languages Concepts	3
CIT115	Web Design	3
CIT125	Client-Specific Relational Databases	3
CIT140	Server-Specific Relational Databases	3
CIT150	Object- Oriented Design	3
ELECTIVE PROFESSIONAL COURSES (ANY ONE THREE-CREDIT COURSES)		
CIS190	Automated Office Administration	3
CIT160	Object-Oriented Languages	3
CIT250	ASP.NET Applications Development	3
VCG100	Concepts of Computer Graphics	3
VCG110	Introduction to Web Publishing	3



DIVISION OF HEALTH DISCIPLINES

The mission of administration, faculty, and staff of the Division of Health Disciplines is the dedication to the design, implementation, and evaluation of:

- Programs providing graduates with opportunities to successfully pass certification, licensing, and registration exams and the ability to attain entry-level positions in their field of study;
- Fundamental educational experiences creating the desire to pursue advanced and professional degrees in a health-related discipline; and,
- Learning experiences designed to produce graduates who will contribute in meaningful ways towards the effectiveness of healthcare delivery systems and quality patient services.

The Division of Health Disciplines at ASA College is a multidisciplinary academic division that offers a broad array of health related programs ranging from short-term certificates to Associate degrees in Applied Science and Occupational Studies. The programs provide quality classroom and clinical instruction designed to prepare graduates with the knowledge and skills critical to work effectively as health professionals.

With over eighty faculty and twenty support staff members, state-of-the-art facilities and technology, the Division is firmly committed to maintaining high academic standards, and ensuring quality programs for our students. Our programs provide the educational opportunities for entry into the health careers of medical assisting, medical billing and coding,

healthcare office administration, pharmacy technician, massage therapy, and health information technology.

Graduates can find employment in many areas of health care as medical assistants, medical laboratory technologists, medical office administrators, billing and coding specialists, health information technologists, pharmacy technicians. To ensure professionalism, several programs within the Division lead to industry certification and licensure.

The Division's approach to teaching is highly stimulating, motivational and interactive thus assuring a true learning experience for all students. A combination of classroom, and where applicable, laboratory and clinical experiences are available to improve proficiency and enable students to achieve the basic competencies.

The fastest growing occupations in the economy today are centered in the health care industry. The Bureau of Labor Statistics (www.bls.gov) has projected that the growth rate of new jobs in the health care professions will be 28.8% until 2018. This is twice the rate of job growth in non-healthcare professions. The Bureau of Labor Statistics also predicts a need for 5.3 million health care workers to fill job openings created by departures and new positions.

ASA and the Division of Health Disciplines are ready for the challenge this shortage brings. Specific information about each of our health programs and contact information is available through links provided on the ASA website.

PROGRAMS IN THE DIVISION OF HEALTH DISCIPLINES

HEALTH INFORMATION TECHNOLOGY

Associate in Applied Science Degree

HEGIS 5213

5 semesters/68 credits

The Health Information Technology (HIT) program offers a comprehensive learning curriculum, combining the expanding arena of health care with the cutting edge of information technology. The program will prepare the student to become an essential member of the health information management profession.

Students learn to organize, analyze, and technically evaluate health information; compile various administrative and health statistics; maintain and use health information indexes; facilitate storage and retrieval of health data; utilize computerized health data, and control the use and release of health information. Discussion of ethical, legislative, and

COURSE CODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG110	Speech & Communication	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	

regulatory issues relative to the day-to-day operations of a health care facility is also included in this up-to-date, real-world curriculum. An externship offered in the last semester provides students with the opportunity to supplement course work with practical work experience related to the program and its learning outcomes.

Demand for health information technology professionals is on the increase, due to growth in the number of medical tests, treatments, and procedures. The Bureau of Labor Statistics predicts a 22% increase in jobs for medical records and health information technicians through 2022.

Employment opportunities for graduates of the program include health information technician, coder, assistant manager of health information services of large hospitals, manager of health information services of small hospitals or skilled nursing facilities, utilization manager, quality improvement coordinator, compliance officer, privacy officer, health information analyst, clinical documentation specialist, and auditor.

Graduates of the program may find employment in ambulatory care facilities, health information departments, regulatory agencies, acute care hospitals, rehabilitation facilities, mental health facilities, skilled nursing facilities, clinics, homes, physician's offices, and health insurance companies.

After completion of the program, the students will be eligible to sit for the Certified Professional Coder (CPC) administered by the American Academy of Professional Coders (AAPC), Certified Coding Associate (CCA) and Certified Coding Specialist Examinations (CCS) administered by American Health Information Management Association (AHIMA).

PROGRAM GOALS

Upon successful completion of the program, a graduate should be able to employ appropriate strategies that respond to the changing informational needs of patients, health care providers, researchers, and educators by demonstrating the ability to:

- Collect, tabulate, compute and prepare statistical reports for use by the medical staff, administration, governing board and authorized agencies;
- Code clinical data for research and other reporting purposes;
- Perform review of health information for patient care evaluation, quality improvement, and utilization management;
- Apply ethical and legal principles and standards for the control, release and use of health information;
- Utilize computers to compile data, process information for prospective payment systems and perform various other data analysis projects;
- Prepare for one or more industry certification exams.

The Health Information Technology degree program requires the successful completion of 68 semester credits hours for graduation as shown in the column on this page and the previous page.

COURSECODE	COURSE TITLE	CREDITS
REQUIRED NATURAL SCIENCE COURSE		
BIO120	Human Biology	3
ELECTIVE ARTS AND SCIENCE COURSES (ANY TWO THREE-CREDIT COURSES)		
CHE105	Chemistry	3
HIS101	American History I	3
HIS200	World History I	3
HIS201	American History II	3
HIS210	World History II	3
LIT200	American Literature	3
MAT220	Statistics	3
PHI 110	Ethics	3
PHI 200	Philosophy	3
PHY105	Physics	3
PSY105	Psychology	3
SCI101	Integrated Sciences	3
SOC105	Sociology	3
REQUIRED PROFESSIONAL COURSES		
ALH220	Reimbursement Methodologies	3
ALH225	ICD-10-CM/PCS Coding and Classification System	2
ALH230	CPT Coding and Classification System	2
BIO105	Anatomy and Physiology	3
BIO270	Pathophysiology	3
CIS100	Computer Concepts and Applications	3
MED105	Medical Terminology	3
MED205	Pharmacology for Allied Health Professionals	3
HIT100	U.S. Health Care Delivery Systems	3
HIT110	Health Information: Data Content and Structure	3
HIT120	Legal and Ethical Aspects of Health Information	3
HIT135	Health Information Statistics and Analysis	3
HIT215	Quality Assessment and Performance Improvement	3
HIT225	Health Information Organization and Supervision	3
HIT900	Health Information Technology Externship	3



HEALTHCARE OFFICE ADMINISTRATION

HEGIS 5099

Associate in Occupational Studies Degree

4 semesters/61 credits

The Healthcare Office Administration degree program offers a comprehensive learning curriculum, emphasizing administrative and high-level technological skills to meet the demands of the rapidly changing health care industry.

Students learn to perform essential clerical and organizational tasks within a healthcare facility. Course offerings include accounting, billing and coding, medical records management, and reimbursement methodologies. Discussion of ethical, legislative, and regulatory issues relative to the day-to-day operations of a health care facility is also included in this up-to-date, real-world curriculum. An essential element of the program is learning to use computers and a variety of software applications. Students also acquire the basics in medical terminology, anatomy and physiology, financial administration, business communications, and psychology.

An externship offered in the last semester provides students with the opportunity to supplement course work with practical work experience related to the program and its occupational objectives. Graduates can find employment in positions such as administrative assistant, executive assistant, medical office assistant, medical records clerk, patient information coordinator, client records coordinator, emergency room registrar, medical collections representative, and billing and coding professionals that are found in medical offices, hospitals, clinics, home health agencies, and insurance companies.

After completion of the program, the students may be eligible to sit for national industry certification exams such as: the Certified Professional Coder Examination (CPC) administered by the American Academy of Professional Coders (AAPC) or the Certified Billing and Coding Specialist (CBCS) administered by the National Healthcareer Association (NHA).

PROGRAM GOALS

Upon successful completion of the program, a graduate should possess the competencies and knowledge required to function successfully as an entry-level healthcare administrator by demonstrating the ability to:

- Utilize billing and electronic health record system to perform front office and billing tasks in a simulated medical setting;
- Abstract information from patient records and assign accurate diagnosis and procedural codes;
- Apply current reimbursement guidelines and methodologies to prepare insurance claim forms for different types of insurance plans;

COURSE CODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	3
ELECTIVE ARTS AND SCIENCE COURSES (ANY ONE THREE-CREDIT COURSE)		
BIO110	Microbiology	3
BIO120	Human Biology	3
CHE105	Chemistry	3
ENG110	Speech and Communication	3
HIS101	American History I	3
HIS200	World History I	3
HIS201	American History II	3
HIS210	World History II	3
LIT200	American Literature	3
MAT220	Statistics	3
PHI110	Ethics	3
PHI200	Philosophy	3
PHY105	Physics	3
PSY105	Psychology	3
SCI101	Integrated Sciences	3
SOC105	Sociology	3
REQUIRED PROFESSIONAL COURSES		
ACC101	Principles of Accounting I	3
ALH110	Medical Office Administration	3
ALH160	Law and Ethics for Healthcare Professionals	2
ALH205	Medical Billing	3
ALH216	Fundamentals of Electronic Health Records	3
ALH220	Reimbursement Methodologies	3
ALH225	ICD-10-CM/PCS Coding and Classification System	2
ALH230	CPT Coding and Classification System	2
ALH905	Healthcare Office Administration Externship	3
BIO105	Anatomy and Physiology	3
CIS100	Computer Concepts and Applications	3
MED105	Medical Terminology	3
OFT210	Word Processing	3

- Prepare and analyze business transactions and financial statements that reflect a medical facility's revenue cycle;
- Apply ethical and legal principles and standards for the control, release, and use of health information;
- Communicate clearly and effectively, both orally and in writing, with patients and other medical professionals as a healthcare team member;
- Prepare for one or more industry certification exams.

The Healthcare Office Administration degree program requires the successful completion of 61 semester credits hours for graduation.

COURSECODE	COURSE TITLE	CREDITS
ELECTIVE PROFESSIONAL COURSES* (ANY THREE THREE-CREDIT COURSES)		
ACC165	Spreadsheet Modeling w/Business Decisions	3
ACC250	Comp. Accounting w/App. Package	3
BIO270	Pathophysiology	3
BUS110	Introduction to Business	3
CIS190	Automated Office Administration	3
HIT100	U.S. Health Care Delivery Systems	3
MED220	Medical Emergencies For Health Providers	3
OFT100	Medical Office Transcription	3
PSY115	Psychosocial Aspects of Healthcare	3

* Students are also able to take courses from programs provided with the approval of their program chair.

MASSAGE THERAPY

Associate in Occupational Studies Degree

HEGIS 5299

5 semesters/65 credits

The Associate in Occupational Studies (AOS) in Massage Therapy degree program at ASA provides students with the scientific knowledge and skills in basic and advanced massage techniques, and a general education component to prepare students to serve diverse clientele.

The program integrates theory and practice, combining lectures in anatomy and physiology and clinical pathology with hands-on training in basic massage modalities—Swedish, Shiatsu, Deep Tissue and Neuromuscular Therapy, and Sports Massage.

Courses in this program fulfill the New York State Curricular Requirements (Section 52.15) as they pertain to Massage Therapy. Instruction in anatomy, physiology and neurology is provided in Anatomy and Physiology for Massage Therapy I and II as well as in Neurology. Concepts are further reinforced in the Fundamentals of Eastern Anatomy and Physiology course, and in subsequent advanced massage therapy technique courses. Neurology is introduced in the first Anatomy and Physiology course and taught in detail in the Neurology course. Myology and Kinesiology are thoroughly discussed in the two Myology courses and the Palpation and Kinesiology course and is further reviewed in subsequent massage therapy and shiatsu technique courses.

Subject matter in general pathology, including instruction related to skin, neuromuscular, and soft tissue condition is covered in detail in the Clinical Pathology of movement, skin, immune and control systems and Clinical Pathology of cardio-pulmonary, absorption-elimination and reproductive systems and is reinforced throughout all subsequent advanced massage therapy technique and shiatsu technique courses. The Medical Emergencies course provides CPR certification upon successful completion. Topics on how to detect abused

and neglected patients are also included in this course. Topics on the benefits and use of chemical ingredients in oil, powders and other products are included in the Swedish Massage Therapy courses and throughout the more advanced massage therapy classes.

General theory and techniques in the fundamentals of western massage therapy are taught in Swedish Massage Therapy I and Deep Tissue and Neuromuscular Therapy or Sports Massage. Fundamentals of Oriental massage therapy are covered in detail in the Shiatsu Massage course. Additional training and student practice in massage therapy techniques are included in Fundamentals of Massage Therapy, Swedish Massage Therapy II and Introduction to Eastern Anatomy and Physiology. Graduation requirements for the program include the successful completion of a 90-hour supervised Massage Therapy Clinic I and 135-hour supervised Massage Therapy Clinic II.

- Students get real-world experience practice techniques on clients in the on-campus student massage clinic, and at externships and community events.
- Massage labs are fully stocked with professional equipment and supplies—tables, massage chairs, mats, lotions, oils.
- Technical training is complemented by general education courses.
- The program can be completed in 5 semesters of full-time study.
- Small class sizes ensure that students get individual attention from instructors.
- Instructors are licensed massage therapists with professional experience.

The Massage Therapy program requires the successful completion of 65 credits.

SATISFACTORY ACADEMIC PROGRESS IN THE MASSAGE THERAPY PROGRAM

Minimum passing grade for all MST courses is a “C”.

Students who earn a grade of “D” will fail the course and have to repeat it, and students who earn a grade of “F” will require permission of the Dean to remain in the program. If they remain in the program, they will have to repeat the course.

Inability to meet college and program requirements, including all academic requirements, will result in dismissal from the massage therapy program.

PROGRAM GOALS

Upon successful completion of the program, a graduate should possess the competencies and knowledge required to function successfully as a massage therapist by demonstrating the ability to:

- Communicate effectively with clients in both verbal and non-verbal formats;
- Safely assist in the treatment and care of patients while practicing standard precautions and adhering to HIPAA and OSHA guidelines.
- Identify all major muscles of the body (actions, attachments, and palpation) systems that comprise the human anatomy, and medical terminology that relates to massage therapy.
- Assist with functional restoration through one or more soft tissue manipulation techniques to increase range of motion, flexibility, and stability, provide pain relief, relaxation, or stress reduction.
- Demonstrate good oral and written communication skills and essential job search skills.
- Qualify and prepare for massage therapy certifications and licensing exams including New York State Licensed Massage Therapist, Massage and Bodywork Licensing Exam (MBLEx), National Certification Examination for Therapeutic and Bodywork (NCETMB), and National Certification Examination for Therapeutic Massage (NCETM).

REQUIREMENTS FOR PROFESSIONAL LICENSE IN MASSAGE THERAPY

Graduates of the ASA Massage Therapy program are eligible to take the New York State Licensing Examination for massage therapy.

In addition to being a graduate of a New York State Registered Massage Therapy Program, New York State further requires applicants for a license in Massage Therapy to:


- Be at least 18 years of age
- Be a U.S. citizen or a resident alien lawfully given permanent residency status
- Have a current certification (within 3 years prior to licensure) in Cardiopulmonary Resuscitation (CPR) and First Aid.

- Be required to provide information regarding his or her moral character at the time of application for licensure to the Office of Professions.

More information regarding Massage Therapy licensure in New York State is available from:

*New York State Education Department
State Board for Massage Therapy*

 89 Washington Ave. - 2nd Floor
Albany, NY 12234-1000

 (518) 474 3817

 www.op.nysed.gov/prof/mt/

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
BIO112	Myology of the Upper Body	3
BIO114	Myology of the Lower Body	3
CDV110	Professional Development and Ethics for Massage Therapy Professionals	2
ENG105	English Composition I	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	3
REQUIRED PROFESSIONAL COURSES		
BIO115	Anatomy and Physiology for Massage Therapy I	3
BIO125	Neurology	3
BIO135	Anatomy and Physiology for Massage Therapy II	3
MST145	Fundamentals of Eastern Anatomy and Physiology	3
BIO200	Clinical Pathology - movement, skin, immune and control systems	3
BIO220	Clinical Pathology - cardio-pulmonary, absorption, elimination and reproductive systems	3
MED220	Medical Emergencies For Health Providers	3
MST100	Fundamentals of Massage Therapy	3
MST130	Swedish Massage Therapy I	3
MST200	Palpation and Kinesiology for Massage Therapy	3
MST220	Shiatsu Massage	3
MST230	Swedish Massage Therapy II	3
MST800	Massage Therapy Clinic I	3
MST900	Massage Therapy Clinic II	3
ELECTIVE PROFESSIONAL COURSES (ANY ONE THREE-CREDIT COURSE)		
MST240	Deep Tissue and Neuromuscular Therapy	3
MST250	Sports Massage Therapy	3

MEDICAL ASSISTING

Associate in Occupational Studies Degree

HEGIS 5214**4 semesters/63 credits**

The Medical Assisting program is a multi-disciplinary program that trains students to become allied health professionals who assist physicians and other health care providers in a myriad of medical settings.


Students learn to perform the administrative duties of scheduling and receiving patients, preparing and maintaining medical records, performing basic secretarial skills and medical transcription, handling telephone calls, writing correspondence, serving as a liaison between the physician and other individuals, and managing practice finances.


The clinical phase of the program is taught through intense training and hands-on application. Students learn to perform clinical duties, including asepsis and infection control, taking patient histories and vital signs, first aid and CPR, preparing patients for procedures, assisting the physician with examinations and treatments, collecting and processing specimens, performing selected diagnostic tests, and preparing and administering medications as directed by the physician. Students must complete a successful unpaid externship as part of the program graduation requirements.

After completion of the program, the students will be eligible to sit for the Certified Medical Assistant (CMA) Examination administered by the American Association of Medical Assistants (AAMA) or the Registered Medical Assistant (RMA) Examination administered by the Association of Medical Technologists (AMT).

ASA College's Associate in Occupational Studies degree program in Medical Assisting is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assistant Education Review Board (MAERB) until 2025.

Commission on Accreditation of Allied Health Education Programs (CAAHEP):

 25400 US Highway 19N., Suite 158
Clearwater, FL 33763

 (727) 210-2350

 www.caahep.org

SATISFACTORY ACADEMIC PROGRESS IN THE MEDICAL ASSISTING PROGRAM

Medical Assisting program students must achieve a grade of "C" or better in the following courses: MED115 - Laboratory Technique I, MED200 - Clinical Office Procedure, MED215 - Laboratory Technique II, in order to proceed in the Medical Assisting program and graduate with an AOS degree in Medical Assisting.

Students who earn a grade of "D" will fail the course and

have to repeat it, and students who earn a grade of "F" will require permission of the Chair to remain in the program. If they remain in the program, they will have to repeat the course.

Inability to meet college and program requirements, including all academic requirements, will result in dismissal from the program.

PROGRAM GOALS

Upon successful completion of the program, a graduate should possess the competencies and knowledge required to function successfully as an entry-level medical assistant by demonstrating the ability to:

- Apply knowledge of and commitment to the practice of medical assisting that reflects ethical industry standards and follows the guidelines of program accreditation;
- Communicate effectively with patients and other medical professionals as a healthcare team member;

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	
ELECTIVE ARTS AND SCIENCE COURSES (ANY ONE THREE-CREDIT COURSE)		
BIO120	Human Biology	3
CHE105	Chemistry	3
ENG110	Speech and Communication	3
HIS101	American History I	3
HIS200	World History I	3
HIS201	American History II	3
HIS210	World History II	3
LIT200	American Literature	3
MAT220	Statistics	3
PHI 110	Ethics	3
PHI 200	Philosophy	3
PHY105	Physics	3
PSY105	Psychology	3
SCI 101	Integrated Sciences	3
SOC105	Sociology	3
REQUIRED PROFESSIONAL COURSES		
ALH110	Medical Office Administration	3
ALH160	Law and Ethics for Healthcare Professionals	2
ALH200	Medical Reimbursement	3
ALH205	Medical Billing	3
BIO105	Anatomy and Physiology	3
BIO110	Microbiology	3

- Describe and discuss professional ethics and legal issues as they apply to the medical assisting profession, including knowledge of the Medical Assisting Code of Ethics and HIPAA regulations;
- Correctly perform clinical and administrative procedures typical of an entry level Medical Assistant;
- Prepare for one or more industry standard certification exams.

The Medical Assisting degree program requires the successful completion of 63 semester credit hours for graduation as shown in the column in the previous page and this page.

COURSECODE	COURSE TITLE	CREDITS
CIS100	Computer Concepts and Applications	3
MED105	Medical Terminology	3
MED115	Laboratory Techniques I	3
MED200	Clinical Office Procedures	3
MED205	Pharmacology for Allied Health Professionals	3
MED215	Laboratory Techniques II	3
MED220	Medical Emergencies For Health Providers	3
MED905	Medical Assisting Externship	3
OFT210	Word Processing	3
PSY115	Psychosocial Aspects of Health Care	3

PHARMACY TECHNOLOGY

Associate in Occupational Studies Degree

HEGIS 5201

4 semesters/60 credits

The Pharmacy Technology Associate Degree Program is an instructional program that prepares students to support pharmacists in a variety of pharmacy-related duties.

The program integrates theory and practice, combining classroom lectures in all areas of pharmacy technology with hands-on learning in dedicated pharmacy laboratories and field experience through a comprehensive externship program. Each student must complete 90 experiential hours in both a community and hospital setting for a total of 180 hours.

Graduation from the program requires demonstrated competence in all areas of pharmacy technology including drug knowledge, legal/ethical mandates, sterile preparation, hospital pharmacy, administrative responsibilities, pharmaceutical compounding and prescription preparation. They must also demonstrate competence in procuring, storing, and issuing pharmacy materials and supplies, as well as maintaining files and records.

After completion of the program, the students will be prepared to take the National Pharmacy Technician Certification Examination administered by the Pharmacy Technician Certification Board (PTCB).

Employment opportunities for graduates include positions in community (retail, managed care), institutional (hospital, nursing home) or government (military, VA) pharmacies. Graduates may also pursue careers in pharmaceutical manufacturing and sales.

PROGRAM GOALS

Upon successful completion of the program, a graduate should possess the competencies and knowledge required to function successfully as an entry-level pharmacy technician by demonstrating the ability to:

- Communicate effectively with patients and medical and pharmacy professionals, both verbally and non-verbally;

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	
ELECTIVE ARTS AND SCIENCE COURSES (ANY ONE THREE-CREDIT COURSE)		
BIO120	Human Biology	3
CHE105	Chemistry	3
ENG110	Speech and Communication	3
HIS101	American History I	3
HIS200	World History I	3
HIS201	American History II	3
HIS210	World History II	3
LIT200	American Literature	3
MAT220	Statistics	3
PHI110	Ethics	3
PHI200	Philosophy	3
PHY105	Physics	3
PSY105	Psychology	3
SCI101	Integrated Sciences	3
SOC105	Sociology	3
REQUIRED PROFESSIONAL COURSES		
BIO105	Anatomy and Physiology	3
CIS100	Computer Concepts and Applications	3
LAW115	Legal and Ethical Issues for Pharmacy Technicians	3
MED105	Medical Terminology	3
PHM100	Fundamentals of Pharmacy Practices	2
PHM110	Pharmacy Environments	3
PHM130	Administrative Aspects of Pharmacy Technology	3
PHM150	Professional Aspects of Pharmacy Technology	3
PHM200	Drug Classifications	3

- Identify and describe the names, uses, and misuses of a variety of prescription and Over-The-Counter (OTC) pharmaceutical products;
- Define and describe the symptoms and implications of substance misuse and abuse;
- Apply ethical and legal principles and standards for the control, release, and use of health information;
- Successfully pass the National Pharmacy Technician Certification Examination.

The Pharmacy Technician requires the successful completion of 60 semester credit hours for graduation as shown in the column on this page and on the previous page.

COURSECODE	COURSE TITLE	CREDITS
PHM205	Fundamentals of Therapeutic Agents	3
PHM210	Pharmaceutical Dosage Calculations	3
PHM220	Pharmacy Lab Experience	3
PHM900	Pharmacy Technology Externship	3
PSY115	Psychosocial Aspects of Healthcare	3

ELECTIVE PROFESSIONAL COURSES (ANY ONE THREE-CREDIT COURSE)

ALH200	Medical Reimbursement	3
BIO110	Microbiology	3
OFT210	Word Processing	3

MEDICAL BILLING AND CODING

Certificate

HEGIS 5213

2 semesters/30 credits

The Medical Billing and Coding program offers a comprehensive learning curriculum designed to provide students with a strong foundation on which to build a successful career as a competent entry level medical biller and coder.

A well-rounded curriculum offers students the knowledge and skills in the technical areas of the insurance industry, computer technology, federal and state regulations, billing and insurance coding systems, basic medical office administration, extensive practice in preparing medical claims, anatomy and physiology, and medical terminology. In addition, students will become proficient in the use of Medisoft software program, as well as the Microsoft Office Suite of products.

At the conclusion of this program, students will have two optional opportunities:

- 1) to become nationally certified by the NHA (National Healthcare Association), and
- 2) to continue their education in one of the degree programs offered in the division.

Upon graduation, students can find employment as an entry-level medical biller and coder in medical facilities, clinics, insurance companies, and home-based billing services. They will be able to perform a variety of duties including billing, completing and submitting medical insurance forms, creating and maintaining medical charts, preparing reports and correspondence, abstracting data from medical reports, and complying with HIPAA regulations.

PROGRAM GOALS

Upon successful completion of the program, graduates should possess the competencies and knowledge required to

function successfully as an entry-level medical administrative assistant or biller and coder by demonstrating the ability to:

- Utilize software that reflects current medical office workflows;
- Code clinical data and prepare insurance claims for reimbursement purposes;
- Apply ethical and legal principles and standards for the control, release and use of health information;
- Communicate clearly and effectively, both oral and in writing, with patients and other medical professionals as a health-care team member.

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CIS100	Computer Concepts and Applications	3
ENG105	English Composition I	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	

REQUIRED PROFESSIONAL COURSES*

ALH110	Medical Office Administration	3
ALH200	Medical Reimbursement	3
ALH205	Medical Billing	3
BIO105	Anatomy and Physiology	3
BIO110	Microbiology	3
MED105	Medical Terminology	3

DIVISION OF LEGAL STUDIES

The Division of Legal Studies is staffed with experienced professors with years of experience in both the legal profession and criminal justice. Our professors represent a cross section of the numerous components (i.e., prosecutors, criminal defense attorneys, law enforcement, corrections, judiciary, parole, etc.) that comprise the legal and criminal justice systems. The Paralegal and Criminal Justice are exciting professions with loads of responsibility and accountability. We live in a continually changing society with a constant demand for the paralegal and criminal justice professionals. In recognition of these never ending changes and demands of our multi-cultural society, the Division of Legal Studies is geared towards preparing students beyond acceptance into an entry level program, to a lifelong professional contribution to the Paralegal and of Criminal Justice fields. The Division of Legal Studies takes student education beyond the walls

of traditional academia settings into the realms of paralegal and criminal justice practitioners in society. Students are afforded an opportunity to see real practitioners in action. Paralegal and Criminal Justice professional practitioners are often faced with the challenge of making life, death, and liberty decisions in a fraction of a second. They must be professionals at all times. We provide a wholesome all around paralegal and criminal justice education that prepares a student for immediate employment in any of the numerous agencies that comprise the legal and criminal justice systems. Therefore, we work with students to ensure that when they accept their first paralegal or criminal justice position that they are more than ready to face and conquer the challenges accompanied with being a professional paralegal or criminal justice practitioner.

PROGRAMS IN THE DIVISION OF LEGAL STUDIES

CRIMINAL JUSTICE

Associate in Applied Science Degree

HEGIS 5505

4 semesters/61 credits

The A.A.S. degree program in Criminal Justice provides students with a broad-based, sophisticated understanding of the role of the criminal justice system in American Society. Students acquire the knowledge, values, and skills that will enable them to analyze rationally the problems of the criminal justice system and the needs of society in keeping with democratic traditions of law, social well-being, and individual rights. In particular, students develop the analytical tools and social understanding necessary to assist greatly in the important task of balancing the rights of the individual citizen against society's continuing need for safety and security.

Graduates will be well equipped to provide input on policies and programs and to assume productive roles in the criminal justice system in public and private organizations. It is anticipated that graduating students will also obtain a sound liberal arts foundation that comprises the arts, humanities, and sciences. Students in this program will be exposed to the wide scope of criminal justice as well as a balanced presentation of the issues in this field. The structure of the curriculum and the related learning objectives will be con-

sistent with published standards of the Academy of Criminal Justice Sciences (ACJS), a national professional society. In a broad sense, students become knowledgeable about criminal justice and juvenile processes including an understanding of the law, the nature of crime, and the administration of justice. The students will also gain an understanding of social problems, human behavior, and public management policy. The program will foster an appreciation for the major efforts designed to control crimes and an awareness of current crime control policies, proposals, and programs.

A vital component of the Criminal Justice program is an externship provided to the students in the last semester where they work without remuneration. Students are placed in qualified establishments in their field including Police Departments, Private Security companies, Probation, Social Services and Corrections Departments in the tri-state area. The externship provides the student with an opportunity to practice the theoretical skills learned in course work at ASA.

To be successful in the criminal justice discipline, one must be detail-oriented, highly analytical, and be able to deal with

victims and criminals with an open mind and have the integrity to keep important records in the strictest confidence.

In addition to the general admission requirements for all programs at ASA, the AAS degree program in Criminal Justice will have the following additional requirement: After the completion of the placement examination and the application process, the prospective student would be subjected to a background check for any criminal record. Since the prospective student would be employed by Federal, State, or the Local government and their agencies, it is imperative that the student has no criminal record.

PROGRAM GOALS

Upon successful completion of the program, a graduate should be able to demonstrate ability to:

- Identify, describe, and explain the current and historical practices, policies, structures, and stages of the criminal justice system at local, state and federal levels in the United States, from the commission of an actual crime through adjudication and corrections;
- Identify, describe, and apply historical, current and emerging theories and various social and analytic tools to the fields of human behavior, criminology, and corrections; to suggest ways to balance the rights of individual citizens with society's need for security and safety;
- Conceptualize, analyze, and discuss crime in general with respect to longitudinal changes in the complex issues of crime, ethics, diversity, policy making, and criminal justice administration;
- Develop awareness for and facility with the analytic tools of the criminal justice field through practical and hands-on experiences;
- Obtain entry-level employment in careers within the criminal justice and public service systems.

The Associate in Applied Science degree program in Criminal Justice requires the successful completion of 61 semester credit hours for graduation as shown in the column alongside.



COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG110	Speech & Communication	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	3
REQUIRED NATURAL SCIENCE COURSE		
BIO120	Human Biology	3
ELECTIVE ARTS AND SCIENCE COURSES (ANY TWO THREE-CREDIT COURSES)		
CHE105	Chemistry	3
HIS101	American History I	3
HIS200	World History I	3
HIS201	American History II	3
HIS210	World History II	3
LIT200	American Literature	3
MAT220	Statistics	3
PHI110	Ethics	3
PHI200	Philosophy	3
PHY105	Physics	3
PSY105	Psychology	3
SCI101	Integrated Sciences	3
SOC105	Sociology	3
REQUIRED PROFESSIONAL COURSES		
CIS100	Computer Concepts and Applications	3
CRJ101	American Criminal Justice System	3
CRJ105	Introduction to Criminology	3
CRJ115	Introduction to Law Enforcement	3
CRJ120	Criminal Law and Procedures	3
CRJ200	Current Issues in Criminal Justice	3
CRJ215	Ethical Issues in Criminal Justice	3
CRJ210	Diversity and Criminal Justice	3
CRJ900	Externship in Criminal Justice OR	3
CRJ901	Criminal Justice Capstone	3
LIB150	Applied Research Methods in Criminal Justice	3
SOC150	Child Welfare / Child Abuse Prevention	3
ELECTIVE PROFESSIONAL COURSES (ANY ONE THREE-CREDIT COURSE)		
CRJ150	Introduction to Corrections	3
CRJ190	Introduction to Security	3
CRJ205	Police & Community	3

PARALEGAL STUDIES

Associate in Applied Science Degree

HEGIS 5099

4 semesters/61 credits

The AAS in Paralegal Studies Program offers a well-rounded educational experience that concentrates on the practical skills necessary to become a successful paralegal with a solid liberal arts foundation. It includes well established core legal and paralegal skills as well as substantive topics of law, including torts and criminal law.

Graduates will be equipped to enter the job market as paralegals in small, mid-sized and large law firms, government, private and public agencies. Upon completion of the program graduates will be able to draft legal documents as well as conduct legal research both manually and through computer based research programs. Students will be exposed of legal practitioners with backgrounds in criminal, civil and federal practice.

An essential component of the Paralegal program is the externship experience provided to the students in their last semester. Students will have first hand experience in courts, notably the Supreme, Civil, Family, Surrogate, Appeals, and Federal Courts. Additional sites are the New York City Law Department, the Police Department and offices of solo practitioners. Externship provides the student with an opportunity to put into practice the knowledge and skills learned in course work at ASA College. Therefore, we work with students to ensure that when they accept their first paralegal position, they are more than ready to face and conquer the challenges attendant to being members of the paralegal profession.

PROGRAM GOALS

Graduates of ASA’s AAS degree program in Paralegal Studies will be able to:

- obtain a well rounded paralegal education that provides students with a balance offering of general studies, a core paralegal course of study, and additional courses in substantive areas;
- maintain a firm, but flexible educational vision that responds to the ever-changing nature of the legal profession;
- participate in a top notch education program that is pragmatic in its application;
- develop job skills, as well as become familiar with legal theories and principles;
- apply analytical and critical thinking skills as opposed to simply rote learning; to reason, understand, and apply principles;
- acquire proper respect for the legal profession, its ethics, and its foundations;
- ensure professional responsibility through an understanding of ethical legal principles and practices;

- develop a sense of community and an understanding of a population that is diverse in age, race, social and economic backgrounds;
- strengthen written and verbal communication and comprehension skills to communicate effectively with both attorneys and clients.

COURSECODE	COURSE TITLE	CREDITS
REQUIRED ARTS AND SCIENCES/GENERAL EDUCATION COURSES		
CDV100	Career Development Seminar	1
ENG105	English Composition I	3
ENG110	Speech & Communication	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	3
PHI 110	General Ethics	3
REQUIRED NATURAL SCIENCE COURSE		
BIO120	Human Biology	3
ELECTIVE ARTS AND SCIENCE COURSES (ANY TWO THREE-CREDIT COURSES)		
CHE105	Chemistry	3
HIS101	American History I	3
HIS200	World History I	3
MAT220	Statistics	3
PHY105	Physics	3
PSY105	Psychology	3
SOC105	Sociology	3
REQUIRED PROFESSIONAL COURSES		
CIS100	Computer Concepts and Applications	3
CRJ120	Criminal Law and Procedures	3
LAW101	Introduction to Paralegal Studies	3
LAW105	Legal Research and Writing I	3
LAW125	Family Law	3
LAW205	Legal Research and Writing II	3
LAW210	Contracts	3
LAW215	Torts Law	3
LAW220	Civil Litigation	3
LAW235	Seminar in Paralegal Studies	3
LAW900	Externship in Paralegal Studies	3
ELECTIVE PROFESSIONAL COURSES (ANY ONE THREE-CREDIT COURSE)		
LAW230	Bankruptcy Law	3
LAW240	Immigration Law	3
LAW245	Wills, Trusts, and Estates	3
LAW250	Real Estate Law	3

** Paralegals may not provide legal services directly to the public, except as permitted by law.

This program is offered at the Hialeah campus.



DIVISION OF NURSING

The Division of Nursing has highly qualified faculty, support staff, state-of-the-art facilities and technology. Our faculty are nurse educators who are clinical leaders and experts within their specialties. They are dedicated and committed to preparing self-directed graduates who will make a difference in their community.

Our simulation labs provide our students' with state of the art learning. Education through simulation plays a critical role in preparing students to have the confidence and skills they need. Every student will experience a variety of situational scenarios that are common in the field of nursing; and often will involve high-risk situations the students may never witness in their clinical rotations. Preparing our students to possess the skills and knowledge to practice as safe, competent,

caring and compassionate nurses is the goal of our faculty and staff.

The Division of Nursing's vision to educate and prepare students for professional nursing roles is enhanced by its diverse student population. The education provided in associate degree program is centered on evidence-based research/practice and the clinical practice model through the use of the nursing process. Student learning in the Associate degree program fully prepares students to take the National Council Licensure Examination for Registered Nurses upon graduation.

You can count on a committed faculty, dedicated to your success. We expect the same commitment and dedication from our students.

PROGRAMS IN THE DIVISION OF NURSING

NURSING

Associate in Applied Science Degree

HEGIS 5208.10

5 semesters/68 credits

The Associate in Applied Science degree program offers a strong foundation in sciences and technology to prepare nurses who are proficient in technology and meet the needs of the health care delivery system of the 21st century. The program also provides the necessary knowledge and skills required for advance study at the baccalaureate level. Graduates of the program will be able to use the nursing process to provide patient care within a self-care framework to patients across the life span.

The curriculum requires 68 credits; 43 credits are required in the major (nursing), and 20 credits are required in general education / arts & sciences. These courses ensure a strong liberal arts foundation. There are also 5 additional credits of required college core courses. Graduates of the program will be qualified to sit the certification examination NCLEX-RN to become Registered Professional Nurses. Opportunities are also available for graduates of this program to continue their education at the baccalaureate level.

NURSING STUDENT FINANCIAL RESPONSIBILITY

Nursing students are required to bear all costs incurred in preparation for clinical rotation and NCLEX examination.

This includes, but is not limited to, the following that may incur out of pocket expenses:

- Nursing Scrubs Uniforms;
- Stethoscope with bell and diaphragm;
- Watch with a second hand;
- Pen light, nursing scissors;
- Physical examination with PPD testing or QuantiferonTB-Gold blood test that may or may not include a chest x-ray: Annually;
- Attain, or show proof of, the required vaccinations and titers;
- Hepatitis C screen to the satisfaction of the college or clinical site; One-time fee
- Attain, or show proof of, the required vaccinations and titer of Hepatitis B or sign a Declination Waiver to the satisfaction of the college or clinical site; one time fee
- Maintain BLS certification through American Heart Association for the duration of the program
- Flu vaccine: Annually;
- Obtain a background check sanctioned by ASA and our clinical affiliates: one- time fee;

- Satisfactorily pass a 10-panel drug screen: one-time fee;
- Nursing Student Malpractice Insurance: Annually;
- Castle Branch Compliance tracker: one-time fee;
- Castle-Branch HIPAA training: Annually;
- NSNA (National Student Nurses Association) Membership: Annually;
- NCLEX examination fee(s);

SATISFACTORY ACADEMIC PROGRESS IN THE NURSING PROGRAM

Theory/Lecture Course Grading System:

Students are responsible for reading each course syllabus to apprise themselves of the objectives and grading system for each course. Students must obtain 80% or greater to pass the course.

Students must also maintain a CGPA of 2.75 or greater to progress through the nursing program and be eligible for graduation. A student that drops below 2.75 will be immediately placed on academic probation for one semester. If a CGPA of 2.75 or greater is not achieved in one semester, automatic dismissal from the program will occur.

Students must achieve a grade of “B” or better in all nursing, science and math courses in order to proceed in the Nursing program and graduate with an AAS degree in Nursing. Failure to do so will result in repeating the course. Effective summer 2018, students will only be allowed two attempts to pass nursing and science courses. If a student fails to maintain a grade of B or better in any nursing, sciences, or math course, it may be repeated only once. A second failure in the same course will result in termination from the Nursing program.

Each nursing course is composed of several components including theory, lab, and clinical. If a student fails a component of the course, they **MUST REPEAT ALL COMPONENTS** of the course.

Inability to meet college and program requirements, including all academic requirements, will result in dismissal from the Nursing program.

Nursing Program Dismissal Appeal Process

Students who are dismissed from or drop out of the program may, under special circumstances, be considered for readmission one time only via a student appeal. Such an appeal must be placed in writing and addressed to the Re-Entry Committee for consideration within ten (10) calendar days of being notified of academic dismissal. If an appeal is made by the student, the rationale for such an appeal must be as a result of mitigating or special circumstances and must include sup-

porting documentation. In addition, the student must detail why they failed to pass the course, and what has changed that will now allow the student to meet the academic requirements of the program.

Mitigating or special circumstances to be considered may include the following:

- Natural disaster
- Serious illness requiring hospitalization
- Death of an immediate family member
- Financial hardship such as an eviction.

The above list is not comprehensive, but rather contains examples of what may have adversely affected a student’s academic success.

Upon receipt of the appeal, the Committee has ten (10) calendar days to review it. The student will receive a notice in writing disclosing the outcome of his/her appeal within fourteen (14) calendar days of initial receipt by the College of the student appeal. The decision of the Committee is final and may not be further appealed. If allowed to repeat course for third and final time, the student may have to sit out a semester before returning to complete studies depending upon the process time.

If the Committee approves the appeal because it determines that the student may be capable of meeting program standards in the subsequent term, the student will then be placed on academic probation. During this probationary period, the student will receive academic advisement including a plan developed in conjunction with personnel from the Nursing division and Student Advisement. Such a plan may include attending tutoring services, repeating coursework, and meetings with Nursing faculty to help improve academic performance. To be removed from academic probation, the student must achieve the minimum standards of academic progress outlined in the Student Nursing Handbook in relation to GPA and program completion in the subsequent semester.

PROGRAM GOALS

Upon successful completion of the ASA associate degree in applied science - nursing graduates will be prepared to:

- Take the NCLEX-RN licensing examination;
- Use the nursing process to provide evidence-based safe patient care within a self-care framework to patients across the life span;
- Manage and coordinate care for individuals, families and groups experiencing self-care deficits;
- Collaborate with patients and health team members to plan appropriate patient care for resolving self-care deficits;
- Practice as a member of the nursing profession within the ethical and legal scope of standards and practice;
- Assume personal responsibility for nursing practice;
- Pursue lifelong professional and personal learning development.



COURSECODE	COURSE TITLE	CREDITS
REQUIRED GENERAL EDUCATION/ARTS COURSES		
CDV100	Career Development Seminar	1
CIS100	Computer Concepts and Applications	3
ENG105	English Composition I	3
ENG110	Speech and Communication	3
ENG205	English Composition II	3
FSM100	Freshman Skills Seminar	1
LIB100	Research Methods	2
MAT105	College Math OR	3
MAT110	College Algebra	3
PSY105	Psychology	3
SOC105	Sociology	3
REQUIRED SCIENCE COURSES		
BIO130	Anatomy & Physiology I (With Lab)	4
BIO150	Microbiology (With Lab)	3
BIO204	Anatomy & Physiology II (With Lab)	4
REQUIRED PROFESSIONAL COURSES		
NUR100	Fundamentals of Nursing	4
NUR120	Adult Health Nursing1	4
NUR140	Adult Health Nursing 2	4
NUR160	Maternal/Child Nursing	4
NUR200	Psychiatric/Mental Health Nursing	4
NUR220	Comprehensive Nursing 1	4
NUR240	Comprehensive Nursing 2	4
NUR260	Comprehensive Nursing 3	4

CONTINUING EDUCATION

ASA offers a number of short, non-credit courses and programs in the college's Continuing Education Division. These career programs and workforce training courses often prepare students for industry certifications. The department offers challenging yet flexible programs that can be completed within shorter periods of time. These courses or programs

focus on lifelong learning needs for career development. They also respond to current community needs. Students can enroll in individual courses or work toward a certificate or licensure in their areas of interest. These courses and/or programs are offered during the days, evenings, and on weekends.



DISTANCE LEARNING

Matriculated ASA on-campus students have the opportunity to take some of their courses online. These online courses follow the ASA traditional curriculum schema in which classes last 15 weeks. Based on availability, these individual classes can be fully online, or hybrid.

Distance Learning at ASA is dedicated to serve:

- adult learners,
- non-traditional students with responsibilities of work and family,
- students who have community commitments,
- students having difficulty fitting into traditional college schedules.

ASA Distance Learning serves as a virtual gateway for learners seeking to an accredited college education. Online courses are conducted in an asynchronous format using multimedia web-based technologies provided and hosted by Blackboard.

STUDENTS REGISTERED TO TAKE ONLINE COURSE ARE REQUIRED TO:

- Purchase course materials at the ASA bookstore as the online course package offers supplemental web-based materials to complete the course.
- Participate in the online weekly discussions, assignments, and projects.
- Complete the work that is required for each online course.
- Have access to a computer with active Internet connection. Students may use the computer labs and library to access their online course.
- Take the scheduled final exams on campus, proctored by ASA faculty. Proctoring Fee will be charged to all students registered for online courses per exam, per course, per semester.

STUDENT SERVICES FOR ON-CAMPUS AND ONLINE STUDENTS

The effective and successful development of students in an academic environment thrives on the integration of excellent

teaching methods with superior services to support students throughout the entire educational experience. From the very first steps in the admissions processes students are encouraged to have a close relationship with our offices where they receive world class support services from highly qualified personnel. Students enrolled in face-to-face or online courses receive the same level of support from our existing service structure. These services include:

- Admissions/Enrollment Services,
- Student Financial Aid Services,
- Clubs and Student Government,
- Student Advisement Services,
- Student Athletics,
- Student Disability Services,
- Student Career and Alumni Services,
- Information Technology Services (ITS),
- Learning Centers,
- Writing Centers,
- Library Resources,
- Bookstore,
- International Student Services

Students are encouraged to use the existing virtual or on-campus support services, when necessary. In addition to the dedicated academic advisor, students are always welcome to contact their instructor, the academic program department, or the respective business offices to address any academic issues. For technical support, students can find assistance by contacting the Information Technology (IT) department.

On-Campus students have access to the following services:

- On-Campus technical assistance (Monday – Friday: 9:00am – 5:00pm)
- Technical support via email
- On-Campus tutors and tutorials
- Student course support through the Campus Learning Center
- E-Library database global access.

The Distance Learning website (www.asa.edu/distancelearn-

ing.asp) provides students with updated general information and requirements for taking an online course.

FACULTY COMPETENCY AND STUDENT SUCCESS

Distance Learning faculty are qualified academic professionals who share their knowledge and practical experience to enhance learning and understanding through the latest and most comprehensive pedagogical methodologies.

To ensure academic quality on the online instructional model, and to ensure that quality processes are adhered to during the online education experience, and that modern and appealing course content are presented to students for achieving higher level of engagement, ASA has made mandatory that all faculty involved on online teaching (e-teaching), must be certified within the 'Blackboard® Certification Program' (BCP). The BCP is designed to guarantee that all faculty members involved in Distance Learning are highly trained and qualified for remote teaching using the Learning Management System (LMS) platform. The BCP creates the foundation for faculty to manage rich and dynamic instructional materials. An LMS certified faculty ensures higher standards on distance learning modality, and this knowledge translates into higher student success.

INDUSTRY-STANDARD TECHNOLOGY AND MODERN COURSE DEVELOPMENT APPROACHES

ASA Distance Learning is sustained on a modern and dynamic Virtual Campus that combines academic components to build a robust online college. Our Virtual Campus is hosted on a robust infrastructure that can be accessible at any time and from anywhere around the world using your computer, tablet, or even your smartphone.

Our Learning Management System (Blackboard) is the industry leader for online education, allowing engagement, interaction, and quality learning through leading-edge technology, services, and data capabilities. Our online courses have been developed to eliminate virtual isolation, facilitating student interaction with their instructors and fellow students on a regular basis by means of email, chat, virtual classrooms, and course discussions. These courses are developed following guidelines from the ASA Instructional Design Handbook which contains a compilation of top Higher Education best practices on course development. These online course templates are appealing, engaging, dynamic, effective and easy to navigate, enhancing student learning and facilitating instructor efficiency.

ENROLLMENT AND REGISTRATION

Currently, online courses are offered only to those students who are enrolled for on-site courses; Distance Learning is just a supplemental scheduling option for them.

On-Campus students interested in registering for any online course in their program of study should consult with the academic chair and their student advisor. Candidacy for online learning is contingent upon the student's self-assessment and the GPA. Students who have not shown the requisite aptitude and proficient computer usage skills are discouraged from enrolling into online courses.

Once registration is complete, students will receive through their ASA email account, complete instructions on how to enter the course and tutorial information. A mandatory orientation is conducted at the beginning of each semester.

We offer on-line courses to on campus students starting the first semester. On-Campus International students on an F-1 visa may take only one online course per semester provided that they are enrolled full time in a degree program at ASA and are registered for a full-time course load of 12 on-campus credits within the same semester. Distance Learning is not a scheduling option for students enrolled in ESL courses. All online courses are scheduled by the academic divisions and offered in the same sequence (start dates, holidays, and exam schedules) as traditional course offerings.

The student requirements for on-campus students taking online courses are:

- Must have a cumulative GPA of 2.5 or above.
- Must have access to a computer with active internet connection.
- Must take the final exam on Brooklyn Campus (students enrolled on fully online programs, may be required to complete capstone projects in addition to quizzes and exams).
- Required to login and participate a minimum of 3 out of 7 days per week, completing all weekly course work by the end of the week (Sunday).



COURSE DESCRIPTIONS

COURSE NUMBERING SYSTEM

ASA uses a six-character numbering system to identify both the discipline and level of each course. The first three letters are the subject discipline codes which are as follows:

YEAR	BEGINNING COURSE CODE #
Freshman Courses	100s
Sophomore Courses	200s
Junior Courses	300s
Senior Courses	400s
Remedial Courses	00s

CODE	DIVISION AND SUBJECT AREA
Division of Arts and Sciences***	
BIO	Biology
CDV	Career Development
CHE	Chemistry
ENG	English
ESL	English as a Second Language
FSM	Freshman Skills
HIS	History
LIB	Research Methods
LIT	Literature
MAT	Math
PHI	Philosophy
PHY	Physics
PSY	Psychology
SCI	Science
SOC	Sociology
Division of Business	
ACC	Accounting
BUS	Business
DMM	Digital Media Marketing
ECO	Economics
FSH	Fashion Design and Merchandising
HOS	Hospitality Management
LAW	Law
OFT	Office Technology
SMM	Social Media
SPM	Sports Management
Division of Engineering and Technology	
CIS	Computer Information Science
CIT	Computer Information Technology
NET	Network Administration
VCG	Visual Communication
Division of Health Disciplines	
ALH	Allied Health

CODE	DIVISION AND SUBJECT AREA
BIO	Biology
CIS	Computer Information Science
HIT	Health Information Technology
LAW	Law
MAT	Math
MED	Medical Assisting
MST	Massage Therapy
OFT	Office Technology
PHM	Pharmacy Technology
PSY	Psychology
SOC	Sociology
Division of Legal Studies	
CRJ	Criminal Justice
LAW	Law
LIB	Library and Research Methods
SOC	Sociology
Division of Nursing	
BIO	Biology
NUR	Nursing

** Courses marked by two asterisks are designated as General Education or Liberal Arts

*** Students may substitute elective arts and science courses offered at the College or elsewhere (to transfer) even if they are not listed within their program of study and as long as the substituted course(s) meets the definition.

@ Denotes courses offered online in the course description section of this Catalog

Students in Associate in Occupational Studies degree programs are required to take 12 credits in General Education/Arts and Sciences. This includes three mandatory 3-credit courses in General Education - College Math (MAT105), English Composition (ENG105, ENG205). An additional 3-credit course in Arts and Sciences fulfills the 12 credit requirement. The elective may be selected from a pool of available courses. Students in Associate in Applied Science degree programs complete the mandatory three courses in general Education and additional four 3-credit courses in Arts and Sciences.

As a rule, courses numbered 010 to 099 are developmental (remedial) in nature and carry no credit; those numbered 100-199 are usually taken in the first year of a two year program; and those numbered higher are typically second year courses. Courses are listed within the divisions by which they are offered.

Note: Prerequisites may be waived if students can demonstrate competence in the subject through previous education/certifications in the field.

DIVISION OF ARTS AND SCIENCES

**BIO120 3 CREDITS HUMAN BIOLOGY

This course introduces students to fundamental biological principles that regulate structure and function of cells, genetic, environmental, and evolutionary influences on organisms, and the relationship between such organisms and their environment. A systematic study of structure and function of organ systems is also covered.

CDV100 1 CREDIT CAREER DEVELOPMENT SEMINAR

This course provides the job and career management tools necessary for the student to reach his/her full career potential. The student will develop essential career success skills through class activities and direct practice in the business community. Hands-on assignments in each session will allow the student to research employers; learn about application requirements, practice meeting business people in various career fields, and practice successful interviewing techniques.

CHE105 3 CREDITS CHEMISTRY

This course explores the nature of matter and energy throughout diverse physical environments. The course will cover gases, the Ideal Gas Law, measurements and chemical calculations, chemical changes and reactions, atomic theory and chemical bonding, biochemistry, organic chemistry and nuclear chemistry. At the end of the course the students should be able to explain how physical events occur in terms of basic chemistry as they apply to the health sciences.

ENG005 3 NON-CREDIT COLLEGE READING SKILLS

This Remedial English course introduces students to the fundamentals of reading English at the college level. The course focuses on the elements of textual structure, writing style and writer's objectives. Also, particular attention will be given to the elements of prose style including characterization, narrative voice, historical context, setting and environment, as well as the sub-textual components of reading. The course will focus on evaluation of a wide variety of literary texts as a way to explore the reading process.

ENG010 3 NON-CREDIT COLLEGE WRITING SKILLS

This remedial English course introduces students to the fundamentals of writing English at the college level. The course focuses on the elements of writing structure, sentence structure, paragraphing and grammatical elements of writing. Also, particular attention will be given to the elements of prose style including characterization, narrative voice, historical context, setting and environment, as well as the sub-

textual components of writing. The course will focus on exploring the writing process in a wide variety of ways.

**ENG105 @ 3 CREDITS ENGLISH COMPOSITION I

This course in English Composition will introduce the student to various techniques of the writing process. Here, they will learn to explore voice, tone, analytical reading, critical thinking, literature and a great deal more. The main objective here will be to transfer thoughts onto paper and do this in a comfortable way, while finding individual authorial voices and styles. Students will use writing to discover, organize, and develop ideas; to express their personal thoughts; to collect and evaluate information; and to persuade their readers.

Formerly: ENG105 English Composition
Prerequisite: placement by examination

**ENG110 3 CREDITS SPEECH AND COMMUNICATION

This course is designed to prepare students for the communicative demands in different circumstances and environments, but especially in the work place. Students will learn the importance of communicative strategies where proficiency and clarity are essential aspects of successful delivery in communication. Students will also become familiar with case studies and situations in which they will challenge their communicative skills in discussions, individually and in groups. An integral part of the course will be preparations of oral presentations and project reports delivered to the class.

ENG175 3 CREDITS WRITING FOR SOCIAL MEDIA

This course will explore the relationship between audience, purpose and text in a cross section of social media, including Tweets, blog posts, Facebook updates, and Instagram photos. Students will develop criteria for evaluating each form of writing, find examples, assess what makes them effective, consider the decoding skills they demand from readers, and practice the form using tried and true social media writing tactics.

Prerequisite: ENG105

**ENG205@ 3 CREDITS ENGLISH COMPOSITION II

This module is the second component in the series of English Composition courses. Here, using Composition I as a springboard, the curriculum of this course is designed to foster within students, the ability to apply independent research and writing skills. The new ASA Writing Center will be a useful resource for students in ENG205, as it offers help and seminars on research methods which will form the bulk of this course. Students will learn to: (1) read and analyze literary works critically; (2) conduct research through various different modes including library, data-bases and Internet; (3) explore rhetorical strategies; (4) learn proper forms of documentation and citation of sources.

Prerequisite: ENG105

FSM100**1 CREDIT****FRESHMAN SKILLS SEMINAR**

This single-credit course is knowledge-and-skills based, designed to help the new college student navigate and experience the challenges as well as the promises of tertiary academic life and beyond. Within the FSM100 course, students are afforded an overview of the college environment. Students get to know ASA – the administration, the academic set-up, the support services departments and much more. The course also includes lessons in developing communication skills, improving study skills, learning how to cope with stress, effective time management, test-taking strategies, and developing critical thinking and problem solving skills. Students are introduced to the importance of the career portfolio in preparation to the more extensive discussion when they take the Career Development (CDV100) course. FSM100 serves as the first step the student takes toward becoming a disciplined scholar and successful professional.

****HIS101 @****3 CREDITS****AMERICAN HISTORY I**

American History I: 1492-1877 is an introductory survey course designed to introduce the significant events, themes and ideas that shaped the formation of the United States from colonization to Independence, and through the end of the Civil War. Through the course of the semester, students will explore and come to an understanding of the political, economic and cultural trends and how these affected the various groups including indigenous peoples, colonists and immigrants who came to form the country.

****HIS200 @****3 CREDITS****WORLD HISTORY I**

This course thematically treads through major ancient world civilizations, in particular the first written records of our world to 1500 CE. In exploring the narrative of human events, students will enhance their understanding of cultural literacy and the inter-connectedness of exciting human events we know as world history. Reaching beyond a linear study of history, students are encouraged to see events, wars, politics, geography, risen and fallen empires as an unrelenting story of humanity that continues to influence and enrich the lives of communities, countries, and peoples.

****HIS201 @****3 CREDITS****AMERICAN HISTORY II**

American History II: 1877-present is an introductory survey course designed to introduce the significant events, themes and ideas that shaped the United States from Reconstruction to Present day. Through the course of the semester, students will explore and come to an understanding of the political, economic and cultural trends and how these affected the various peoples of the United States of America.

****HIS210 @****3 CREDITS****WORLD HISTORY II**

This course reiterates and unravels a continuous narrative of human events studied in the series of World History. In this second half of the series, students will study the historical developments of colonialism, European imperialism, transatlantic trade, modern wars and modern threats to the peace of this world. The periods of the Enlightenment, the Industrial Revolution and the political revolutions will be examined very carefully because they give us a sense of understanding the modern world.

LIB100**2 CREDITS****RESEARCH METHODS**

This course provides an introduction to information and its sources. It follows the five standards of information literacy established by the ALA's Association of College and Research Libraries. Students learn how to determine the need for information, how to access, evaluate and incorporate such information for a specific purpose and to use the same legally and ethically. The course covers academic library resources and their usage for research projects as well as a thorough introduction to the APA citation style. It uses a mixture of lecture and reading assignments, in-class discussions, examinations, and competency-based lab assessments. An integral part of the course is the application of the learned skills to complete a research project assigned in other college courses.

****LIT200 @****3 CREDITS****AMERICAN LITERATURE**

This course surveys the literary heritage of America. In exploring the development of the American literary tradition, students will be acquainted with issues that critically define American literature and American writers. What is American literature and who are American writers? These questions will serve as a springboard for further discussion and identification of some of the broad literary movements and traditions in American literature such as transcendentalism, realism, regionalism, and modernism. Readings will range from the Colonial Era to the present day. By examining works of literature of many genres, students will explore various literary styles in their historical contexts that gave shape and definition to what we understand as the canon of American Literature.

MAT005**3 NON-CREDIT****MATH SKILLS I**

This is the first course of the sequence of the two remedial math classes. It is designed to be a developmental course of Arithmetic and introduction to Algebra. This course is created to provide students the opportunity to develop fundamental computational skills and lay the foundation for success in Remedial Math Skills 2 course. Topics include whole numbers, fractions, decimals, percent, measurement, geometric concepts.

MAT010
MATH SKILLS II

3 NON-CREDIT

This is a developmental course of elementary algebra with an integrated review and reinforcement of arithmetic skills. This course is designed to provide students with necessary basic skills of mathematical operations in preparation for college level mathematics. Topics include real number system, numerical evaluation, algebraic operations, algebraic and graphical solutions of linear equations and systems.

Prerequisite: Placement Examination or successful completion of Math Skills Level I

****MAT105 @**
COLLEGE MATH

3 CREDITS

This comprehensive, broad-based credit-bearing course is designed to familiarize students with the techniques of problem-solving. This course contains two main parts: College Algebra and Fundamental Geometry. The first part of the course is designed to introduce students to the concepts and techniques of Algebra. Topics include algebraic operations, equations, polynomials, function concepts, basic topics from plane geometry and trigonometry of the right triangle. This course is designed to ensure that students are capable of satisfactorily completing challenging exercises and demonstrating that they are aware of math concepts essential to college-level learners.

Prerequisite: Placement Examination or successful completion of MAT005 and/or MAT010

****MAT110**
COLLEGE ALGEBRA

3 CREDITS

This comprehensive, broad-based credit-bearing course is designed to familiarize students with the techniques of problem-solving. Topics include algebraic operations, equations, polynomials, rational expressions, integer and rational exponents, quadratic formula, exponential and logarithmic functions. This course is designed to ensure that students are capable of satisfactorily completing challenging exercises and demonstrating that they are aware of algebraic math concepts essential to college-level learners.

Prerequisite: Placement Examination or successful completion of MAT005 and/or MAT010

MAT220
STATISTICS

3 CREDITS

This is an introductory statistics course designed for students in fields that emphasize quantitative methods. Probability concepts and the theory of sampling distributions are used as aids to quantitative reasoning and data analysis, along with illustrations drawn from the natural and social sciences. Topics include problems involving graphical and numerical descriptive measures, probability, discrete random variables, binomial and normal random variables, sampling distributions, hypothesis testing.

Prerequisite: MAT105 or MAT110

****PHI 110 @**
ETHICS

3 CREDITS

In this course, students will examine moral belief systems, including different theories of ethics and their application to moral issues in the society at large and in daily New York City life. Students will examine major ethical questions, including "What is morality?" and "What does God have to do with right and wrong?" Students will present ethical ideas of philosophers like Immanuel Kant and Jean-Paul Sartre to the class. Students will also be required to investigate and write about their own ethical values and to write critically about the application of ethics to life.

****PHI 200 @**
PHILOSOPHY

3 CREDITS

This course surveys the canon of philosophical thought which presently defines the field. Students will explore the development of philosophy from a historically based collection of thinkers starting with Plato and working through to Sartre. All philosophy stems from fundamental questions. Throughout this course, the student will be examining basic assumptions, revising received views and looking in depth at the work of philosophers who at times took immense risks to do just this. By examining the original works of the philosophers themselves, students will explore first hand the various modes of thought that brought civilization from Socratic rhetoric to the theories of Existentialism. This course seeks to define what we understand today to be philosophic inquiry.

****PHY105**
PHYSICS

3 CREDITS

The Physics course explores the nature of matter and diverse physical environments. The course will cover Newton's Laws of Motion, the Laws of Conservation, the properties of matter, temperature and heat, the properties of sound and light, electricity and electromagnetism. Students will learn about atomic structure and the atomic nucleus as an introduction into medical imaging physics. At the end of the course the students should be able to explain how physical events occur in terms of basic chemistry and mathematics as they apply to the health sciences.

****PSY105 @**
PSYCHOLOGY

3 CREDITS

This course covers the major facts, theories, and controversies of contemporary psychology from a natural science perspective. Topics include Freud and psychoanalysis, genetics and behavior, neural bases of behavior, motivation, emotion, sensation, perception, intelligence, and mental disorders and their treatment.

****SCI 101** **3 CREDITS**
INTEGRATED SCIENCES

The Integrated Sciences course introduces the student to notable science components particularly physics, chemistry, astronomy, geology, and biology. Classroom instruction will be anchored largely on the interdisciplinary approach. The course will progress using contextual integration of the social, historical, as well as philosophical inquiry and problem-solving methods of the learning delivery system. Such will provide the student with critical thinking and inquiry skills essential toward further studies in the health disciplines.

****SOC105 @** **3 CREDITS**
SOCIOLOGY

This course introduces students to the study of human behavior in society. Students will examine major components of sociology, including culture, diversity, and such social institutions as family, government, and education. Students will be required to investigate and write about their own social values and to write critically about society in general.

ENGLISH AS A SECOND LANGUAGE

LEVEL A - PLACEMENT BY EXAMINATION

ESLA01 **3 NON-CREDITS**
ESL READING SKILLS - LEVEL A

This course is especially designed for students who do not have English language proficiency. Here students will learn the elements of the English language, including the alphabet and the basic sentence structures. Students will develop their reading skills and broaden their vocabulary as well as improve their comprehension and speaking abilities. A special emphasis will be placed on making use of graphic, syntactic, lexical, and rhetorical cues in understanding reading material.

ESLA03 **3 NON-CREDITS**
ESL ORAL COMMUNICATION SKILLS - LEVEL A

This course is designed for students who have very little prior knowledge of English. Initial attention is paid to the recognition and pronunciation of the English alphabet. Then, emphasis is on learning basic English pronunciation and intonation and its sound system. Later on, major work is done on learning and practicing simple daily conversations. Throughout the course, correct pronunciation and understanding of simple spoken language of daily life is given special attention.

ESLA05 **3 NON-CREDITS**
ESL GRAMMAR SKILLS - LEVEL A

This course is designed for students who have little knowledge of English. It is to introduce them to the English language in written form. With the aim of enabling students to

write very simple English sentences correctly, major attention is given to creating a foundation of grammar knowledge. Major emphasis is on introducing several common tenses regarding the use of verbs. Basic knowledge about nouns, pronouns, adjectives, prepositions and others are also learned.

ESLA06 **3 NON-CREDITS**
INTEGRATED LANGUAGE APPLICATION SKILLS - LEVEL A

ESL Integrated Language Applications Skills I is planned for beginning students to strengthen grammar and listening skills acquired in other ESL courses. Students will do so in a diverse environment and class setting. This class combines all aspects of listening – sounds, stress, rhythm, and intonation which will help students to develop their listening skills. Students will learn basic listening skills through exercises as they listen to both CDs and computer listening programs. Also, students will apply and highlight their basic grammar understanding using textbook drills and specially developed on-line exercises. Students will first work on controlled activities for skills and ability (2 hours), and then practice what they have learned in the Language Computer Lab (1 hour). In the Lab they will be able to use the most modern updated technology and equipment. The reading part of the program will help students to: (a) practice reading comprehension skills; (b) enrich their vocabulary; (c) drill communication skills while answering questions and discussing stories; (d) get broader knowledge about the world, its cultures, traditions, people, which would support students' interest in learning English.

ESLA07 **3 NON-CREDITS**
INTRODUCTION TO ESL CIVICS

This course has been designed to introduce beginning and intermediate adult students to the meaning of American Citizenship and naturalization. Activities in this course will encourage ESL students to build up life skills and knowledge about their new homeland. Also students will be able to compare life in the USA with the life, history, and government of their native countries. In this course essential information on US history, government and civics is integrated with the skills of listening, speaking, reading, and writing. *(Not currently offered).*

LEVEL B - PLACEMENT BY EXAMINATION

ESLB01 **3 NON-CREDITS**
ESL READING SKILLS - LEVEL B

This course is designed for beginning students. The course focuses on reading, speaking, and writing, through a variety of lively, classroom-tested, easy-to-use activities. Upon completion of the course, students should be able to integrate reading, vocabulary, and structure. They will be able to understand authentic texts and express simple ideas and information of their everyday life.

ESLB03 3 NON-CREDITS
ESL ORAL COMMUNICATION SKILLS -
LEVEL B

This course is designed to prepare students in elementary levels of conversation in the English language. Students will learn to utilize common phrases in various “true to life” situations and dialogues. The main focus of the class will be on listening, comprehension and articulation. Students will begin to acquire a level of proficiency by completing exercises geared towards different discussions of interest to students’ lives. They participate in role playing, story telling, problem solving, brainstorming and memory games. Special attention will be given to American English idioms found commonly in every day language.

ESLB05 3 NON-CREDITS
ESL GRAMMAR SKILLS - LEVEL B

This course is designed for beginning students. The course focuses on English grammar through active listening, speaking, reading, and writing activities. At the end of the course, students should be able to understand basic English grammar and to express basic information about their everyday life through simple grammar units. They have to have clear understanding of the parts of speech and English simple tenses.

ESLB06 3 NON-CREDITS
INTEGRATED LANGUAGE APPLICATION
SKILLS - LEVEL B

This pre-intermediate course teaches students to integrate diverse English skills, including speaking, listening, reading and writing, into holistic language use. Students will build on language skills by increasing reading comprehension, writing fluency and speaking fluency. Students will work on controlled activities for skills and proficiency, and then practice what they have learned in the Language Computer Lab (Longman English Interactive Software) outside their classroom time. In the Lab they will be able to use the latest updated technology and equipment.

LEVEL C - PLACEMENT BY EXAMINATION

ESLC01 3 NON-CREDITS
ESL READING SKILLS - LEVEL C

This course is designed to strengthen student reading skills and comprehension. Here students will be introduced to reading materials mainly focused to broaden the students’ vocabulary, increase reading speed, and teach critical analysis. Students will be exposed to various genres of readings, including fiction, non-fiction, newspapers, and magazines. This will effectively show students that different reading strategies are necessary to become a proficient reader. Students will also be exposed to numerous exercises that challenge their intellectual and conceptual interests while enabling them to advance in language proficiency.

ESLC02 3 NON-CREDITS
ESL WRITING SKILLS - LEVEL C

This course provides students with the knowledge of grammatical structures at the intermediate level of English grammar, including usage and styles. Students will become familiar with the parts of speech, rules and exceptions of punctuation, sentence constructions, patterns, capitalization, abbreviations, numbers, spelling, and word division. The class will be taught three-dimensionally to familiarize students with syntax, semantics, and pragmatics-form, meaning and use. Challenging exercises for students will teach them to achieve clarity and accuracy in writing as well as in oral communications.

ESLC03 3 NON-CREDITS
ESL ORAL COMMUNICATION SKILLS -
LEVEL C

This course is intended for ESL students who wish to achieve considerable proficiency in verbal communication skills of the English language. The focus will be on teaching intermediate listening and conversational skills. Students will work with exercises taken from “real life” situations, dialogues, and sentence patterns. Students will be asked to use grammatically correct language units as well as appropriate stress, intonation, and vocabulary. With challenging sets of exercises, (oral, written, and on-line), students will achieve grammar and speech proficiency commonly used in social settings.

ESLC06 3 NON-CREDITS
INTEGRATED LANGUAGE APPLICATION
SKILLS - LEVEL C

ESL Integrated Language Applications Skills is planned for students to support high-intermediate grammar and listening skills acquired in other ESL courses. Students will do so in different environments and situations. This class combines all aspects of listening - sounds, stress, rhythm, and intonation which will help students to expand their listening skills. Students will acquire higher-developed listening skills through exercises as they listen to CDs and computer listening programs. Also, students will apply and emphasize their grammar knowledge using textbook drills and specially developed on-line exercises. Students will first work on controlled activities for skills and expertise (2 hours), and then practice what they have learned in the Language Computer Lab (1 hour). In the Lab they will be able to use the most recent updated technology and equipment. The reading part of the program will help students to: (a) practice reading comprehension skills; (b) enrich their vocabulary; (c) drill communication skills while answering questions and discussing stories; (d) get broader understanding of the world, its cultures, traditions, people, which would maintain students’ interest in learning English.

ESLC07 3 NON-CREDITS **TEACHING ENGLISH THROUGH FILM**

The course has been designated for ESL students and focuses on American Films as means to study real-life spoken language. Watching movies is one of the most effective ways to develop listening comprehension skills together with vocabulary study. In addition, art of film is one of the finest ways for ESL students to learn various aspects of American culture and life style. Students will watch segments from the most famous Hollywood movies, discuss the scenes, practice new vocabulary, and share their opinions on various cultural phenomena that they will observe in the movies. *(Not Currently Offered)*

LEVEL D - PLACEMENT BY EXAMINATION

ESLD01 3 NON-CREDITS **ESL READING SKILLS - LEVEL D**

This course is designed to apply students' knowledge of intermediate ESL proficiency to focus on the expansion of a reader's vocabulary. In addition, the students will improve their skills and speed in reading and comprehension. Students enrolled in the class will be asked to challenge themselves in critical reading skills combined with reading comprehension and ever expanding knowledge of the English language. Knowing the differences between the written word and the spoken word will be also a valuable contribution to the students' learning process.

ESLD02 3 NON-CREDITS **ESL WRITING SKILLS - LEVEL D**

This class is specifically designed for students whose knowledge of the English language has reached sufficient levels of advanced oral communicative skills. Here students are expected to learn the appropriateness of particular written expressions, grammatical forms and structures to complete grammatically correct writing assignments. Also, students will practice writing a variety of sentence structures using their imagination, judgment, intelligence and feelings.

ESLD03 3 NON-CREDITS **ESL ORAL COMMUNICATION SKILLS - LEVEL D**

This course presents various ways in which ESL students may advance in their communicative skills in the English language. The lessons of this course include a particular focus on the use of commonplace language in the context of social communications. Here students will learn the necessary forms and patterns of language to function and communicate among English speaking people in the areas of shopping, banking, housing, health care, employment. This course, likewise, presents students with the opportunity to reinforce listening comprehension and verbal expression skills necessary to pursue college level academic work.

ESLD05 3 NON-CREDITS **LANGUAGE AND CULTURE**

This course has been expressly created for advanced students whose level of English has reached near fluency. The material studied in the course will cover every aspect of human life and interaction. The focus of study will be American mainstream values that have attracted people to the United States for more than two hundred years. During the course of study, certain changes and influences in various aspects of American life will be traced. Students will be exposed to a lot of language phenomena: vocabulary, idioms, terminology, phonetics, and grammar. The curriculum objectifies what it means to be an American, asking and answering the question: What is American culture?

Formerly: ESLB07

LEVEL E - PLACEMENT BY EXAMINATION. **OFFERED AS A PART OF LANGUAGE** **ENRICHMENT COURSES TO NON-IMMIGRANT** **VISA STUDENTS ONLY.**

ESLE02 3 NON-CREDITS **ADVANCED ESL WRITING WORKSHOP**

This is an advanced ESL writing course designed to prepare students for future composition class and other academic writing endeavors they will encounter at ASA. This is an intensive writing course with assignments due each week. In the first 5-6 weeks, students will explore topics through paragraph writing. In the final 9-10 weeks, students will explore essay writing. Students will also be required to participate in the revision process of both their and their peers' papers in the format of peer workshops. In addition, students must keep a weekly journal where they have free rein of topics which could include reactions from their readings.

DIVISION OF BUSINESS

ACC101 3 CREDITS **PRINCIPLES OF ACCOUNTING I**

This course introduces the students to the basic elements of accounting including descriptions of double-entry bookkeeping, the Accounting Cycle for service, merchandising and manufacturing companies, the making and analysis of financial statements, accounting concepts for sole proprietorship, partnerships, and large corporations.

Formerly: ACC100 Fundamentals of Accounting

ACC150 2 CREDITS **ACCOUNTING WITH ELECTRONIC** **SPREADSHEETS**

This course provides an exhaustive exposure to the electronic spreadsheets program, its commands, features and functions. Many typical mechanical accounting problems are solved using electronic spreadsheet software from the basic to the

advanced. The final portion of the course deals with the most advanced electronic spreadsheet software functions that help simplify bookkeeping procedures, such as macros for highly repetitive tasks, linking files for routine tasks with minor changes, special features to make print documents look better, creating effective presentations, and interactions between electronic spreadsheet software and other applications such as MS Word or Word Perfect, Access, and others.

Prerequisite: CIS100

ACC151 @ 3 CREDITS **PRINCIPLES OF ACCOUNTING II**

The first part of this course is an overview of the accounting process and financial statements which are designed to provide a gradual transition from the introductory course in Accounting to the more rigorous level of analysis. It also addresses the concepts of present and future values of cash flows and the accounting for cash and short-term investments, receivables, inventories, current liabilities, and contingencies. Finally, it discusses plant assets and depreciation, intangible assets, and long-term liabilities.

Formerly: ACC105 Intermediate Accounting I

Prerequisite: ACC101

ACC160 3 CREDITS **ADVANCED BOOKKEEPING APPLICATIONS**

This course covers the key subject areas in the field of bookkeeping: adjustments; correction of errors; merchandise inventory; internal control and fraud prevention; payroll. The subject matter covered within this course will build on the accounting foundations established in Principles of Accounting I & II which will enable them to handle the technical responsibilities of full-charge bookkeeper for a small to mid-size business. This course prepares the student for the National Certification for Bookkeeper's (NCB) examination. The NCB certification is a valuable credential for employment in the accounting and bookkeeping field.

Prerequisite: ACC151

ACC165 3 CREDITS **SPREADSHEET MODELING FOR BUSINESS DECISIONS**

This course focuses on using advanced features of Microsoft Excel to create efficient spreadsheet models of common and complex business problems. It challenges students to use critical thinking and analysis to find effective solutions to real-life situations. It is designed to be an extremely practical class, in which the skills learned can be put to immediate use in other classes, the workplace, and other areas of life.

Prerequisite: CIS100

ACC195 3 CREDITS **INTRODUCTION TO FORENSIC ACCOUNTING**

This course provides students with an overview of forensic accounting and litigation support. It examines the characteristics of white-collar criminals, financial statement manipulation, common employee fraud schemes and money laun-

dering. Students will learn to detect concealment in financial statement fraud, and the analytical methods use to uncover income concealment and fraudulent accounting practices. This course will also survey new forensic techniques and tools, such as timeline analysis, link analysis, and IRS commonly used indirect methods of proof. This course will also explain the forensic accountant's role in fighting financial statement fraud, and the standards of conducting and performing litigation services. Students will also learn what it means to be an expert witness while learning the rules of evidence to properly identify collect and preserve financial evidence.

Prerequisites: ACC101 & ACC151 - Principles of Accounting I and II.

ACC200 3 CREDITS **INTERMEDIATE ACCOUNTING***

This course covers topics unique to corporations such as the traditional issues relating to paid-in capital, retained earnings, and dividends. It also discusses stock warrants, convertible securities, accounting for treasury stock and earnings per share. Furthermore, the course discusses accounting for employees' pension plans, leases, and income taxes and revenue recognition. Finally, students will learn special financial statements (statements of cash flow, constant-purchasing power and current-cost financial statements), analysis and interpretation of financial statements. Emphasis is given to the impact of inflation on financial statements and on business decisions.

Formerly: ACC205 Intermediate Accounting II

Prerequisite: ACC151

* Not offered since Summer 2014

ACC210 3 CREDITS **TAXATION**

This course examines federal income taxation. It begins with an overview of the federal tax structure including reporting procedures, individual tax preparation, business and professional returns, special tax situations, partnerships, corporations, and tax-exempt corporations. The course also instructs students in the use of the latest tax software available in the market.

Prerequisite: ACC101, CIS100

ACC215 @ 3 CREDITS **COST ACCOUNTING***

This course presents three major topics: planning and controlling routine operations; non-routine decisions such as policy making, and long-term planning; and inventory valuation and income determination with emphasis on costs for planning and control. The course will discuss in detail the role of the accountant in the organization; cost-volume-profit relationships; responsibility accounting; standard and flexible costs; and determining how costs behave, including cost analysis for control and motivation.

Prerequisite: ACC151

* Not offered since Summer 2014

ACC220 **3 CREDITS**
PRINCIPLES OF AUDITING*

This course is designed to provide the student with a clear understanding of the role of auditing, and the formulation of high professional standards of performance and ethics. The student gains an understanding of auditing procedures, strategies for managing auditing resources, and the ability to perform financial audits that are responsive to the needs of financial statement users. More specifically, the course provides a perspective on how audits are done using a Risk Analysis approach. Students will learn the differences between external auditing, internal auditing and government auditing. Statistical sampling, essential to effective auditing performance in the field; audit programs, questionnaires and audit reports frequently utilized in financial audits are a few of the topics discussed.

Prerequisite: ACC151

** Not offered since Fall 2008*

ACC225 **3 CREDITS**
MANAGERIAL ACCOUNTING

This course discusses contemporary business trends and their impact on managerial accounting. It covers all managerial accounting topics such as job order and process costing, costs influenced by volume, complexity, product scope, and batch sizes, cost volume-profit analysis, break-even analysis, fixed/variable analysis, flexible budgeting, overhead cost management, advanced manufacturing costs, activity-based costing for strategic decisions, responsibility accounting, constraint theory and decision making, and target costing.

Prerequisite: ACC151

ACC250 **3 CREDITS**
COMPUTERIZED ACCOUNTING WITH APPLICATION PACKAGE

This course introduces the student to different types of accounting software and their applications as used by industries in performing day-to-day accounting functions. It integrates the knowledge with information system. It teaches the student the use of accounting software to create a company, set up a chart of accounts, vendors, customers, employees and payroll defaults, general ledger, inventory items, jobs, enter transactions, prepare reports, and analyze the reports.

Prerequisites: CIS100, ACC101

BUS110 @ **3 CREDITS**
INTRODUCTION TO BUSINESS

This course has been designed to present the student with a balanced view of a business - the strengths, weaknesses, successes, failures, problems and challenges. In addition, this course, with its vast array of features, provides the student with a solid foundation for more advanced courses, and it explains the opportunities, rewards, and challenges of a business career.

BUS115 @ **3 CREDITS**
INTERNATIONAL BUSINESS AND TRADE

This course describes the general nature of international business and the three environments in which an international business person works. It examines the increasingly important international organizations, the international monetary system, and the impact of both on business, the uncontrollable forces that make up the foreign environments and their effect on business practices. The course also explores trends and new directions of international companies.

Prerequisites: BUS110, BUS200

BUS120 @ **3 CREDITS**
ORGANIZATIONAL BEHAVIOR

This course provides a basic understanding of human actions in organizations. It includes the analysis of individual and group processes in organizational settings. It also helps the student to understand, predict, and improve the performance of individuals and the organizations in which they work.

BUS135 @ **2 CREDITS**
ADMINISTRATIVE OFFICE MANAGEMENT

This course provides a basic understanding of the fundamentals of effective management. These fundamentals include the basic principles of management, problem solving, system thinking, and communications needed to administer the office functions. Also, it stresses people and their role in using the tools of information technology required in the battle to increase productivity. The course also highlights the main concepts needed to understand the services used by successful office administrators - computers, text/word processing, telecommunications, records management, micro-image and reprographics systems, and the ergonomic environment required for the new networking technology. Finally, this course provides a "control" setting that explains how office managers evaluate the productivity of their office systems and the "bottom-line" importance of living within their budgets.

BUS145 **2 CREDITS**
DATABASE MANAGEMENT APPLICATION PACKAGE

This course provides an in-depth understanding of database design; creating a database; querying a database; maintaining a database; importing a worksheet into database software; creating reports and forms; publishing reports to the Web; enhancing forms by using OLE fields, hyperlinks, and sub forms; and using Macros; VBA, and the Switchboard Manager to create an application system.

Prerequisite: CIS100

BUS175
BUSINESS LAW

3 CREDITS

This course introduces students to the principles of Business Law. Business Ethics and Social Responsibility, Torts, Intellectual Property, Cyber Law, Criminal Law and Contracts are a few of the topics to be covered.

BUS200 @
PRINCIPLES OF MARKETING

3 CREDITS

This course introduces the student to the role of marketing in the economy, and covers major marketing topics including institutions involved in the marketing process (manufacturers, wholesalers, retailers, advertising agencies, marketing research firms, banks, shippers, storage warehouses, and others). The course also examines major tools used by modern marketers (product, price, promotion, place and major environmental forces affecting the marketing process), demographics, economics, ecology, technology, politics and culture.

Prerequisite: BUS110

BUS205 @
PRINCIPLES OF FINANCE

3 CREDITS

This course approaches the three traditional divisions of finance (corporate finance, investments, and financial institutions) by employing the twin concepts of value maximization and the risk/expected return tradeoff throughout the course. It distinguishes between finance and economics, focuses on time value of money concepts, provides a basic overview of the operations of the firm against the background of financial intermediation and the capital markets, explores security valuation and capital market theory, capital budgeting and corporate financing, financial derivatives and risk management, international financial management, financial analysis and financial planning, inventory and cash management, accounts receivable management.

Prerequisites: ACC101, BUS150

BUS210
BUSINESS ETHICS

3 CREDITS

The coursework in BUS 210 contributes to the knowledge of strong business decisions within the ambit of business ethics, sustainability, and stakeholder management. The managerial perspective to Business Ethics is enriching enough to assist students, as potential business decision makers, to safeguard the interests of internal and external stakeholders, which includes employees, the immediate community actual and potential investors, and the environment at large. Regulatory and industry mandates are key considerations in the stakeholder models that appear in cases that reflect the discourses, debates, and discretions on ethical issues. Key among most of the issues in the coursework on Business Ethics is the emphasis on the nexus between business and the natural, social, and financial environments.

BUS215 @
BUSINESS MANAGEMENT

3 CREDITS

This course provides a basic understanding of management within the business environment. The course relies heavily upon the classical approach to management, centering on the four basic functions of planning, organizing, leading, and controlling. Included within this perspective are problem-solving, the use of specialized techniques (PERT, NGT, JIT, etc.), job design, work teams, and human resources management and the leader's role both as a motivator and communicator. Finally, the course deals with the importance of self-management within the framework of the organization.

Prerequisite: BUS110

BUS230 @
HUMAN RESOURCES MANAGEMENT

3 CREDITS

This course provides a brief introduction to human resources management. The students examine employer-employee relations in such areas as equal employment opportunity practices, training and appraisal methods, compensation, management and reward of motivational programs. This application oriented course equips students with the skills and knowledge necessary for the workplace.

Formerly: Personnel Management

BUS240 @
INTRODUCTION TO E-COMMERCE

3 CREDITS

Upon successful completion of this course the student will be able to apply the new technologies, particularly Internet and Web technologies to help individuals, businesses, and other organizations conduct business better. They will be able to know how some businesses, by using electronic commerce have been able to create new products and services, and others improve their promotions, marketing, and delivery of existing products. They will also learn how firms have found many ways to use electronic commerce to improve purchasing and supply activities, identify new customers, and operate their finance, administration, and manage human resources more efficiently.

Prerequisites: CIS100, BUS110

BUS245 @
E-COMMERCE MANAGEMENT

3 CREDITS

Upon successful completion of this course the student will acquire the knowledge and high-level tools to be able to create, maintain and evolve e-commerce strategy within a company. They will learn the business solutions that utilize technology as needed to enhance the way business is conducted. The course is designed to help the student find answers that are right for any specific situation. In addition to lectures, the course uses hands-on activities, case studies and individual and group assignments to foster learning.

Prerequisites: CIS100, BUS110

BUS250 @ 3 CREDITS **E-COMMERCE MARKETING**

Upon successful completion of this course the student will acquire the knowledge to advertise and market businesses on the World Web to reach new customers, better serve existing customers and expand business activity. They will learn the methods to take an order, collect payments, deliver goods, and provide follow-up with the customer. Real-world examples involving a few “success stories” are used. The course also teaches how to properly design and locate a web site for maximum profitability.

Prerequisites: CIS100, BUS110

BUS255 @ 3 CREDITS **CUSTOMER SERVICE MANAGEMENT**

Upon successful completion of this course the student will be able to learn the role of customer service in a consumer business. Students will examine how internal and external customer service strategies impact an organization’s profitability. Special emphasis will be placed on communication skills, dealing with angry customers, handling telephone customers, and motivating and training employees for the delivery of customer service.

Prerequisite: BUS110

BUS260 @ 3 CREDITS **RETAIL OPERATIONS MANAGEMENT**

Upon successful completion of this course the student would be able to learn those activities relating to the strategic, and personnel aspects of a retail enterprise. Students will have the opportunity to learn how managers plan, implement, and direct a profitable retail business.

Prerequisite: BUS110

BUS265 @ 3 CREDITS **MERCHANDISE MANAGEMENT**

Upon successful completion of this course the student will be able to learn the merchandise management strategies within a retail organization. The student will also be able to acquire the following skills: pricing, sales, markdowns, profitability, stock, performance measurements, assortment and merchandise planning, and reading and analyzing retail computer reports.

Prerequisite: BUS110

BUS905 3 CREDITS **BUSINESSADMINISTRATION-ACCOUNTING EXTERNSHIP**

This course is an unpaid, off-site externship under the supervision and evaluation of a cooperating business and the college. Students utilize the knowledge gained in the Business Administration-Accounting program for a minimum of 135 hours (a minimum of 9 hours per week for fifteen weeks is required) during the last semester of the program. The externship course includes guided “hands-on” applica-

tion of theory and course work, and provides students with training in different types of organizations from small and mid-sized companies to large corporations. Students present a completed portfolio evaluating the externship experience. *Must be taken in the final semester.*

Prerequisite: CDV100

BUS910 3 CREDITS **BUSINESS ADMINISTRATION CAPSTONE**

A project-oriented course designed to require students working in cross-functional teams to apply what they have learned in their major curriculum to the development of a complex entrepreneurial project. Emphasizes necessity of informed decision making and planning in all phases of business.

Prerequisite: ACC101, BUS110, BUS200 and Students in their final semester.

DMM100 3 CREDITS **DIGITAL TECHNIQUES AND CONCEPTS IN BUSINESS ENVIRONMENT**

This course provides a critical overview of methodologies and technologies that enable companies to transform raw data into meaningful and useful information for business purposes. Learn how to use and manage data, to apply techniques for converting data into valuable information, and to analyze data for making data-driven recommendations. This course provides a critical overview of methodologies and technologies that enable companies to transform raw data into meaningful and useful information for business purposes. Learn how to use and manage data, to apply techniques for converting data into valuable information, and to analyze data for making data-driven recommendations.

DMM150 3 CREDITS **DIGITAL MARKETING STRATEGIES AND CONTENT DEVELOPMENT**

In today’s digital age, marketing plans must have an innovative content strategy in order to succeed. An enticing pitch is absolutely essential for making digital content engaging and viral. Gain an understanding of how best to utilize video, text, audio, photography, and design to foster brand loyalty and to build trust in the digital realm. Hands-on exercises with top industry experts help you to develop innovative strategies, best practices, and content solutions for using the web, wireless apps, widgets, and mobile technology to achieve strategic goals.

DMM200 3 CREDITS **ANALYZING THE DIGITAL CONSUMER**

In this course, learn about the current state of social media: reach, scale, impact, and predictions for the future. Learn how to develop objectives, strategies, and campaigns to execute social media. Become familiar with social media best practices: how and why to drive customer and influencer reviews and recommendations. Learn how to develop and execute content that drives brand advocacy and encourages

positive reviews and empowering recommendations among your brand's loyal fans and gets the attention of your best prospects. Stay ahead of the competition by learning how to grow brands through social media.

DMM250 **3 CREDITS** **DIGITAL MARKETING**

This course introduces the use of digital channels for inbound marketing and provides a foundation in various acquisition tactics. Gain an in-depth understanding of digital marketing concepts while exploring how to select, use, and implement the latest developments in digital marketing vehicles. Delve into the fundamentals of digital marketing and its impact on business and communications. Also, discuss the development and use of digital marketing as a core strategy in the marketing plan.

DMM275 **3 CREDITS** **DESIGNING FOR DIGITAL ADVERTISING**

In this courses, students will acquire practical experience and invaluable knowledge of design and advertising techniques for both mobile and desktop. Through hands-on application of these digital advertising design techniques, you will develop your own collateral. In class, you will create your own digital ads; learn social media tactics; and explore different versions of digital advertising, including native advertising, video advertising, interactive ads, landing pages, and more. This course introduces and employs a variety of user-friendly software tools for creating polished, effective ads. Learn how to do everything from selecting the image and the font to publishing the ad message in seconds.

ECO150 @ **3 CREDITS** **PRINCIPLES OF MICROECONOMICS**

Microeconomics is a survey course with the core focus of exposing students to how the factors of production are allocated among and within households, firms, and industries. The scope of this course's contents includes discussions about the fundamentals of supply and demand as competing ends for the consumption of goods and services in the economy. The consumer theory is discussed as a vital part of the course. Production, particularly under a revenue-cost consideration, is discussed in the context of the impacts-perfect competition, monopoly, monopolistic competition, and oligopoly. Coverage is given to factor prices in relation to income sources and monopoly in the labor market.

Formerly: BUS150

FSH150 **3 CREDITS** **INTRODUCTION TO VISUAL MERCHANDISING**

The philosophies and techniques of merchandise presentation within a retail setting will be introduced and discussed. Students will analyze real store environments and the role of basic elements of design within those environments. Em-

phasis will be place on exterior and interior displays and the branding of a store image through the use of color, fixtures, display materials, and lighting. Students will design and execute two and three dimensional design projects based on a theme. All projects will be executed with an emphasis on holistic design and a professional organization or work. Lecture and Studio.

FSH175 **3 CREDITS** **FASHION HISTORY AND GLOBAL ATTIRE**

This course will include fashion history, costume history, and global fashion. An understanding of these areas are mandatory for professionals within the fashion industry. Fashion History and Global Attire will teach students the history of western fashion from early civilization to today, identification of indigenous dress upon Western Fashion, terminology, and writing with accuracy about fashion will all be covered.

FSH215 **3 CREDITS** **BUYING AND MERCHANDISE MATH**

This course focuses on the main functions of a buyer's role in maximizing profit. Topics include how a buyer purchases brand name versus private label merchandise, vendor/resource negotiations, and communicating and presenting the merchandise strategy to the consumer. Students are introduced to all of the factors that buyers need to effect profits. Profit and loss statements, pricing (initial pricing and mark-downs), and planning sales are discussed.

FSH225 **3 CREDITS** **TEXTILES**

This course provides students with a comprehensive, basic knowledge of textiles. It examines the interrelationships among fibers, yarns, fabrics, and finishes and discusses how they impact product performance. Organized according to the textile production process and gives students a solid understanding of textile components and how they work together. It also enhance the students' knowledge by performing additional activities and case studies bringing the course to life and facilitate group activities. The course also examines sustainability, technological advances, and new career opportunities in the textile industry.

FSH250 **3 CREDITS** **CAD FOR MERCHANDISING**

This course will introduce students to computer-aided drawing and design, enabling them to create fashion flats boards, original and researched fabric boards and line sheets using Adobe Photoshop, Illustrator and InDesign. Students will be taught to work in a cross-platform environment, strengthening proficiency in all applications. Students will also gain practical knowledge of how the industry uses technology in the workplace.

Prerequisite: CIS100

HOS120 **3 CREDITS**
INTRODUCTION TO HOSPITALITY
MANAGEMENT

This course introduces students to fundamental management principles essential to the hospitality profession. Students will learn how organizations work as well as the essential skills needed to effectively manage customers and employees. Students will explore management within a service industry exploring fundamental organizational concepts such as communication, teaming, leadership, power and politics in the workplace as well as focus on management tasks such as organization, stress, conflict resolution and employee. Students will be provided with industry-related, detailed, hands-on exercises to sharpen their management talents.

HOS150 **3 CREDITS**
TECHNOLOGY IN THE HOSPITALITY
MANAGEMENT INDUSTRY

Focuses on the application of various information systems to the management of facilities, programs, services, finances and accounting, products, marketing and sales, human resources and other major functions of hospitality, recreation and tourism organizations/agencies.

Prerequisite: CIS100

HOS200 **3 CREDITS**
ETHICAL HOSPITALITY MANAGEMENT

This course covers the functions of the law, legal environment, legal reasoning, and ethical analysis within the hospitality industry. Students will examine leadership and ethical issues in the hospitality industry as they relate to legal reasoning regarding contracts, torts, property, and the impact of law on economic enterprise in the hospitality industry.

HOS220 **3 CREDITS**
CONVENTION AND EVENT MANAGEMENT

This course explores the aspect of the hospitality industry focused upon meeting, event, convention, and exposition planning and the manager's role within this department. Students will acquire an in depth knowledge and understanding about the specialized field of "event management" and become familiar with the management techniques and strategies required for successful planning, promotion, implementation and evaluation of special events. Students will utilize knowledge and skills necessary for successfully planning and management of conventions, meetings, and expositions in a commercial/recreational setting.

HOS240 **3 CREDITS**
HOSPITALITY HUMAN RESOURCES AND
SUPERVISION

This text is a trusted resource in preparing for today's HR professional careers in the Hospitality Industry. The latest HR research, meaningful discussions, and a wealth of new and proven learning features in every chapter demonstrate

how HR impacts organizational strategy. The chapters deliver a presentation that flows smoothly with an appropriate blend of theory and practice. Students examine emerging trends in technology, globalization, and HR Metrics as they see first-hand, how current events shape the study and practice of HR today. A complete package of teaching and learning resources is what this book offers and will prepare today's aspiring professionals for a career in HR and future HR success.

LAW130 **3 CREDITS**
LEGAL OFFICE ASSISTING AND
PROCEDURES

This course provides the legal office assistant with the fundamental concepts of law which allows the legal assistant to better support the legal office teams. The course presents the basic principles of law and related legal documents from the standpoint of general American Jurisprudence.

LAW150 **3 CREDITS**
LEGAL MACHINE TRANSCRIPTION

This course will include the use of both text-workbook, audio-cassettes, and transcription software. It presents common legal terminologies that are used in the court systems and in the legal office. It will assist the student in spelling, defining, pronouncing, and transcribing those legal terminologies.

OFT130 **3 CREDITS**
GENERAL OFFICE PROCEDURES

This course concentrates on the varied aspects of office management - from office records, correspondence to management of computer-based files. Communication, both oral and written will also be discussed alongside practices of processing information via technology. The course will discuss the procedures in planning, preparing, and conducting meetings in a corporate setting.

OFT140 **3 CREDITS**
SPEED WRITING

This course is designed to assist students to increase their speed in making legible notes. It also aims to supply a fast and legible note-taking system that can be learned quickly for use in the office by information-processing personnel. Furthermore, it will give the entering, prospective, or returning administrative assistant the ability to take notes from dictation and transcribe them in a usable form.

OFT150 **2 CREDITS**
DOCUMENT PROCESSING

This course focuses on document mastery and advanced typing functions. Students will learn and apply advanced functions to business correspondence, tables, reports, online newsletters, and team documents.

OFT170 **2 CREDITS** **PRESENTATION SKILLS AND TECHNIQUES**

This course is designed for students who are interested in learning the features needed to create and modify presentations slides. It is also intended for students who wish to pursue their Microsoft Office Specialist (MOS) Certification in Power Point.

Prerequisite: CIS100

OFT200 **3 CREDITS** **MACHINE TRANSCRIPTION**

This course provides students with the skills needed to transcribe a variety of documents and helps students strengthen their grammar and punctuation skills. The course also gives experience in keying documents from various fields of employment. It also includes dictation from a variety of sources who will give very little punctuation as they dictate.

OFT210 **3 CREDITS** **WORD PROCESSING**

This course provides an introduction to word processing fundamentals. It includes instruction in creating, storing, retrieving, editing, proofreading, and printing documents. Word processing functions such as spell check, grammar check, and formatting features are also covered.

Prerequisite: CIS100

OFT225 **3 CREDITS** **ADVANCED MACHINE TRANSCRIPTION**

This course provides students with skills needed to transcribe a variety of documents. It also provides students with dictation that gives them the opportunity to actually dictate and transcribe their own work.

Prerequisites: OFT200, OFT210

OFT240 **2 CREDITS** **RECORDS MANAGEMENT**

This course introduces the student to the complex field of records management. The student will be able to understand the Alphabetic filing rules compatible with the Association of Records Management (ARMA) guidelines. Along with other topics, student will learn the methods of storing and retrieving alphabetic, subject, numeric and geographic records. Thorough coverage is provided for filing and maintenance of paper, automated, micro image and electronic imaging records.

OFT905 **3 CREDITS** **OFFICE ADMINISTRATION EXTERNSHIP**

This course is an unpaid, off-site externship under the supervision and evaluation of a cooperating business and the college. Students utilize the knowledge gained in the business Administration program for a minimum of 135 hours (a minimum of 9 hours per week for fifteen weeks is required) during the last semester of the program. The Externship course includes guided "hands-on" application of

theory and course work, and provides students with training in different types of organizations from small and mid-sized companies to large corporations. Students also present a completed portfolio evaluating the externship experience. *Must be taken in the final semester.*

Prerequisite: CDV100

SMM150 **3 CREDITS** **SOCIAL MEDIA MARKETING STRATEGY**

This course will explain, define, illustrate and apply the ways in which businesses can maximize their marketing efforts through the integration of social media with current marketing strategies. The course will cover the growth and future of social media; how consumers respond to and interact with social media; how businesses can develop an effective social media campaign; how to set social media marketing goals; and how to measure results of social media marketing campaigns.

Prerequisite: CIS100

SMM220 **3 CREDITS** **PUBLIC RELATIONS AND SOCIAL MEDIA**

This course will offer theoretical and applied approaches to public strategies and tactics needed by public relations professionals. Sample topics may include media relations training; social media and public relations; special events coordination; entertainment public relations; communications in political campaigns; public relations and advertising law; ethics and public relations.

Prerequisite: CIS100

SMM240 **3 CREDITS** **USING SOCIAL MEDIA TOOLS**

In this course, students will explore and apply techniques for integrating social media marketing as an integral component of marketing campaigns. They will analyze how social media tools serve as listening and outreach tools for building brand or cause awareness and promoting issues. Through an investigation of tools which include internet forums, message board, blogs, wikis, podcasts, picture and video sharing, and social networking, students will develop skills to leverage social media applications as powerful alternatives to traditional interruptive advertising. Students will have the opportunity to create and present a written plan for achieving business goals through the use of a social media marketing campaign.

Prerequisite: CIS100

SMM250 **3 CREDITS** **DIGITAL MEDIA BUYER**

This course examines the media planning, buying, and selling functions within advertising. This course will get you acquainted with the terminology and concepts behind planning advertising media, the characteristics of the various media, important audience considerations, and the sources of advertising media information. You will learn specific media selection techniques, media planning and buying approaches that

are applied in the advertising industry. You will be taught to use media research rousers like MRI, Simmons, and SRDS. A significant portion of the class will involve data analysis and calculations using Excel.

Prerequisite: CIS100

SPM270 @ **SPORTS MANAGEMENT**

3 CREDITS

This course provides students with a practical introduction to the sports management industry. It covers the fundamental principles of the business of sports. The course discusses the unique nature of sports-related organizations and the classic aspects of human economic behavior as they apply to these organizations. Additionally, the course covers topics such as the sociological aspects of sports, marketing/sponsorships, facility management, sport rules and contemporary issues. The course will also explore every day functions performed by major league officials, front office personnel, NCAA athletic directors, and event managers.

Formerly: BUS270

SPM274 @ **SPORTS MARKETING**

3 CREDITS

This course provides students with a thorough knowledge of sports marketing strategies. The different relationships between the consumer/fan market and the sports industry market are analyzed within this course. It incorporates an in-depth discussion of how the new technology affects marketing the sports industry. Students study sports marketing, promotion, media, licensing, advertising, the internet and corporate sponsorship in professional sports and the NCAA. The course also includes topics in sports "sales", audience demographics, and media broadcasting since sports events are used as a vehicle to sell corporate products.

Formerly: BUS274

SPM275 @ **SPORTS LEADERSHIP**

3 CREDITS

This course discusses the development of leadership and managerial roles in the sports industry. It describes motivation, organizational assessment, goal setting, and planning and control strategies in sports. The focus is on leadership behavior, personality types, group/team dynamics, contingency analysis, and coaching. Students receive significant career guidance through understanding their own leadership style. Students relate their individual styles to stellar examples of leaders in professional sports and collegiate coaching.

Formerly: BUS275

SPM276 **SPORTS FACILITIES AND EVENTS** **MANAGEMENT**

3 CREDITS

This course is designed to provide students the opportunity to

learn multiple aspects of sports facilities and the management of events held at these facilities. Key concepts to be covered will include ticket sales, crowd control, security, customer satisfaction, revenue generation, marketing and sponsorship.

Formerly: BUS276

SPM280 **SPORTS FINANCE**

3 CREDITS

This course grounds students in the real world of financial management in sports, showing them how to apply financial concepts and appreciate the importance of finance in establishing sound sport management practices. Thoroughly updated to the challenges facing today's professionals, this course engages students with a practical approach to traditionally difficult financial skills and principles.

Formerly: BUS280

Prerequisite: ACC101, BUS150

DIVISION OF ENGINEERING **AND TECHNOLOGY**

CIS100 **COMPUTER CONCEPTS AND APPLICATIONS**

3 CREDITS

This course introduces computers and its applications. Concentration is on data representation, computer concepts and input/output media and devices. It provides a comprehensive overview of Windows operating system as well as social and ethical issues around the Internet, the information and security. Students will also learn popular Microsoft Office Applications (MS Word, MS Excel, MS PowerPoint) used on a personal computer.

CIS115 **COMPUTER ARCHITECTURE**

3 CREDITS

This course provides students with a detailed understanding of computer technology. Students learn from basic through advanced computer concepts with an emphasis on both the personal computer and enterprise computing. Topics include hardware, application and system software, the Internet and World Wide Web, communications, e-commerce, societal issues, systems analysis and design, information systems, career opportunities, certifications in the computer field, and computer trends.

CIS125 **TELECOMMUNICATIONS CONCEPTS**

3 CREDITS

This course introduces students to the fundamental building blocks that form a modern network, such as protocols, media, topologies and hardware. It will cover the most important concepts in modern-day networking, such as TCP/IP, Ethernet, Wireless transmission, virtual networks, security and troubleshooting. After completion of this course, students

will have adequate knowledge about maintaining, managing, upgrading and troubleshooting an existing network. Students will be well-prepared to take the CompTIA Network+ Certification Exam.

CIS190 **3 CREDITS** **AUTOMATED OFFICE ADMINISTRATION**

This course will explore the use of intermediate and advanced concepts in computers using Microsoft Office. Students will explore intermediate and advanced concepts in Word, Excel, PowerPoint, and Outlook. With the foundation learned in CIS100, this course will further each student's knowledge of these applications. It will also focus on and explore the use of E-Mail and the Internet in today's business world.

Prerequisite: CIS100

CIS220 @ **3 CREDITS** **SYSTEMS ANALYSIS AND DESIGN**

This course introduces students to effective methods of information planning, project management, and system implementation throughout the system's life cycle. Students will study the stages of system development including problem definition, consideration of alternative solutions, implementation, control, and management of the system. Computer-Aided Software Engineering (CASE) tools are used for modeling and project management.

Prerequisite: CIS100

CIT100 **3 CREDITS** **PROGRAMMING LANGUAGES CONCEPTS**

This course will introduce students to various concepts and techniques used in programming. The students will learn to design programs beginning from very simple to more complicated types. Students will select and design input data, and learn concepts of top-down structured programming. Standard programming techniques like loops, straight-line logic and decision-making structures will be discussed as well.

Formerly: CIS120 Programming Languages Concepts

CIT115 @ **3 CREDITS** **WEB DESIGN**

This course introduces students to the concepts and technologies used in development and maintenance of web sites. The class focuses on Web page planning, basic design, layout and construction. HTML/XHTML, Cascading Style Sheets, JavaScript/VBScript, DOM are taught in order to give students a good grounding in all aspects of creating state-of-the-art active content for the Web page. Various Web page and image creation tools are taught in the course. During the course of study students will publish their own Web Pages and Projects integrating practical experience with the theory.

Formerly: CIS150 Web Design

Prerequisite: CIS100

CIT125 @ **3 CREDITS** **CLIENT-SPECIFIC RELATIONAL DATABASES**

This course introduces students to Microsoft Access, the use and development of tables, queries, the Access window, views, help and cue cards, as well as printing and importing. Additional topics include creating and customizing forms, advanced queries, relational theory, sorting, filters, main forms and sub forms, calculated fields in forms and reports, and producing reports. The functionality of DBMS vs. RD-BMS is also discussed.

Formerly: CIS235 Client-Specific Relational Databases

Prerequisite: CIS100

CIT140 **3 CREDITS** **SERVER-SPECIFIC RELATIONAL DATABASES**

This course introduces students to the theory of Relational Databases with Microsoft SQL Server. Topics covered include: database objects (tables, views, constraints), data retrieval, and data manipulation with Structured Query Language (SELECT, UPDATE, INSERT, DELETE). Students will create and alter database objects using Data Manipulation Language with referential integrity. Students gain experience working with SQL Server Management Studio.

Formerly: CIS255 Server-Specific Relational Databases

Prerequisite: CIS100

CIT150 **3 CREDITS** **OBJECT-ORIENTED DESIGN**

This course provides a comprehensive study of the principles and techniques of object-oriented programming concepts. It also presents an object-oriented approach to software development based on the modeling objects taken from the real world and then using the model to build a language-independent design organized around those objects. This course shows how object-oriented concepts can be used throughout the entire software life cycle - from analysis through design to implementation.

Formerly: CIS140 Object-Oriented Design

Prerequisites: CIS100, CIT100

CIT160 **3 CREDITS** **OBJECT-ORIENTED LANGUAGES**

This course provides the features that are most important to students in information technology field, such as building blocks of windows application, coding, designing and testing techniques, working with multiple windows, conditional logic and iterations, input validation procedures and object-oriented principles. The course contains topics about processing data in various formats and using data structures, such as lists and arrays.

Formerly: CIS245 Object-Oriented Languages with Visual Basic

Prerequisites: CIS100, CIT100

CIT170 @ 3 CREDITS **UNIX OPERATING SYSTEM AND SHELL PROGRAMMING**

This course introduces students to UNIX/LINUX operating system concepts with emphasis on file/directory structures, external and internal file manipulation commands and UNIX/LINUX utilities. Instructional topics include the essential tasks of file system management, backup procedures, process control, user administration, and device and printer management. The course also covers shell programming in detail. Students will be able to write shell scripts (commands), to manage file system and execute programs.

Formerly: CIS270 UNIX Operating System and Shell Programming

Prerequisite: CIS100

CIT215 3 CREDITS **CLIENT-SIDE WEB PROGRAMMING**

This course introduces students to the concepts and technologies for front-end web development using HTML, CSS, JavaScript and the jQuery library. The main focus is on creating interactive web pages with rich animation and effects. Various techniques to increase web development productivity including plugins and jQuery UI library will be introduced as well.

Prerequisites: CIT100 - Programming Languages Concepts, CIT115 - Web Design

CIT225 3 CREDITS **SERVER-SIDE WEB DEVELOPMENT**

This course introduces students to technologies and concepts used for back-end web development using PHP and MySQL. The main focus is on creating dynamically generated web pages using PHP and database connectivity. In addition to the basics of PHP and MySQL, the course will explore advanced topics, including object-oriented programming and how to build Web sites that incorporate authentication and security.

Prerequisite: CIT100, CIT115

CIT235 3 CREDITS **MOBILE APPLICATION DEVELOPMENT**

This course introduces students to basic programming for mobile technologies using a number of popular platforms in a virtual environment. Topics include mobile device architecture, programming languages, software engineering, user interface design, and app distribution.

Prerequisite: CIT100, CIT115

CIT240 3 CREDITS **DATABASE MANAGEMENT SYSTEMS**

This course addresses advanced database management systems topics with emphasis on the administrative tasks, tools and utilities. The course includes data management, security levels and configuration settings. Topics covered include:

data modeling components; creating database objects (tables, indexes, views, defaults and rules, stored procedures, and triggers); transactions, control-of-flow language, constraints to enforce data referential integrity and implementing distributed data into a client-server environment. The course also covers a collection of miscellaneous subjects such as performance fine-tuning, optimization and recovery.

Formerly: CIS265 Database Management Systems

Prerequisite: CIT140

CIT250 3 CREDITS **ASP.NET APPLICATIONS DEVELOPMENT**

This course introduces students to the Server Side Scripting environment that comes with the Microsoft Internet Information Server based on Active Server scripting applications. Students will learn how to create sophisticated user interfaces with minimal code and integrate data access functionality with data binding and data-source controls using Visual Studio.NET.

Formerly: CIS315 ASP Applications Development

Prerequisites: CIT100, CIT115

CIT905 3 CREDITS **PROGRAMMING EXTERNSHIP**

This course is designed to complement the coursework of the students in the Computer Programming and Information systems degree program. Students in this course will participate in a capstone project done at one of the major New York City corporations under the supervision of a project manager. The students participating in the project will have an opportunity to go through a real project development life cycle and participate in all phases of inter-departmental corporate communications.

Must be taken in the final semester.

Formerly: CIS300/CIS900/CIS905 Programming Externship

Prerequisite: CDV100

MAT205 @ 3 CREDITS **MATH STRUCTURES FOR COMPUTER SCIENCE**

This course covers the mathematical topics most directly related to computer science. Topics include: logic, relations, combinatorics, mathematical induction, recursion, graph theory, discrete probability, and number theory. Emphasis will be placed on providing a context for the application of mathematics within computer science. Students will analyze algorithms, measure complexity, and simplify and optimize algorithms.

Formerly: Advanced Math for Computer Programmers

Prerequisite: MAT105 or MAT110

Note: This course is not designated as a General Education course.

NET120 **3 CREDITS** **PC HARDWARE AND OPERATING SYSTEMS**

This course will provide students with knowledge of installing, configuring, upgrading, troubleshooting, and repairing microcomputer hardware. Students will learn computer assembly techniques through hands-on exercises. Students who successfully complete this course will be better prepared to take the CompTIA A+ Certification Exam.

Formerly: CIS165 PC Hardware and Operating Systems
Prerequisites: CIS100, CIS115

NET130 **3 CREDITS** **MICROSOFT WINDOWS CLIENT TECHNOLOGY**

This course introduces students to the concepts of installation and configuration of Microsoft operating systems as well as providing students with knowledge and skills necessary to perform post installation and day-to-day administration in a single domain or peer to peer based network. Administration of Windows operating systems in real work situations will be presented.

Formerly: CIS280 Microsoft Windows Client Technology
Prerequisites: CIS100, CIS125

NET140 **3 CREDITS** **MICROSOFT WINDOWS SERVER TECHNOLOGY**

This course provides a training solution for support professionals working in a Microsoft Windows Server-based enterprise environment. The goal of this course is to enable a support professional to design, implement, and support Domain Controllers in a Windows based network. Students will implement various networking services such as printing, file service, application service, DHCP, DNS, and TCP/IP. Network management issues and challenges will be discussed.

Formerly: CIS285 Microsoft Windows Server Technology
Prerequisites: CIS100, CIS125

NET150 **3 CREDITS** **MICROSOFT WINDOWS TECHNOLOGIES**

This course provides students with the knowledge necessary to configure, manage, and troubleshoot a Windows Server network infrastructure. Specific topic coverage includes: Networking Overview, IP Addressing Basics, Configuring a Network Interface, Implementing Dynamic Host Configuration Protocol (DHCP), Managing and Monitoring DHCP, Configuring Name Resolution, Implementing and Managing the DNS Service, Remote Access, Internet Authentication Service, Routing, Security Templates, and Troubleshooting Network Connectivity. Students who successfully complete this course will be better prepared to take the MCSA Certification.

Formerly: CIS290 Microsoft Windows Technologies
Prerequisites: CIS100, CIS125

NET160 **3 CREDITS** **IMPLEMENTING DIRECTORY SERVICES**

This course will prepare students to plan, implement, and maintain a Microsoft Windows Server Active Directory infrastructure. Students will continue to learn the functions and roles of a network administrator. In this context, students will work with Active Directory in setting up forests, sites, domains, and organizational units that meet the accessibility, performance, and security goals of a business plan. In addition, students will be learning how to work with Group Policy to deploy software and configure a computer or user environment.

Formerly: CIS294 Implementing Directory Services
Prerequisite: NET140

NET170 @ **3 CREDITS** **MANAGEMENT OF CISCO NETWORKING ENVIRONMENTS**

This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small branch office Enterprise network, including configuring a switch, a router, and connecting to a WAN and implementing network security. A student should be able to complete configuration and implementation of a small branch office network under supervision. Students who successfully complete this course will be better prepared to take the CCENT certification.

Formerly: CIS295 Management of Cisco Networking Environments
Prerequisites: CIS100, CIS125

NET180 **3 CREDITS** **IMPLEMENTING NETWORK SECURITY I**

This course provides a comprehensive overview of network security. It is designed to map to CompTIA's Security+ Certification Exam. It covers authentication methods along with common network attacks and how to safeguard against them. Communication security includes remote access, e-mail, the Web, directory and file transfer, and wireless data. Infrastructure security explores various network devices and media, and the proper use of perimeter topologies such as DMZs, Extranets, and Intranets to establish network security. Cryptography basics are provided, including the differences between asymmetric and symmetric algorithms, and the different types of PKI certificates and their usage.

Formerly: CIS300 Implementing Network Security I
Prerequisites: CIS100, CIS125

NET190 **3 CREDITS**
INTRODUCTION TO WIRELESS NETWORKING

This course addresses the fundamentals of wireless networking, including architectures, protocols, and standards. It describes concepts, technology and applications of wireless networking as used in current and next-generation wireless networks. It explains the engineering aspects of network functions and designs. Issues such as mobility management, wireless enterprise networks, network signaling, WAP, and 4G Cellular telephone technology are covered.

Formerly: CIS335 Introduction to Wireless Networking
Prerequisites: CIS100, CIS125

NET200 **3 CREDITS**
MANAGEMENT OF COMPLEX NETWORKING ENVIRONMENTS

This course focuses on providing the skills and knowledge necessary to install, operate, and troubleshoot a small to medium-size branch office Enterprise network, including configuring several switches and routers, connecting to a WAN and implementing network security. Students who successfully complete this course will be better prepared to take the CISCO CCNA Certification Exam.

Formerly: CIS296 Management of Complex Networking Environments
Prerequisites: NET170

NET205 **3 CREDITS**
DATA COMMUNICATIONS

This course teaches students to gather and examine information about the past using various digital media and tools in the context of computer forensics. The course examines the process for investigation and introduces the tools and procedures required to legally seize and forensically evaluate a suspect digital device. Students will be presented scenarios that enable students to acquire hands-on experience on various forensic investigation techniques and tools.

Prerequisites: CIS125 - Telecommunications Concepts

NET210 **3 CREDITS**
IMPLEMENTING NETWORK SECURITY II

This course emphasizes what students need to build the knowledge and skills necessary to install, configure, administer, and support the security services and tools in the Microsoft Windows server system. Students learn how to harden servers and client computers in a network environment.

Formerly: CIS310 Implementing Network Security II
Prerequisite: NET180

NET220 **3 CREDITS**
COMPUTER FORENSICS

This course focuses on the fundamentals of data communications and computer networking systems. It explores hardware and software require for data transmission, multiplexing, switching, internetworking, network topologies, communication protocols, network design, security and standards with emphasis on the TCP/IP protocol suite.

Prerequisites: CIS115 Computer Architecture, CIS125 - Telecommunications Concepts

NET905 **3 CREDITS**
NETWORK ADMINISTRATION EXTERNSHIP

This course is designed to complement the coursework of students in the Network Administration and Security degree program. Students in this course will participate in a capstone project done at one of the major New York City corporations under the supervision of a project manager. The students participating in the project will have an opportunity to go through a real project development life cycle and participate in all phases of interdepartmental corporate communications. *Must be taken in the final semester.*

Formerly: CIS905 – The course code was changed to match the program content

Prerequisite: CDV100

OFT210 **3 CREDITS**
WORD PROCESSING

This course provides an introduction to word processing fundamentals. It includes instruction in creating, storing, retrieving, editing, proofreading, and printing documents. Word processing functions such as spell check, grammar check, and formatting features are also covered.

Prerequisite: CIS100

VCG100 **3 CREDITS**
CONCEPTS OF COMPUTER GRAPHICS

This course emphasizes contemporary approaches in illustration and photography. The techniques, skills, and procedures are taught with a view toward professional development of computer graphics. Using Adobe Photoshop students learn to combine typography and photographic imagery to create promotional materials assembled from a variety of sources.

Prerequisite: CIS100

VCG110 **3 CREDITS**
INTRODUCTION TO WEB PUBLISHING

This course introduces students to publishing on the Internet's World Wide Web. Topics include creating and organizing a series of pages into a web site, and uploading web pages to a server. Students will insert HTML tags, create images, and view Web documents. Students will learn to identify the information dissemination needs of a client, design an appropriate WWW solution, and implement it.

Prerequisite: CIS100

VCG120 **3 CREDITS** **3-D DESIGN APPLICATIONS**

This course covers the use of vector-based graphics and multimedia authoring software such as Macromedia Flash. Topics covered include integrating audio and video streaming, creating animations and interactivity for web pages and sites, creating interactive movies, creating vector based sites and optimizing material for rapid downloading. Students will create multimedia rich pages and sites to add to their portfolios.

Prerequisite: CIS100

VCG140 **3 CREDITS** **ADVANCED WEB PUBLISHING**

This course emphasizes how to conceptualize, visualize, and produce an exciting integrated Web site for a real business using productivity tools. Its emphasis is not only on skill building, but on concepts that are important in Web site development in the real world. Topics include: navigation issues, optimization of graphics, layout and design of the Web site, attentiveness to the intended audience, and consideration of customer's requirements.

Prerequisite: VCG110

DIVISION OF HEALTH DISCIPLINES

ALH110 @ **3 CREDITS** **MEDICAL OFFICE ADMINISTRATION**

This course covers the responsibilities encountered by medical office personnel. Topics include an introduction to basic medical office skills including telephone techniques, filing and indexing, mail handling, appointment scheduling, travel arrangements, correspondence, and business transactions. Emphasis is placed on human relations and customer relations.

ALH160 @ **2 CREDITS** **LAW AND ETHICS FOR HEALTHCARE PROFESSIONALS**

This course covers the history of healthcare; the skills, attitude, and role of the medical assistant in the health care setting; job opportunities and licensure requirement; and the role of ethics and legal issues in the field of health care. Emphasis is placed on professionalism, legal relationships of physicians and patients, professional liability, medical ethics, and the Health Insurance Portability and Accountability Act (HIPAA).

Formerly: Law and Ethics for Allied Health Professionals

ALH200 **3 CREDITS** **MEDICAL REIMBURSEMENT**

This course teaches students the basics of health insurance, the health insurance claim form, guidelines for claims submission and processing, understanding of HIPAA regula-

tions, collections, and health care payers including managed care systems, private insurance, Medicare, state programs, workers' compensation, Tricare and CHAMPVA. Use of the ICD-10-CM and CPT coding manuals as well as a computerized encoder is also incorporated. In addition, students will acquire an overview of the ICD-10-CM and ICD-10-PCS, including coding conventions, guidelines, examples and exercises.

Prerequisite: MED105

ALH205 **3 CREDITS** **MEDICAL BILLING**

This course prepares students to process and manage third-party reimbursement and patient accounts receivables in non-hospital settings. The students will use electronic medical billing software in simulated practice. Emphasis is placed on medical terminology and the proper use of ICD-10 and CPT codes.

Prerequisites: MED105, CIS100

ALH216 **3 CREDITS** **FUNDAMENTALS OF ELECTRONIC HEALTH RECORDS**

This course is an introduction to the field of records management, focusing on the concepts of Electronic Health Records software. Included are the HITECH Meaningful Use standards, Electronic Health Records features, functionality, privacy, and security. The role of the federal government in its implementation and regulation will likewise be explored. Students will gain hands-on experience with electronic patient record documentation using industry-standard software.

Formerly: Medical Records Management

Prerequisite: CIS100

ALH220 **3 CREDITS** **REIMBURSEMENT METHODOLOGIES**

This course instructs the student on the uses of coded data and health information in reimbursement and payment systems appropriate to all health care settings and managed care.

Prerequisite: MED105

ALH225 **2 CREDITS** **ICD-10-CM/PCS CODING AND CLASSIFICATION SYSTEM**

The course covers the purpose and use of the ICD-10-CM/PCS classification system. Topics include coding conventions, coding principles, and CMS official coding guidelines. Students will be required to assign ICD-10-CM/PCS codes to diagnosis/procedure statements, case abstracts, and patient records.

Independent study is necessary to complete the required course assignments.

Prerequisites: BIO105, MED105

ALH230 **2 CREDITS** **CPT CODING AND CLASSIFICATION SYSTEM**

This course is a comprehensive study of the Current Procedural Terminology (CPT) and HCPCS coding system. Students develop knowledge and skills to code for the following services: evaluation and management, anesthesia, surgery, pathology laboratory, radiology, and medicine. Independent study is necessary to complete the required course assignments.

Prerequisites: BIO105, MED105

ALH240 **3 CREDITS** **ACCOUNTING FOR MEDICAL PRACTICES**

This course is an introduction to bookkeeping and accounting and discusses the activities that complete an accounting cycle. These activities include analyzing source documents, journalizing transactions, posting to ledgers, preparing adjusting and closing entries, and the trial balance. Emphasis will be placed on preparation and analysis of financial statements such as Income Statement, Balance Sheet, and Statement of Cash Flows and managing payroll records.

* Not offered beginning Fall 2015. Replaced with ACC101.

ALH905 **3 CREDITS** **HEALTHCARE OFFICE ADMINISTRATION EXTERNSHIP**

This course provides students with the opportunity to supplement course work with practical work experience related to their program and occupational objectives. Students are placed at approved work sites that are related to their program of study, working under the immediate supervision of experienced personnel at the location and with the direct guidance of the instructor/coordinator. This course will help prepare student to pass professional certification exams and to successfully enter the workforce, and is open only to Health Care Office Administration students in their final semester. *Must be taken in the final semester.*

Prerequisite: CDV100

BIO105 **3 CREDITS** **ANATOMY AND PHYSIOLOGY**

This course teaches students the anatomical and physiological function of cells, tissues, organs, and organ systems in the context of the whole organism. Topics to be covered include the basic molecular and cellular concepts and functions of organs and body systems including integumentary, skeletal, muscular, circulatory, lymphatic, circulation and immunity, respiratory, digestive, and nervous, the reproductive systems, and growth and development.

Formerly: Anatomy and Physiology for Allied Health Professionals

BIO110@ **3 CREDITS** **MICROBIOLOGY***

This course provides knowledge of pathogenic microorganisms. Students are first introduced to the basic biological pro-

cesses of viruses and bacteria as are required for their viability. Then, the strategies that microbial pathogens employ to successfully infect humans and cause disease are described.

BIO112 **3 CREDITS** **MYOLOGY OF UPPER BODY**

This course teaches the student the characteristics of muscle tissue and its histological classification into skeletal, cardiac, and smooth types. Also considered are the connective tissue components of skeletal muscle, the nerve and blood supply, the microscopic anatomy of a skeletal muscle fiber, contraction and relaxation of skeletal muscle fibers and muscle metabolism. Students will learn to physically locate, palpate and demonstrate the actions of the major muscle groups, related bones and bony landmarks, as well as other related additional structures on a diagram, skeleton and classmates. This component covers the head, neck, shoulder girdle and upper extremities.

BIO114 **3 CREDITS** **MYOLOGY OF LOWER BODY**

Human Myology teaches the student the characteristics of muscle tissue and its histological classification into skeletal, cardiac, and smooth types. Also considered are the connective tissue components of skeletal muscle, the nerve and blood supply, the microscopic anatomy of a skeletal muscle fiber, contraction and relaxation of skeletal muscle fibers and muscle metabolism. Students will learn to physically locate, palpate and demonstrate the actions of the major muscle groups, related bones and bony landmarks, as well as other related additional structures on a diagram, skeleton and classmates. This component covers the hands, thorax, back, pelvic girdle and lower extremities.

BIO115 **3 CREDITS** **ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPY I**

Anatomy and Physiology for Massage Therapy I is the first course of a two-course sequence to cover the basic structure and function of the human body. Particular attention will be paid to body organization, cell structure and function, tissues and membranes, the integumentary, skeletal, muscular, and nervous systems and the effects of massage on these structures.

BIO125 **3 CREDITS** **NEUROLOGY**

This course covers the significant structures, divisions and functions of nervous tissue, the spinal cord, spinal nerves and the brain and cranial nerves. Areas of discussion will include how the central, peripheral and autonomic divisions of the nervous system work to maintain homeostasis, as well as its role in sensation, perception, kinesthetic awareness and the integrating functions of the cerebellum, smell, taste, sight, and hearing.

BIO135 **3 CREDITS**
ANATOMY AND PHYSIOLOGY FOR MASSAGE THERAPY II

Anatomy and Physiology for Massage Therapy II is the second of a two-course sequence in systems-based human anatomy and physiology. Emphasis will be placed on the circulatory, lymphatic, respiratory, endocrine, digestive, urinary, and reproductive systems. In addition, students will be introduced to relevant pathological conditions and clinical applications.

Prerequisite: BIO115.

BIO200 **3 CREDITS**
CLINICAL PATHOLOGY OF MOVEMENT, SKIN, IMMUNE AND CONTROL SYSTEMS

This course is a systemic pathology course that examines the major diseases affecting joints, skeletal muscles and skin, endocrine, immune and nervous systems. The etiology, pathogenesis, and clinical features of the various disorders are emphasized, as well as their relevance in massage therapy.

Prerequisite: BIO115, BIO135

Co-requisite: BIO220

BIO220 **3 CREDITS**
CLINICAL PATHOLOGY OF CARDIO-PULMONARY, ABSORPTION-ELIMINATION AND REPRODUCTIVE SYSTEMS

This course is a systemic pathology course that examines the major diseases affecting the cardiovascular, respiratory, digestive, urinary and reproductive systems. The etiology, pathogenesis, and clinical features of the various disorders are emphasized, as well as their relevance in massage therapy.

Prerequisite: BIO115, BIO135

Co-requisite: BIO200

BIO270 **3 CREDITS**
PATHOPHYSIOLOGY

This course introduces the students to the fundamentals of the disturbances in the normal physiologic mechanisms that are associated with disease and to the pathogenesis of specific diseases system by system.

Formerly: HIT230

Prerequisite: BIO130

CDV110 **2 CREDITS**
PROFESSIONAL DEVELOPMENT & ETHICS FOR MASSAGE THERAPY

This course is designed to help students transition into a professional practice with knowledge of ethical business practices and good decision making skills. The course combines discussion of the complex issues concerning the ethics of touch with all aspects of operating a massage therapy prac-

tice. Students learn how to maintain the highest ethical and professional standards in their practices and to identify ways that they can engage in a successful, profitable and ethical business.

HIT100 **3 CREDITS**
U. S. HEALTH CARE DELIVERY SYSTEMS

This course provides a comprehensive overview of the nature, history, structure, function, and financing of the United States health care system. It is designed to develop an appreciation for the complexity of and the relationships among providers, payers, and patients in the context of social, economic, political, and ethical considerations.

HIT110 **3 CREDITS**
HEALTH INFORMATION: DATA CONTENT AND STRUCTURE

This course provides an introduction to health information theory supplemented with hands-on simulation and projects. Topics to be covered include, but are not limited to the content, uses and format of the health record; the method of storage, retrieval and retention of health information; the preparation and uses of indexes and registers, documentation requirements; and the role of health information in reimbursement, quality improvement, and other important functions.

HIT120 **3 CREDITS**
LEGAL AND ETHICAL ASPECTS OF HEALTH INFORMATION

This course provides a review of the legal and ethical aspects applicable to health information. The first part of the course focuses on the health record as a legal document; legal principles; patient rights/advocacy issues; definition and application of professional ethics; release of information and confidentiality of health information. The remainder of the course will cover discussion of social, legal and privacy issues and the application of computer ethics to information technology. In addition, this course will cover the HIPAA legislation for healthcare professionals and will deal with other ethical issues in bioinformatics.

HIT135 **3 CREDITS**
HEALTH INFORMATION STATISTICS AND ANALYSIS

This course reviews descriptive and vital statistics, reporting requirements, definitions and formulas for computing hospital and public health statistics. It will include the management of health information in relation to data collection, analysis, and presentation. Topics will include the collection, analysis and display of data for quality assurance, utilization review, risk management and reimbursement.

Prerequisite: MAT105 or MAT110

HIT215 **3 CREDITS**
QUALITY ASSESSMENT AND PERFORMANCE IMPROVEMENT

This course introduces the student to the issues involved in the management of quality and performance improvement in the health care setting. The components of quality, performance improvement, and the regulatory requirements for this function are investigated, as well. Student will learn skills in data analysis, performance improvement tools, and data presentation. The functions of risk management, utilization management, and case management will also be explored.

Prerequisite: HIT100

HIT225 **3 CREDITS**
HEALTH INFORMATION ORGANIZATION AND SUPERVISION

This course introduces general principles of management and organization as applied to health information settings. Material covered includes budget development and control, personnel, recruitment and retention, performance appraisal, and progressive discipline. Office design, productivity monitoring, work simplification, job analysis and job descriptions, and quality management topics are also discussed.

Prerequisite: HIT100

HIT900 **3 CREDITS**
HEALTH INFORMATION TECHNOLOGY EXTERNSHIP

This course helps the student gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills.

Students will receive a minimum of 135 hours of practical training and experience in approved affiliated sites: medical records or business offices of hospitals and physicians. *Must be taken in the final semester.*

Prerequisite: CDV100

LAW115 **3 CREDITS**
LEGAL AND ETHICAL ISSUES FOR THE PHARMACY TECHNICIANS

This course presents the material dealing with pharmacy laws, regulations and ethics aimed specifically at the pharmacy technician. Students will learn the many laws and regulations that pharmacy technicians must understand in order to practice in a legal and ethical manner. Students will be presented with an overview of the United States' legal system and review the development of current laws and the major laws affecting present-day pharmacy practice. Drug control laws and ethical issues most applicable to the pharmacy technician will also be covered.

MED105 **3 CREDITS**
MEDICAL TERMINOLOGY

This course is designed to provide in-depth knowledge and understanding of the medical language used by health care professionals including roots, prefixes, suffixes, and word meanings. An overview of basic terms used throughout the health field, including diseases, diagnostic procedures and treatments are also discussed.

MED115 **3 CREDITS**
LABORATORY TECHNIQUES I

This course introduces aspects of the clinical laboratory sciences such as laboratory organization, professional ethics, basic laboratory equipment use, safety, quality assurance, and specimen collection. OSHA and CLIA regulations are stressed and applied to student's performing basic laboratory skills such as blood collection, urinalysis, and microbiologic testing.

Prerequisite: BIO105

MED200 **3 CREDITS**
CLINICAL OFFICE PROCEDURES

This course introduces the student to the basic skills that are performed by the medical assistant in the medical office. This course places emphasis on patient-centered assessment, examination, intervention and treatment as directed by a physician. It includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, positioning and draping and assisting during an examination. Consideration is also given to ECG techniques such as equipment operation and basic interpretation.

Prerequisites: BIO105, MED105

MED205 @ **3 CREDITS**
PHARMACOLOGY FOR ALLIED HEALTH PROFESSIONALS

The course is a basic introduction to the principles of pharmacology. Topics include classes of drugs by body systems as well as antivirals, antibiotics, vaccines and immunizations, and chemotherapy agents. Basic drug concepts and nomenclature required in the allied health professions such as preparations and route of administration, dose calculations, side effects, and abbreviations will be stressed.

MED215 **3 CREDITS**
LABORATORY TECHNIQUES II

This course continues the teaching and practice of proper laboratory equipment use, biological sample collection and testing techniques. OSHA and CLIA regulations are stressed and applied to performing basic laboratory skills such as blood collection, chemistry and hematology testing.

Prerequisite: MED115

MED220 **3 CREDITS**
MEDICAL EMERGENCIES FOR HEALTH PROVIDERS

This course combines BLS (Basic Life Support) with basic first aid skills. General first aid principles, medical emergen-

cies, injury emergencies and environmental emergencies are covered.

Successful completion of course requirements by the American Heart Association includes meeting the requirements for BLS Certification.

Prerequisite: *BIO105 or BIO115*

MED905 **3 CREDITS** **MEDICAL ASSISTING EXTERNSHIP**

This course provides the student with general training and experiences in the workplace. Students will be placed in an ambulatory health care setting, where they will perform both administrative and clinical competencies. Administrative competencies may include claims processing, filing, appointment scheduling, telephone screening and bookkeeping functions. Clinical competencies may include specimen collection, diagnostic testing, and patient care. Transdisciplinary competencies will be integrated in both clinical and administrative areas. These include communication, legal concepts, patient instruction, and operational functions. *Must be taken in the final semester.*

Formerly: *MED900-4 credits.*

Prerequisite: *CDV100*

Prerequisite or corequisite: *level 200 courses.*

MST100 **3 CREDITS** **FUNDAMENTALS OF MASSAGE THERAPY**

This course examines the fundamental skills of massage therapy theory. Students will learn about the history of massage, S.O.A.P. charting, indications and contraindications, the effects of massage on the body, pain mechanisms, hygiene, and safety. Additionally, students will be introduced to basic massage manipulations and techniques and their effects.

MST130 **3 CREDITS** **SWEDISH MASSAGE THERAPY I**

This course will focus on developing a firm foundation in Western, or what is most commonly referred to as “Swedish” style massage. The history of Western massage, its basic techniques, benefits and contraindications for their use will be discussed. Proper use of oils, massage tables, draping and bolstering methods will be introduced. High emphasis will be placed in the practicum on modeling proper body mechanics necessary to execute techniques efficiently and safely.

Prerequisite: *MST100.*

MST145 **3 CREDITS** **FUNDAMENTALS OF EASTERN ANATOMY AND PHYSIOLOGY**

Fundamentals of Eastern Anatomy and Physiology provides the specific foundation and context for Shiatsu Therapy practice where the basic philosophy, eastern anatomy and physiology, specific channels and points, as well as the principles of assessment, patterns of imbalance and organ dysfunction are studied in detail. The course introduces the five branches or limbs of Traditional Chinese Medicine (TCM) and dis-

cusses the relationship of these limbs with an emphasis on Shiatsu Therapy, a form of Asian Bodywork.

MST200 **3 CREDITS** **PALPATION AND KINESIOLOGY FOR MASSAGE THERAPY**

This course introduces students to the skeletal and muscular systems. They learn the basic names and landmarks of the bones and joints as well as the origins, insertions and actions of the major muscles of the body. Students also learn how to demonstrate muscle locations and how to palpate and shorten each of the muscles studied. Students will learn to consider their clients’ biomechanical histories and apply their understanding of human motion to serve their clients’ soft tissue conditions. Some commonly seen pathologies with kinesiological origins are covered with respect to their soft tissue assessment.

Prerequisite: *MST100.*

MST220 **3 CREDITS** **SHIATSU MASSAGE**

Shiatsu massage provides the specific foundation, context and technical hands-on skills for basic Shiatsu practice. During this course the basic philosophy, specific channels and points, as well as the principles of assessment, patterns of imbalance and organ dysfunction are reviewed as it relates to the practice of Shiatsu massage. Basic point palpation and location will also be practiced to help students develop the sensitivity and skills necessary for effective Shiatsu treatment. The course also provides instruction in specific stretches, transitions and various treatment protocols.

Prerequisite: *MST100;*

Co-requisite: *MST145.*

MST230 **3 CREDITS** **SWEDISH MASSAGE THERAPY II**

This course will expand on the material and skill learned in Swedish Massage I. Advance deep tissue and stretching techniques will be explored as well as working with clients in side-lying position and seated in a chair. Students will learn approaches for using massage in pre-and post-event sport situations, along with cramp relief techniques and heat and cold application. Also introduced will be basic assessment and treatment documentation skills necessary for focused therapeutic massage work.

Prerequisites: *MST100 and MST130.*

MST240 **3 CREDITS** **DEEP TISSUE AND NEUROMUSCULAR THERAPY**

The Deep Tissue and Neuromuscular Therapy course teaches students the general principles of Deep Tissue Massage therapy, including how to read the body, refine one’s touch, work deeply without causing pain, and apply a variety of advanced strokes.

Prerequisite: *MST100.*

MST250 **3 CREDITS**
SPORTS MASSAGE THERAPY

During this course the student will learn and practice massage techniques and procedures involved in conducting effective sports massage sessions. Medications and massage, specialized massage techniques, joint movements, stretching, remedial and rehabilitation applications will also be taught. Also included will be instruction in pre-, inter- and post event massage, as well as learning to use sports massage in a myriad of facilities.

Prerequisite: MST100.

MST800 **3 CREDITS**
MASSAGE THERAPY CLINIC I

Massage Therapy Clinic I is the training ground where student practitioners are challenged to integrate all aspects of their education during an intense internship. This phase of training offers students the excitement and responsibility of applying the knowledge and skills they have learned to the treatment of clients from the community under direct supervision of their instructors.

Prerequisites: MST100, MST130, BIO115, and BIO135.

MST900 **3 CREDITS**
MASSAGE THERAPY CLINIC II

Massage Therapy Clinic II provides students the real life experience that can help launch their professional careers in the world of massage and bodywork therapy. A planned learning clinical and administrative experience, students apply and practice the knowledge and massage skills taught in the classroom.

Prerequisites: MST220, MST230, and MST800.

OFT005 **2 NON-CREDITS**
INTRODUCTION TO KEYBOARDING

Introduction to Keyboarding is a required course for all entering students who do not have the level of keyboarding skills to be able to complete 3-minute timing with 5 or fewer errors and a minimum speed of 20 gross words a minute. Emphasis is placed on the development of proper technique and the achievement of speed and accuracy goals.

OFT010 **2 NON-CREDITS**
SPEEDBUILDING

Speed building presents fundamental keyboarding drills to further develop proper keyboarding techniques to achieve gradual improvement in speed and accuracy.

Requirement: OFT005 or Departmental Approval

OFT100 **3 CREDITS**
MEDICAL OFFICE TRANSCRIPTION

This course provides experience in transcription of basic medical dictation, incorporating English usage and machine transcription skills, medical knowledge, and proofreading and editing skills.

Requirement: Typing Speed: 25 wpm (Refer to Division Chair before registration)

OFT105 **3 CREDITS**
**TRANSCRIPTION EDITING AND
 PROOFREADING**

This course produces usable medical documents from machine dictation using word processing software, with emphasis on spelling, punctuation, and grammar. Proofreading and editing applications stress the importance of accuracy and quality of document creation and production.

Prerequisite: Typing Speed: 50wpm (Refer to Division Chair before registration)

OFT110 **2 CREDITS**
KEYBOARDING

This course is no longer offered.

OFT115 **3 CREDITS**
**ADVANCED MEDICAL OFFICE
 TRANSCRIPTION**

This course teaches students how to transcribe advanced original healthcare dictation. Advanced techniques in proofreading, editing, and research are discussed. Students must meet progressively demanding accuracy and productivity standards.

Prerequisite: Refer to Division Chair before registration

PHM100 **2 CREDITS**
FUNDAMENTALS OF PHARMACY PRACTICES

This course introduces the basic concepts essential for a career as a pharmacy technician. The concepts include: profile, skills, qualifications, operational guidelines, and job duties of a pharmacy technician. Professional resources, safety techniques are also covered. Development of communication skills necessary for the pharmacy technician will also be covered.

PHM110 **3 CREDITS**
PHARMACY ENVIRONMENTS

This course is an introduction to the role of the pharmacy technician in various practice settings including history, personnel, resources, and ethical standards of pharmacy practice.

PHM130 **3 CREDITS**
**ADMINISTRATIVE ASPECTS OF PHARMACY
 TECHNOLOGY**

This course focuses on the administrative aspects of pharmacy technology. Students will learn the non-dispensing duties of the pharmacy technician including acquisition and inventory of over-the-counter and prescription pharmaceuticals; pharmacy-related computer applications; pharmaceutical and medical abbreviations; proper communication between patients and pharmacy personnel and third party management.

PHM150 **3 CREDITS**
PROFESSIONAL ASPECTS OF PHARMACY TECHNOLOGY

This course focuses on the clinical points of pharmacy technology. Students will begin the course with a review of pharmacology that includes over the counter and alternative medications. Course content includes principles of drug action, dosage forms, substance abuse and misuse, and drug administration. Other topics include the distributive process of drugs, various systems of drug distribution and control, and drug delivery systems.

PHM200 **3 CREDITS**
DRUG CLASSIFICATION

This course introduces students to the major groups of medications according to the effect they have on body systems. Throughout the course, students learn about medications affecting body systems such as the gastrointestinal, cardiovascular, muscular-skeletal, nervous and reproductive systems. Course material will also cover indications, contraindications, adverse reactions and side effects, and routes of administration of such medications.

PHM205 **3 CREDITS**
FUNDAMENTALS OF THERAPEUTIC AGENTS

This course introduces the student to the essentials of drug administration and distribution, mechanism of action, interaction, and side effects of major groups of medications. Additional topics will include basic principles of toxicology and substance abuse; medications used in allergies; psychotropic agents and medications affecting the nervous system.

Prerequisite: MED105

PHM210 **3 CREDITS**
PHARMACEUTICAL DOSAGE CALCULATIONS

This course introduces the student to the metric and apothecary systems of measurement and calculations. Students will receive a math review necessary for pharmaceutical calculations. Other topics to be covered in this course include dilution and concentration of medications, intravenous solutions calculations, and pediatric and adult dosages based on body weight.

Prerequisite: MAT105 or MAT110

PHM220 **3 CREDITS**
PHARMACY LABORATORY EXPERIENCE

This course provides hands-on experience in the retail/institutional lab during the third semester. Areas of instruction include compounding, drug product knowledge, interpretation of prescriptions, entering prescriptions into pharmacy software program, profiling patients, and filling and labeling prescriptions. Customer service, over-the-counter medications, purchasing, checking in deliveries, and inventory control,

and patient confidentiality will also be practiced.

Prerequisite or corequisite: PHM210

PHM900 **3 CREDITS**
PHARMACY TECHNOLOGY EXTERNSHIP

This course offers students the opportunity to gain practical work experience for which the student has already acquired the necessary theoretical knowledge and basic skills. Under the direct supervision of a licensed pharmacist in a hospital and/or other health care institutional pharmacy practice, students will be assigned to follow policy and procedures that apply to acute, long-term, and ambulatory care practices. In addition, under the direct supervision of a licensed pharmacist, students will also be assigned to retail/community pharmacy performing both clerical and technician responsibilities. This course requires an hour of class discussion on campus once a week.

Must be taken in the final semester.

Prerequisite: CDV100

PSY115 **3 CREDITS**
PSYCHOSOCIAL ASPECTS OF HEALTH CARE

This course presents basic psychological concepts appropriate for the health care worker. Subjects discussed include effective communication, diversity of clients served by the health care system, effects of stress, physical and emotional needs in different life stages and as affected by illness, emotional responses to various life experiences, and specific emotions as they affect behavior.

DIVISION OF LEGAL STUDIES**CRJ101** **3 CREDITS**
AMERICAN CRIMINAL JUSTICE SYSTEM

This course provides the student with a thorough knowledge of the criminal justice system. It presents the many diverse views that are contained within the criminal justice and characterizes its interdisciplinary nature.

CRJ105 **3 CREDITS**
INTRODUCTION TO CRIMINOLOGY

This course introduces the student to Criminology, a dynamic field which is constantly changing with the release of major research studies, Supreme Court rulings, and governmental policies. It also offers thorough descriptions and explanations of criminal behavior.

CRJ115 **3 CREDITS**
INTRODUCTION TO LAW ENFORCEMENT

This course presents an overview of the field of law enforcement and the numerous complexities within it. It also instills an appreciation for those who “serve and protect” our society and an understanding of this exciting and challenging profession.

CRJ120 **3 CREDITS**
CRIMINAL LAW & PROCEDURES

This course is organized according to the central theme of balancing conflicting interests. The law of criminal procedure balances the interest in obtaining the correct result in particular cases against the interest in upholding a fair process in all cases. In this course, the ends are the correct result in the case at hand; the means is the process by which the result is obtained. This course recognizes the importance of obtaining the correct result—namely, the ends of both freeing the innocent and convicting the guilty. It also promotes the value of enforcing the law according to fair procedures.

CRJ150 **3 CREDITS**
INTRODUCTION TO CORRECTIONS

This course is an overview of the field of corrections. It deals with how corrections in the United States function. The course touches on areas like jails, prisons, inmates, probation and parole, and community-based corrections. In addition, the course discusses the administration portion of the corrections, the correctional work world and careers, and inmates' rights and litigation.

Prerequisite: CRJ101

CRJ190 **3 CREDITS**
INTRODUCTION TO SECURITY

This course provides basic information that would serve as an overview of the total scope of private security. It incorporates the major findings and recommendations of the report of the Task Force on Private Security with other current security publications and research, including the Hallcrest Report I and II and the Rand Report.

CRJ200 **3 CREDITS**
CURRENT ISSUES IN CRIMINAL JUSTICE

This course provides students with an overview of current issues in the administration of criminal justice. "Administration" encompasses criminal justice policies implemented by the police, courts, and correctional agencies (i.e., jails, prisons, and parole/probation departments). Time permitting, the course will also focus attention on some of the law enforcement agencies that have come to the forefront of the public eye since the September 11th terrorist attacks – namely the FBI and CIA. Finally, the course focuses on the intended and unintended consequences of policies implemented by these entities, as well as debates, controversies, and trends in the administration of criminal justice. This course may not be taken before the second semester.

CRJ205 **3 CREDITS**
POLICE & COMMUNITY

This course gives a general overview of policing in our society so that the student can understand why and how policing is performed. It also shows the jobs available in policing and how to go about getting them, what skills are needed, and

what you will do if and when you get the job. Students will have a flavor of policing. It is designed to make the student aware of who the police are, what they do, and how they do it, while also sensitizing them to the complexities and ambiguities of modern policing.

Prerequisites: CRJ120

CRJ210 **3 CREDITS**
DIVERSITY AND CRIMINAL JUSTICE

This course critically examines race, gender, and other diversity issues within the U.S. criminal justice system. The topic of emphasis is the importance of diversity issues in the development, organization and operation of the criminal justice system.

CRJ215 **3 CREDITS**
ETHICAL ISSUES IN CRIMINAL JUSTICE

This course discusses the ethical issues such as capital punishment and official corruption. Deadly force, discretion and deception by practitioners are critically examined. Identification and analysis of ethical issues in the field of criminal justice are discussed in detail with specific references to current events. This course may not be taken before the second semester.

CRJ900 **3 CREDITS**
EXTERNSHIP IN CRIMINAL JUSTICE

The criminal justice externship is designed to give students practical experience in the field, prior to graduation. The externship program often serves as a gateway to a future career in the criminal justice field. Students are expected to work with an agency (police, probation, correction, social services, and security agencies) over the course of the externship. Students must maintain a daily journal of their activities, which are to be transcribed into a weekly log. This is to be submitted weekly along with time sheets signed by their supervisor. Students must also submit the necessary evaluations, a summary paper describing their experiences at the end of the externship, and attend established meetings with the externship coordinator. This course is an experiential learning activity where students work at variety of criminal justice agencies for academic credits. Externship locations will include government agencies, police departments, federal and state law enforcement, private security firms, judicial clerkships, legal offices and legal research concerns. Externs must complete a self-evaluation, perform a series of exercises and assignments, author a log diary and a paper outlining the externship experience, work the required 135 hours, and present an acceptable recommendation from the externship supervisor upon completion of the experience. *Must be taken in the final semester.*

Prerequisite: CDV100

CRJ901 **3 CREDITS**
CRIMINAL JUSTICE CAPSTONE SEMINAR

The purpose of the Capstone Course is for students to demonstrate that they have successfully mastered skills during studies in the Criminal Justice Program. In this course, students will create an original research project that synthesizes criminal justice theories, quantitative and qualitative methodologies and apply to an issue in the criminal justice field.

Prerequisite: LIB150 *Research Methods in Criminal Justice*

LAW101 **3 CREDITS**
INTRODUCTION TO PARALEGAL STUDIES

This course introduces students to the paralegal profession and examines the major roles and responsibilities that the paralegal plays in our legal system and in law office administration. This course conveys the education skills required to be a successful paralegal. The several stages of the civil litigation process will be discussed, as well as interview and investigative techniques relevant to the paralegal profession. Discussions on the role ethics plays in paralegal practice are also offered.

LAW105 **3 CREDITS**
LEGAL RESEARCH AND WRITING I

This course allows students to identify legal principles and authorities used by paralegals including: constitutions, statutes, administrative law, and court rulings. Further, students will be able to properly utilize these sources in legal research and analysis. This course also facilitates students to utilize secondary sources, such as encyclopedias, treatises, law reports, digests, and periodicals, as sources in legal research and analysis. Students will refine their writing skills in creating and preparing legal documents including learning how to execute proper legal citation and utilize computer/on-line resources for legal research.

Prerequisite: LAW101

LAW125 **3 CREDITS**
FAMILY LAW

This course allows students to understand the legal aspects of marriage, annulment, antenuptial agreements, separation, and divorce proceedings. This course offers students an explanation of the components of child custody, visitation, support, paternity, child protection, and adoption. Students also learn the terminology and legal aspects of property division and distribution. Students will also learn legal terminology and legal aspects involving crimes and civil torts related to family law, including domestic violence, and family court proceedings.

Prerequisite: LAW101

LAW205 **3 CREDITS**
LEGAL RESEARCH AND WRITING II

This course is an intensive writing course that enables students to demonstrate abilities to conduct legal analysis and to conduct case law analysis and counteranalysis. With this course, students will understand the fundamentals of effective

legal writing processes, and are expected to draft proper memoranda of law and correspondences.

Prerequisite: LAW105

LAW210 **3 CREDITS**
CONTRACTS

This course enables students to determine and describe those applicable laws that govern legal disputes. This course offers students the four phases of contract formation. Also, this course allows students to draft a mock contract and articulate the various aspects of contract enforceability. Students will also study the Uniform Commercial Code Article 2.

Prerequisite: LAW101

LAW215 **3 CREDITS**
TORTS LAW

This course enables students to explore the elements of various torts, and delve into areas that involve negligence, special negligence cases, and defenses to negligence. In this course, students learn about the aspects of the various intentional torts, as well as the various tort defenses.

Prerequisite: LAW101

LAW220 **3 CREDITS**
CIVIL LITIGATION

This course presents students with an understanding of paralegal responsibilities regarding litigation. Students learn the various steps necessary to effectively initiate litigation. Specifically, students will gain knowledge in areas of discovery, including: depositions, interviews, requests for documents, and other methods used to obtain evidence. Also, students will acquire knowledge about the trial processes associated with civil litigation.

Prerequisite: LAW101

LAW230 **3 CREDITS**
BANKRUPTCY LAW

This course enables students understand the basics of bankruptcy law. This course allows students to identify and describe the key players in the bankruptcy process. Also, this course specifically explores the aspects of filing different Chapters of Bankruptcy (7, 11, 12, and 13).

Prerequisite: LAW101

LAW235 **3 CREDITS**
SEMINAR IN PARALEGAL STUDIES

This course enables students to grasp a general understanding of the legal marketplace, and identify key players of the legal team and describe their roles and responsibilities. Students also will acquire an understanding of how personal computer applications in the law office—such as word processing; spreadsheets; database management—and be able to apply these skills to the paralegal profession. Students also acquire the administrative skills required to ensure smooth operations of their legal facilities.

Prerequisite: LAW101

LAW240 **IMMIGRATION LAW**

3 CREDITS

This course informs students of immigration law and policy, and delves into the processes of nonimmigrant visas, the aspects of relative-based and immigrant-based immigrants, the grounds for inadmissibility and removal, and the aspects of refugee and asylum designations. This class also presents the benefits and obligations of American citizenship.

Prerequisite: LAW101

LAW245 **WILLS, TRUSTS, AND ESTATES**

3 CREDITS

This course offers students knowledge of the various steps associated with planning an estate. This course presents the various types of wills and what they contain, and offers details relating to trusts and specialized trusts and their requirements and termination. Also, students will be instructed on how to draft common documents that involve estate planning, wills, trusts, and estates.

Prerequisite: LAW101

LAW250 **REAL ESTATE LAW**

3 CREDITS

This course educates students on the many aspects associated with Real Property Law. In this course, students learn the requirements and applications of real estate contracts and deeds, the requirements of concurrent ownership, the specifics of encumbrances, easements, and licenses, and the legal aspects of real estate finance. Important legal aspects related to real estate closings, condominiums and cooperatives, lease agreements, the preparation and administration of surveys and land descriptions are also explored.

Prerequisite: LAW101

LAW900 **EXTERNSHIP IN PARALEGAL STUDIES**

3 CREDITS

This course is design to allow Paralegal Studies students to receive practical experiences in a bona fide law office setting, where they may demonstrate their ability to apply academic knowledge to practical work experiences and, thus, become better prepared for work as paralegals. Also, this course enables students to construct effective résumés and cover letters for paralegal work, and become prepared for the job interview.

LIB150 **APPLIED RESEARCH METHODS IN CRIMINAL JUSTICE**

3 CREDITS

This course is an advanced course in Research Methods in Criminal Justice. Building on the Research Methods (LIB100) course, the student is presented with discipline specific concepts and problems encountered in criminal justice investigation, including types of data and measurement, sampling, probability, and research design. This course will emphasize the importance and limitations of theory and methodology in criminal justice research as well as the purposes of applied research, program evaluation, policy analysis, and research ethics.

Prerequisite: LIB100

SOC150 **CHILD WELFARE / CHILD ABUSE PREVENTION**

3 CREDITS

This course will examine the child welfare system and its historical development. Students will gain an understanding of the basic child welfare policies, programs and practices related to child and family functioning. A survey of supplement, supportive and substitute services is provided. Students will also understand the different roles of the child welfare social worker. The issues of poverty, oppression, race and ethnicity, and their impact on children and families will also be explored.

DIVISION OF NURSING

BIO130 **ANATOMY & PHYSIOLOGY I (WITH LABS)**

4 CREDITS

Anatomy and physiology is a two-part introduction to the human form and function for students planning careers in exercise science, medicine or the health professions. The first semester of the two semester series, Anatomy and Physiology I, covers body organization, the chemical basis of life, the cell, tissues, integumentary system, skeletal system, muscular system, nervous system, and special senses. Lecture introduces students to terminology, anatomy, and physiological mechanisms. Laboratory which includes dissection provides students with hands on experiences to better visualize topics from lecture.

BIO150 **MICROBIOLOGY (WITH LABS)**

3 CREDITS

The fundamentals of microbiology include the study of microbes from a cellular and molecular perspective. This includes structure, nutrition, growth, control mechanisms, classification, and genetics of bacteria, viruses, fungi, and protozoa. Students are introduced to bacterial, fungal, parasitological and viral pathogens and immunology. The course is directed towards students interested in careers in diverse fields of health profession.

BIO204 **ANATOMY & PHYSIOLOGY II (WITH LABS)**

4 CREDITS

This is second semester of a two semester sequence in human anatomy and physiology. The material covered in this course includes anatomy and physiology of the following systems: cardiovascular, immune, respiratory, digestive, renal and reproductive. It consists of in depth knowledge of above mentioned systems in the form of both lectures and practical in laboratories and will also include dissections on fetal pigs. Pregnancy, human development and heredity will also be taught in this course. The material covered in this course assumes knowledge of the systems already covered in Anatomy and Physiology I.

Prerequisite: BIO130

NUR100 4 CREDITS
FUNDAMENTALS OF NURSING

As the first course in the nursing sequence, this course is designed to give students content fundamental to nursing practice and the nursing profession. It is the foundation for all subsequent nursing courses. Orem’s nursing model is presented. The nursing process is introduced as a tool for planning and providing nursing care. Learning experiences include classroom, campus laboratory, and community health care settings.

NUR120 4 CREDITS
ADULT HEALTH NURSING 1

This course introduces students to health care of individuals and families who have self-care needs related to fluid electrolytes, oxygenation, and circulation. Concepts of pharmacology related to nursing are introduced using major drug classifications. Students will implement the nursing process in a variety of health care settings, Campus laboratory and community health care agency experiences are a major component of the course.

NUR140 4 CREDITS
ADULT HEALTH NURSING 2

This course introduces students to health care of individuals and families who have self-care needs to digestion, nutrition, elimination and excretion. Concepts of pharmacology related to nursing are included using major drug classifications. Students will implement the nursing process in a variety of health care settings. Campus laboratory, acute care hospital, long term care facility and community health care agency experiences are a major component of the course.

NUR160 4 CREDITS
MATERNAL - CHILD NURSING

This course introduces students to health care of childbearing women and children who have self-care needs related to reproduction and children’s health. Self-care needs of children will be introduced and developed during Nursing V-VIII. Concepts of pharmacology related to nursing are included using major drug classifications. Students will implement the nursing process in a variety of health care settings. Campus laboratory and community health care agency experiences are a major component of the course.

NUR200 4 CREDITS
PSYCHIATRIC – MENTAL HEALTH NURSING

This course introduces students to health care of individuals and families who have self-care needs related to [psychiatric/mental health issues. Concepts of pharmacology related to nursing are included using major drug classifications. Identification and reporting of child abuse and maltreatment are included. Students will implement the nursing process in a variety of health care settings. Campus laboratory, acute care hospital, long term care facility and community health care agency experiences are a major component of the course.



NUR220 4 CREDITS
COMPREHENSIVE NURSING 1

This course introduces students to health care of individuals and families who have self-care needs related to the musculoskeletal, nervous, and sensory systems. Concepts of pharmacology related to nursing are included using major drug classifications. Students will implement the nursing process in a variety of health care settings with adult and pediatric patients. On-campus laboratory and community health care agency experiences are a major component of the course.

NUR240 4 CREDITS
COMPREHENSIVE NURSING 2

This course introduces students to health care of individuals and families who have self-care needs related to the immune and hematologic systems, and the skin, hair, and nails. Concepts of pharmacology related to nursing are included using major drug classifications. Students will implement the nursing process in a variety of health care settings with adult and pediatric patients. Campus laboratory, acute care hospital, long term care facility and community health care agency experiences are a major component of the course.

NUR260 4 CREDITS
COMPREHENSIVE NURSING 3

This course introduces students to health care of individuals and families who have self-care needs related to the endocrine and gynecologic systems and the role of the beginning registered nurse. Concepts of pharmacology related to nursing are included using major drug classifications. Students will implement the nursing process in a variety of health care settings with adult and pediatric patients. Campus laboratory, acute care hospital, long term care facility and community health care agency experiences are a major component of the course.



ADMINISTRATION AND STAFF

EXECUTIVE OFFICERS

José Valencia, President

B.A., Baruch College, CPA
jvalencia@asa.edu

Shanthi Konkoth, Provost

Ed.D. St. Johns University
M.B.A., New York Institute of Technology
B.A., Stella Maris College, University of Madras, Chennai India
skonkoth@asa.edu

Mark Mirenberg, Controller

BS, Long Island University
MS, Long Island University
mmirenberg@asa.edu

Victoria Kostyukov, Vice President of Marketing and Admissions

M.S., Mechnikov Odessa State University, Ukraine;
B.S., Odessa State University, Ukraine
vkostyukov@asa.edu

Roberto Dumauual, Vice President of Government and Community Relations

B.A., De La Salle University, Philippines
rdumauual@asa.edu

Lesia Willis, Vice President of Career Services and Alumni Affairs

MSHR, University of Scranton
B.B.A., Monroe College
lwillis@asa.edu

Victoria Shtamler, Vice President of Student Financial Services/ Director of Financial Aid

B.S., New York University
vshtamler@asa.edu

Maritza E. M. Mercado, Vice President of Planning and Operations

B.A., The American University;
mmercado@asa.edu

BOARD OF TRUSTEES

Dan Holt (Chair)

President, Statewide Management

Zachary Yamba, Ph.D (Vice Chair)

President Emeritus, Essex County College, New Jersey

Julanne Reid

Administrator, Medgar Evers College (Retired)

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Fiscal Manager, Bozza Financial Services LLC

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Baila Liza Kramer

Cannabis Business, Non-Profit and Trade/Labor Consultant

Terrence O. Lyght

Entrepreneur and President of Archibald Avenue U Corp

William (Reggie) Ruggiero

Development Advisor

Edwin L. Knox, Ph.D.

Academic Director of Online Business Programs – CUNY School of Professional Studies

Victor M. Rivera

President/CEO of The Bronx Parent Housing Network Inc. (BPHN)

José Valencia,

Ex Officio Member, ASA College, CFO, President

Shanthi Konkoth, Ed.D.

Ex Officio Member, ASA College, Provost

OFFICE OF THE PRESIDENT

Maritza E. M. Mercado, Vice President of Planning and Operations
B.A., The American University;
mmercado@asa.edu

Fatima Mukimova, Director of Events Planning
B.A., Zaporozhye Pedagogical Institute, Ukraine;
B.A., Moscow State University, Russia
fmukimova@asa.edu

OFFICE OF INSTITUTIONAL RESEARCH

Ksenia Kasimova, Director for Institutional Research
M.S.Ed., CUNY - The Bernard M. Baruch College;
B.S., CUNY - The Bernard M. Baruch College;
A.O.S., ASA Institute
kseniakasimova@asa.edu

Svetlana Morozova, Programmer Analyst / Institutional Researcher
M.A. and B.A., Voronezh State University
smorozova@asa.edu

Margarita Furer, Programmer Analyst / Institutional Researcher
B.S. State Technical University
mfurer@asa.edu

OFFICE OF MARKETING AND ADMISSIONS

Victoria Kostyukov, Vice President of Marketing and Admissions
M.S., Mechnikov Odessa State University, Ukraine;
B.S., Odessa State University, Ukraine
vkostyukov@asa.edu

Faina Mukminova, Managing Director of Admissions, Manhattan
B.A., Odessa State Pedagogical Institute, Ukraine
fmukminova@asa.edu

Anthony Brathwaite, Director of Community Outreach
abrathwaite@asa.edu

Eva Tighe, Director of Admissions
etighe@asa.edu

Olga Feliciano, Associate Director
ofeliciano@asa.edu

Victoria Zhang, Associate Director
A.O.S., ASA Institute
lzhang@asa.edu

Deborah Thompson, Associate Director
A.O.S., ASA Institute
dthompson@asa.edu

Agatha Castelino, Associate Director
B.S., Florida Metropolitan University
castelino@asa.edu

Robert Nazar, Enrollment Director
A.A.S. SUNY Empire College - Business Administration
rnazar@asa.edu

Tatiana Garelik, Coordinator
M.S., Belarussian State University
tgarelik@asa.edu

Michael Negron, Coordinator
A.O.S., ASA College
mnegron@asa.edu

Rodolfo Granada, Coordinator
rgranada@asa.edu

Keiko Saito, Coordinator
A.S., Osaka Gakuin University
ksaito@asa.edu

Sergey Beyderman, Enrollment Coordinator
B.A., Engineering, Ukraine National University
sbeyderman@asa.edu

Diana Jon, Senior Admissions Advisor
B.S., San Martin University, Peru
djon@asa.edu

Sophia Veras, Senior Admissions Advisor
A.O.S., ASA Institute
sveras@asa.edu

Alba Paulino Uribe, Admissions Advisor
A.O.S., ASA College
apaulino@asa.edu

Angel Vazquez, Admissions Advisor
avazquez@asa.edu

Hanny Lee Cepeda, Admissions Advisor
B.A., Monroe College
acepeda@asa.edu

Beatriz Sepulveda, Admissions Advisor

A.O.S., ASA College
bsepulveda@asa.edu

Edwin C. Tubens, Admissions Advisor

A.O.S., ASA College
etubens@asa.edu

Octavio, Garcia, Admissions Advisor

B.S., Universidad Autonoma de Santo Domingo
goctavio@asa.edu

Aurelina Rosario, Jr. Admissions Advisor

A.O.S., ASA College
arosario@asa.edu

Brenda Hylton, Jr. Admissions Advisor

brodriguez@asa.edu

Stephanie Marie Rodriguez, Jr. Admissions Advisor

srodriguez@asa.edu

Yi Lian, Jr. Admissions Advisor

ylian@asa.edu

Nazesh Khan, Jr. Admissions Advisor

nkhan@asa.edu

Steven Vega, Jr. Admissions Advisor

svega@asa.edu

Samira Sharifova, Jr. Admissions Advisor

ssharifova@asa.edu

ADMISSIONS SUPPORT SERVICES

Natalya Tymkiv, Coordinator

A.O.S., ASA Institute
ntytmkiv@asa.edu

Olga Khomenets, Administrative Assistant

A.O.S., ASA College
okhomenets@asa.edu

Judy Abreu, Receptionist

jabreu@asa.edu

Chrystal Christina Cortijo, Receptionist

ccortijo@asa.edu

Carmen Griffin, Receptionist

cgriffin@asa.edu

Charlyn Espinal, Receptionist

A.O.S., ASA College
cespinal@asa.edu

Violeta Voicu, Data Entry Clerk

Diploma, University of Craiova, Romania
A.O.S., ASA Institute
vvoicu@asa.edu

Diana Rodriguez, Data Entry Clerk

A.O.S., ASA College
drodriguez@asa.edu

Melissa Chavez Lope, Data Entry Clerk

A.O.S., ASA College
mchavezlope@asa.edu

Franchesca De Jesus Batista, Data Entry Clerk

fbatista@asa.edu

Sandra Morris, Telemarketer

smorris@asa.edu

Lisa Thomas, Telemarketer

lthomas@asa.edu

Rosa Rodriguez, Telemarketer

rrodriguez1@asa.edu

MARKETING AND ADVERTISING DEPARTMENT

Denys Kapush, Director of Digital Marketing

MicroMasters, University of Michigan
MicroMasters, Boston University
Certificate, NYU School of Professional Studies
Bachelors, National Mining University
dkapush@asa.edu

Juliann Caroline Regan, Digital Marketing Coordinator

B.A., University of Pernambuco
jregan@asa.edu

Gisele de Cassia Cupolillo, Digital Marketing Assistant

B.S., Western Governors University (In progress)
gcupolillo@asa.edu

Andrey Pavlenkov, Graphic Designer

Certificate, Moscow State University
Bachelors, Penza State Polytechnic University
Associates, Art College, Russia
apavlenkov@asa.edu

Perticone, Christian, Editorial Director and IEP Coordinator

MFA, State University
BA, University of Rochester
cperticone@asa.edu

OFFICE OF GOVERNMENT AND COMMUNITY RELATIONS

Roberto Dumauval, Vice President of Government and Community Relations

B.A., De La Salle University, Philippines
rdumauval@asa.edu

OFFICE OF INTERNATIONAL STUDENT SERVICES

Kyu O. Park, Assistant Director

B.A., Duksung University,
A.A.S., TCI College
kpark@asa.edu

Zheng (Amanda) Xu, International Student Coordinator

A.O.S., ASA College
amandaxu@asa.edu

Martha Siri, DSO

B.S., Monroe College
A.O.S., ASA College
msiri@asa.edu

Alexandra Alyona Domino, DSO Coordinator

A.O.S., ASA Institute
ydomina@asa.edu

Eun Sook Kim, International Admissions Assistant

B.S., Kwansai Gakuin University, Japan
elim@asa.edu

Heiry Quezada, International Admissions Assistant

A.O.S., ASA College
hquezada@asa.edu

Surhan Unal, Jr. International Admissions Representative

sunal@asa.edu

Hyunsook Lee, Administrative Assistant

B.A., Korea University
hlee@asa.edu

Aziza Ben Atalah, International Admissions Advisor

aatalah@asa.edu

Czeslawa Kopaniecka, International Admissions Advisor

M.A., Zielona Gora Pedagogical University, Poland
ckopaniecka@asa.edu

FINANCIAL AID OFFICE

Victoria Shtamler, Vice President of Student Financial Services, Director of Financial Aid

B.S., New York University
vshtamler@asa.edu

Lewis Leon, Senior Financial Aid Coordinator, Manhattan

A.O.S., Katharine Gibbs School
lleon@asa.edu

Ronald Louie, Coordinator

rlouie@asa.edu

Milana Bagdasarova, Financial Aid Advisor/Federal College Work Study Coordinator

Diploma, Tashkent Institute of National Economy, Uzbekistan
mbagdasarova@asa.edu

Lana Gabrieli, Financial Aid Advisor/Loan Coordinator

lgabrieli@asa.edu

Annette Fagan, Financial Aid Advisor

A.O.S., ASA Institute
afagan@asa.edu

Urszula Frankowska, Financial Aid Advisor

ufrankowska@asa.edu

Karene Stevenson, Financial Aid Advisor

kstevenson@asa.edu

Robert Katanov, Pell Administrator

A.O.S., ASA Institute
rkatanov@asa.edu

Zakkiyyah Holliman, Financial Aid Advisor

A.O.S., Taylor Business Institute
zholliman@asa.edu

Alla Garber, TAP Administrator/Certifying Officer

Diploma, Institute of Culture, Ukraine
agarber@asa.edu

Karen Jenkins, Financial Aid Officer

A.O.S., Katharine Gibbs School
kjenkins@asa.edu

Crosbis Genao Rivas, Financial Aid Officer
cgenao@asa.edu

Anna Studzinskaya, Financial Aid Officer
A.O.S., Bramson Ort College
astudzinskaya@asa.edu

Pamela Hadaway, Financial Aid Officer
phadaway@asa.edu

Iris Rodriguez, Financial Aid Officer
A.O.S., TCI
irodriguez@asa.edu

Manuel Reyes, Financial Aid Officer
B.A., Touro College
manuelreyes@asa.edu

Zahirah Abdur-Rahman, Financial Aid Officer
A.A., Springfield Technical Community College
zabdurrahman@asa.edu

Maria Griffith, Financial Aid Officer
mgriffith@asa.edu

Tamara Malinovskaya, Financial Aid Officer
B.A., Lomonosov Moscow University, Russia
A.O.S., ASA College
tvelichko@asa.edu

Dilenia Angeles, Financial Aid Clerk
A.A.S., Bramson Ort College
dangeles@asa.edu

Andrey Shabanov-Gomez, Financial Aid Clerk
ashabanov@asa.edu

Diane Torres, Financial Aid Clerk
dmtorres@asa.edu

Tatyana Anokhina, Data Entry Clerk
A.O.S., ASA Institute
tanokhina@asa.edu

Melissa Rodriguez Rodriguez, Administrative Assistant
A.O.S., ASA College
mrodriguez3@asa.edu

Mukhtasar Komilova, Financial Aid Assistant
mkomilova@asa.edu

FINANCIAL LITERACY OFFICE

Anthony Dalton, Associate Director, Loan Default
adalton@asa.edu

Janitzie Torres, Default Prevention Coordinator
Certificate in Computer Entry Operator, SCS Business & Technical Institute.
janettorres@asa.edu

Estefany Grullon, Default Prevention Advisor
A.O.S ASA College
egrullon@asa.edu

Davis Concepcion, Default Prevention Advisor
A.O.S ASA College
dconcepcion@asa.edu

Marilyn Rodriguez, Default Prevention Advisor
mrodriguez@asa.edu

Renee Davis, Loan Default Prevention Processor
rdavis@asa.edu

Jamel Pinckney, Loan Default Prevention Processor
A.A.S Bronx Community College
jpinkney@asa.edu

HUMAN RESOURCES OFFICE

Aridelle Campos, HR Manager
B.A., Colgate University
acampos@asa.edu

Christian Paredes, HR Generalist
B.A., The City University of New York
cparedes@asa.edu

Gabriela Macas, HR Assistant
gmacas@asa.edu

Galina Silverman, Payroll Administrator
gsilverman@asa.edu

REGISTRAR'S OFFICE

Marianna Zinder, Director
Diploma, Odessa Polytechnic Institute, Ukraine
mzinder@asa.edu

Mira Bubis, Associate Registrar, Manhattan
Diploma, Tashkent Pedagogical Institute, Uzbekistan
mbubis@asa.edu

Dominga Acosta, Associate Registrar

*B.B.A., Monroe College,
A.O.S., ASA Institute
dacosta@asa.edu*

Svetlana Mashkovich, Registrar Officer

*Diploma, Tashkent Agricultural Institute, Uzbekistan
smashkovich@asa.edu*

Svetlana Gorovets, Registrar Officer

*A.O.S., ASA Institute
sgorovets@asa.edu*

Urszula Santino, Coordinator

ursula@asa.edu

Olha Orlov, Registrar Officer

*A.O.S., ASA Institute
oshmyhol@asa.edu*

Yun Qin Chi, Registrar Officer

ychi@asa.edu

Reinaldo Garcia, Registrar Officer

rgarcia@asa.edu

Genesis Espinal Paez, Registrar Assistant

gespinalpaez@asa.edu

STUDENT SUPPORT SERVICES OFFICE

Jennifer Ross, Dean of Student Support Services

*JD, Law: University of Miami School Law, Coral Gables, FL. (1995)
BA, English, Florida International University, Miami, FL. (1990)
jross@asa.edu*

Lillian Granillo, Assistant Dean for Academic Success & Student Support Services

*M.S. & B.S., Mercy College
lgranillo@asa.edu*

Vivian Morales, Administrative Assistant

vmorales@asa.edu

STUDENT ACCOUNTS OFFICE

Inga Slobodnyuk, Director

islobodnyuk@asa.edu

Tong Zhuo, Associate Director

*A.O.S. ASA Institute
tongzhuo@asa.edu*

Rotanetta Highsmith, Associate Registrar

*B.A., John Jay College of Criminal Justice
rhighsmith@asa.edu*

Iryna Byelina, Student Account Officer

*A.O.S., ASA Institute
ibyelina@asa.edu*

Maira Mayorga, Student Account Officer

*A.O.S., ASA Institute
mmayorga@asa.edu*

Galina Rivilis, Student Account Officer

*Diploma, Minsk School of Finance and Economics, Belarus
grivilis@asa.edu*

Guguli Tskhvedadze, Student Account Officer

*A.O.S., ASA College
gtskhvedadze@asa.edu*

Julia Tejada, Student Account Officer

*A.A.S., TCI College
jtejada@asa.edu*

Azra Mehmedovic, Student Account Officer

*A.O.S., ASA College
amehmedovic@asa.edu*

Artur Kim, Student Account Officer

*A.O.S., ASA College
akim@asa.edu*

CAREER SERVICES AND ALUMNI AFFAIRS OFFICE

Lesia Willis, Vice President of Placement and Alumni Affairs

*MShR, University of Scranton
B.B.A., Monroe College
lwillis@asa.edu*

Claudia Drobchinskaya, Director of Career Services, Manhattan Campus

*A.O.S., Music College, Khmelnytsky, Ukraine
claudiad@asa.edu*

Maria Lita Sarmiento, Director of Career Services

*M.B.A., St. Peters College
B.A., Trinity College of Quezon City, Philippines
msarmiento@asa.edu*

Kerry-Ann James-Wright, Career Services Office Manager

kajames@asa.edu

Daaim Lewis, Career Advisor

A.O.S., ASA College
dlewis@asa.edu

Tiffany Evans, Career Advisor

tevans@asa.edu

Kaylin Lopez, Career Advisor

A.O.S., ASA College
klopez@asa.edu

Kimberly Rivas, Career Advisor

M.A., New York University
B.A., John Jay College of Criminal Justice
krivas@asa.edu

Randi Grossman, Placement Assistant

A.A., Kingsborough Community College
rgrossman@asa.edu

Gabriela Garcia Feliz, Placement Assistant

ggarcia@asa.edu

Jasmille Peralta, Placement Assistant

A.O.S., ASA College
jasperalta@asa.edu

EXTERNSHIP DEPARTMENT

Daniel Fernandez, Externship Coordinator

A.O.S., ASA College
dfernandez@asa.edu

Florina Kacanja, Externship Coordinator

A.O.S., ASA College
fkacanja@asa.edu

Michael Spencer, Externship Coordinator

A.O.S., ASA College
mspencer@asa.edu

Jeanine Guido, Externship Coordinator

A.O.S., ASA College
jguido@asa.edu

Sholonda Collington, Externship Coordinator

A.O.S., ASA College
scollington@asa.edu

BUSINESS OFFICE

Mark Mirenberg, Controller

M.B.A., Long Island University
B.S., Long Island University
mmirenberg@asa.edu

Larisa Rayeva, Associate Director

A.O.S., ASA Institute
lrayeva@asa.edu

Alice Lee, Staff Accountant

Earned Doctorate (Ph.D.), Mathematics Education, Kyungpook National University, South Korea (2015)
Master of Education, Mathematics Education, Kyungpook National University, South Korea (2010)
Bachelor of Science, Mathematics, Kyungpook National University, South Korea (2006)
Bachelor of Science, Statistics, Kyungpook National University, South Korea (2006)
alee@asa.edu

Sofiya Gindina, Accounts Payable Assistant

sgindina@asa.edu

Alla Bolotskaya, Accounts Payable Assistant

M.S., Donetsk State University, Ukraine
abolotskaya@asa.edu

FACILITIES

Vladimir Krumer, Director of Facilities

vkrumer@asa.edu

Vasiliy Nady, Postal Manager

vnad@asa.edu

Vladimir Bolsacov, Mail Room Clerk

vbolsacov@asa.edu

Bernice Adorno, Purchasing Coordinator

A.O.S., ASA Institute
badorno@asa.edu

Kakhaber Kheladze, Custodial Superintendent

kkheladze@asa.edu

Czeslaw Sokolowski, Custodial Superintendent

csokolowski@asa.edu

OFFICE OF INFORMATION TECHNOLOGY

Davyd Estrin, I.T. Director

M.S., Donetsk State University, Ukraine
david@asa.edu

Valeriy Artamoshin, Programmer/Lab Assistant

Diploma, Kharkov Polytechnic Institute, Ukraine
vartamoshin@asa.edu

Yuriy Gutsev, System Administrator
ygutsev@asa.edu

Konstantin Sakvarelidze, System Administrator
kot@asa.edu

Murod Mamsaliev, Network Administrator
M.S., Tashkent State Pedagogical University, Uzbekistan
mmamasaliev@asa.edu

Alphonza Johnson, Network Administrator
ajohnson@asa.edu

Oleh Venhlevskiy, System Administrator
ovenhlevskiy@asa.edu

Shiko Kroytor, System Administrator
akroytor@asa.edu

Aleksandr Volovoy, Help Desk Technician
avolovoy@asa.edu

Marina Plyam, Printing Clerk
mplyam@asa.edu

PRINTING OFFICE

Marina Plyam, Printing Clerk
Diploma, Electronics Institute of Radio & Communications, Ukraine
mplyam@asa.edu

ACADEMIC AFFAIRS DIVISION

Shanthi Konkoth, Provost
Ed.D. St. Johns University, NY
MBA, New York Institute of Technology, NY
B.A., Stella Maris College, University of Madras, Chennai India
skonkoth@asa.edu

Edward Kufuor, Academic Dean
D.B.A., Argosy University, Florida
M.B.A., New York Institute of Technology
B.S., Norfolk State University
ekufuor@asa.edu

Nelson Galindo, Dean
M.Ed., Baruch College
B.S. Touro College
ngalindo@asa.edu

Lissette De Jesus, Administrative Assistant to the Provost
B.A. SUNY Purchase, NY
ldejesus@asa.edu

Svetlana Fingerman, Coordinator, Academic Schedules, NY Campuses

M.S., Odessa Polytechnic Institute, Ukraine
sfingerman@asa.edu

Yan Zhang, Administrative Assistant
yzhang@asa.edu

Dana Chua, Graphic Designer
B.F.A., Virginia Commonwealth University - Qatar
dchua@asa.edu

DIVISION OF ARTS AND SCIENCES

Lizhi (Frank) Zhu, Chairperson
M.A., Beijing Foreign Studies, China
B.A., Luoyang Foreign Languages Institute, China
lzhu@asa.edu

Lyudmila Dragushanskaya, Program Director, Language Studies / ESL
MA (TESOL) - Adelphi University (2003)
BA (English / German) - Leningrad State Pedagogical Institute, Russia (1976)
mdragush@asa.edu

Eva Nemtson, Coordinator, Manhattan Campus
B.A. in English, Leningrad State Pedagogical Institute, Russia
enemtson@asa.edu

Denise Dubron, Director, Core Competencies Department
MA, Teacher's College, Columbia University
BA, Stony Brook University
ddubron@asa.edu

DIVISION OF BUSINESS

Bridget Udeh, Chairperson
MBA - St. Joseph's College (2013)
BS (Community Health / Human Services) - St. Joseph's College (2009)
budeh@asa.edu

DIVISION OF ENGINEERING AND TECHNOLOGY

Tatyana Feofilaktova, Acting Chairperson
M.B.S., Rostov-on-Don Institute of Economics, Russia
tfeofilaktova@asa.edu

DIVISION OF HEALTH DISCIPLINES

Nasser Sedhom, Dean

M.D. (Doctor of Medicine) - Alexandria University, Egypt (1981)
nsedhom@asa.edu

Henry Gomez, Assistant Chairperson, Manhattan Campus

M.D., Universidad Del Norte, Colombia
hgomez@asa.edu

Mary Margaret Zulaybar, Chairperson, Health Care Management

MHA (Healthcare Administration), Walden University(2012)
BS (Accounting) - De La Salle University, Philippines(1981)
maryzulaybar@asa.edu

Rashmi Gaonkar, Chairperson, Health Information Technology

M.H.A. - University of Phoenix (2012)
B.S. (Chemistry) - Karnatak University, India (1989)
rgaonkar@asa.edu

Sam Varghese, Chairperson, Pharmacy Technology

MS. (Pharmacology and Toxicology) Michigan State University, East Lansing, MI (2017)
BS (Pharmaceutical Sciences) - Tamil Nadu Dr. M. G. R. Medical University, India (2002)
svarghese@asa.edu

Barry Newman, Chairperson, Massage Therapy

MD, SUNY Downstate Medical Center, Brooklyn, NY (1997)
BA, Emory University, Instructor
bnewman@asa.edu

Sophia Dzhurinsky, Clinical Lab Coordinator

A.S., Vinnitsa Nursing Junior College, Ukraine
Diploma, S yrit Computer School Systems
sdzhur@asa.edu

Karen Marcelle Rosales, Clinical Lab Coordinator

A.O.S., ASA Institute
kcox@asa.edu

Shanti Santos, Clinical Lab Coordinator

A.O.S., ASA Institute
ssantos@asa.edu

Jayne H. Weinberger, Title IX Coordinator

Ph.D. (Education) University of London, UK 2011
M.S.(Music/English) State University of New York Buffalo, NY 1981
BS (Music Education) SUC at Fredonia, Fredonia New York (1973)
jweinberger@asa.edu

DIVISION OF LEGAL STUDIES

Seny Taveras, Chairperson

J.D., Hofstra University School of Law, NY (2003)
B.S., John Jay College of Criminal Justice, NY (1995)
staveras@asa.edu

DIVISION OF NURSING

Donna Reid, MSN, RN, Dean

M.S in Nursing, University of Lowell
B.S. in Nursing, Lowell State College
dreid@asa.edu

Katarina Todorovich, MSN, RN, Associate Dean

MSN, Miami Regional University, Miami Lakes, FL
BSN, University of Wisconsin, Milwaukee, WI
ASN, Milwaukee area Technical College, Milwaukee, WI
ktodorovich@asa.edu

Zenaida Rosales, RN, Clinical Coordinator, Nursing Program

MS (Health Services Administration) Central Michigan University (1992)
BS (Nursing) Manila Central University Philippines (1975)
zrosales@asa.edu

Yevgenya Shpigel, Division Coordinator

M.S., Kiev State University, Ukraine
yshpigel@asa.edu

LIBRARY

Brook Stowe, Library Director

M.A., Long Island University
M.L.S., Queens College, CUNY
bstowe@asa.edu

Eduardo Purisima, Associate Library Director

M.L.S., Queens College, CUNY
M.A., New York University
B.A., University of Santo Tomas, Philippines
epurisima@asa.edu

Daniel Marshall, Librarian

M.S., Queens College, CUNY
M.A., New York University
B.A., College of Holy Cross
dmarshall@asa.edu

Hillary Donitz-Goldstein, Librarian

M.S., Queens College, CUNY
B.A., Hunter College
hdonitz@asa.edu

Elena Izbitser, Librarian
M.S., Queens College, CUNY
 eizbitser@asa.edu

Rebecca Reitz, Librarian
M.L.S. Palmer School of Library and Information
 rreitz@asa.edu

Lisa Anderson-Gaona, Librarian
M.S. Pratt Institute
B.S., Johnson & Wales University
 landerson@asa.edu

DISTANCE LEARNING DEPARTMENT

Joel Almoradie, Director of Distance Learning Department
B.S., University of the Philippines
 jalmoradie@asa.edu

Kaila Lane, Online Student Success Coordinator
M.S., Capella University (In progress)
B.A., Monmouth University
 klane@asa.edu

Lirazen Rose Felipe, Online Support Specialist
B.Tech., New York City College of Technology
 lfelipe@asa.edu

CONTINUING EDUCATION DEPARTMENT

Natalya Levina, Associate Director of Continuing Education
 nlevin@asa.edu

Tanya Reina-Gomez, Admissions Advisor
 tgomez@asa.edu

WRITING CENTER

Cain, Michael, Assistant Professor
MFA - Adelphi University
BA - Augusta State University
 mcain@asa.edu

LEARNING CENTER

Marcus Browne, Manager
B.B.A., DeVry University
 mbrowne@asa.edu

Lucretia Ursu, Tutor
A.O.S., ASA Institute
 lursu@asa.edu

Elena Akbacheva, Learning Center Coordinator, Manhattan
A.O.S., ASA Institute
 eakbacheva@asa.edu

Fatema Hussain, Tutor
 fhussain@asa.edu

Yulia Batyreva, Tutor
B.S. Moscow Mining University, Russia
 ybatyreva@asa.edu

Anna Velichko, Tutor
 avelichko@asa.edu

Candy Wang, Tutor
B.A. Touro College
A.O.S., ASA College
 tfang@asa.edu

Feruza Khamrakulova, Tutor
 fkhamrakulova@asa.edu

Kohinoor Begum, Tutor
 kbegum@asa.edu

OFFICE OF STUDENT ADVISEMENT

Tatyana Kryzhanovskaya, Director, Student Advisement
M.A. in Education, Lvov State University, Ukraine
 tkryzhanovskaya@asa.edu

Sandra Lozano Ruiz, Associate Director
M.B.A., St. Joseph's College
 slozano@asa.edu

Calysha Rennie, Student Advisor
A.O.S. ASA Institute
 crennie@asa.edu

Maria Minaya, Student Advisor
A.O.S., ASA Institute
 mminaya@asa.edu

Jakie Ariza, Student Advisor
A.O.S., ASA Institute
 jariza@asa.edu

Gui Zhen Hsu, Student Advisor
A.O.S., ASA College
 zzhong@asa.edu

Dong Zheng, Student Advisor
 dongzheng@asa.edu

Sophalie Viera, Student Advisor

A.O.S., ASA College
sviera@asa.edu

Chabely Lopez, Student Advisor

A.O.S., ASA College
clopez@asa.edu

TESTING OFFICE**Victoria Ieva**, Coordinator

B.A., Uzhgorod University, Ukraine
vyakovenko@asa.edu

Jian Zhou, Administrative Assistant

A.O.S., ASA Institute
jianzhou@asa.edu

Jose Ortiz, Proctor, Manhattan

A.O.S., ASA Institute
jortiz@asa.edu

Holly Cheng, Proctor

A.O.S., ASA Institute
hollycheng@asa.edu

Marcos Garcia Liranzo, Proctor

A.O.S., ASA Institute
marcosgarcia@asa.edu

ATHLETICS DEPARTMENT**Leonard Pitt**, Director of Athletics

B.A. Adelphi University
coachpitt@asa.edu

Alan Tseng, Sports Information and Marketing Director

B.S. Stony Brook University
atseng@asa.edu

Devonne Martinez, Junior Varsity Head Coach

coachmartinez@asa.edu

Francisco Perez, Head Baseball Coach

coachperez@asa.edu

Chris Calabrese, Head Football Coach

coachcalabrese@asa.edu

Jody King, Head Men's Basketball Coach

coachking@asa.edu

Christopher Tempone, Head Men's Lacrosse Coach

coachttempone@asa.edu

DORMITORY**Kevin Drumgoole**, Housing Coordinator

B.A., St. Thomas Aquinas College
coachdrumgoole@asa.edu

Krzysztof Adamek, Dormitory Handyman

kadamek@asa.edu





FACULTY

DIVISION OF ARTS AND SCIENCES

Zhu, Lizhi (Frank), Division Chairperson, Associate Professor

Ph.D. (Student) (Political Sciences) - Sydney University, Australia (2000)

MA (American Studies) - Beijing Foreign Studies, China (1989)

BA (English) - Luoyang Foreign Languages Institute, China (1984)

Abouelazm, Amira, Instructor

MFA (Creative Writing) - The New School, New York (2017)

BS (Creative Writing) - New Jersey State University, Tallahassee (2014)

Armstrong, Helena, Instructor

MA (Psychology) - Boston University Boston, MA (2011)

BS (Psychology) - Boston University Boston, MA (2008)

Antonyan, Gohar, Instructor

MA. (Art in Adolescence Education Mathematics, Brooklyn College (2014)

BA. (Applied Mathematics) State University of America, Yerevan-Armenia (1985)

Begume, Lutfun, Assistant Professor

MS (Mathematics) - Western Illinois University (2002)

BS (Mathematics) - Dhaka University, Bangladesh (1993)

Bella, Frank, Instructor

MS. (School building Leadership)-St. John's University, New York NY (2011)

MA. (Public Communications)-Fordham University, Bronx NY (2010)

Borer, Justine, Instructor

J.D. University of California, LA, School of Law, California (2010)

A.B. Harvard University, Cambridge, MA (2004)

Cain, Michael, Assistant Professor, Coordinator of The Writing Center

MFA. (Creative Writing) - Adelphi University (2009)

BA. (Communications) - Augusta State University (1995)

Chemrah, Abdellah, Instructor

MA. (Computer Science) Pace University, NY (2017)

BA. (Computer Information Systems) Mercy College, NY (2015)

Clay, Georgette, Instructor

BA/MA (Communication) - University of North Dakota

Ervin, Elizabeth, Adjunct Professor

MLS. - Pratt Institute (1999)

MS. (School Building Leadership) - Mercy College (2007)

BA. - College of New Rochelle (1996)

Flanagan, Sheila, Instructor

MA. (English) - Brooklyn College (CUNY) (2008)

BA. (English) - St. John's University (1996)

Fox, Bryan, Instructor

MA. (European Studies) - Jagiellonian University in Krakow, Poland (2005)

BA. (Philosophy) - University of Melbourne, Australia (1998)

Goehring, Bernd, Instructor

Ph.D. (Medieval Studies) - Cornell University Ithaca, New York (2006)

MA. (Medieval Studies) - Cornell University Ithaca, New York (2003)

Hughes, Mary Instructor

Ph.D. (American Studies) Michigan State University, MI (2001)

MS. (Library and Information Science) Pratt Institute, Brooklyn, NY (2011)

BA. (Liberal Studies) Michigan State University, MI (1988)

Hyatt, Martin, Instructor

MFA. (Creative Writing) - The New School (2000)

BA. (Liberal Arts) - The New School (1996)

Islam, Md, Instructor

MA. (Teachers of Mathematics in Secondary School) - New York University (2003)

BS. (Biology) - Medgar Evers College (CUNY) (1997)

James T. Joneil, Instructor

MA/BA (Mathematics) - St. John's University

Kato, Nobuhiro, Instructor

MS. (Mathematics) - Lehman College (CUNY) (1997)
BS. (Electronic Engineering) -Tokyo Denki University, Japan (1974)

Kiregian, Elise, Instructor

Ph.D. (History) - St.John's University, 2015
MA (TESL) - Hunter College, 1992
BA (Russian Studies) - Columbia University, 1980

Kovalyuk, Aleksandr, Associate Professor

MS. (Electrical Engineering) - Kyiv Polytechnic University, Ukraine (1968)
MS. (Systems / Analysis / Optimal Decision - Making) - Kyiv National University, Ukraine (2002)

Kriessman, Michael, Instructor

MS. (Theoretical Physics) – Rostov State University, Russia (2015)

Kung, John, Instructor

MA. (Childhood Education / Math) - Queens College, NY (CUNY) (2006)
BA. (Math) - New York University, NY (1974)

Lavi, Nadine, Instructor

MA (Liberal Studies) CUNY Graduate Center (2004)
BA. (English) Brooklyn College, NY (1996)

Layson, Ma Aneli *, Associate Professor

MA. (English) - University of San Agustin, Philippines (1981)
BA. (Liberal Arts) - University of San Agustin, Philippines (1971)

Lee, Alice, Instructor

Earned Doctorate (Ph.D.), Mathematics Education, Kyungpook National University, South Korea (2015)
Master of Education, Mathematics Education, Kyungpook National University, South Korea (2010)
Bachelor of Science, Mathematics, Kyungpook National University, South Korea (2006)
Bachelor of Science, Statistics, Kyungpook National University, South Korea (2006)

Li, Karen, Instructor

MA. (Math Teacher) - Brooklyn College (CUNY) (2009)
BS. (Mathematics) - Brooklyn College (CUNY) (2006)

Mak, Annie, Instructor

MA. (Communication Arts) - New York Institute of Technology (2000)
BA. (Liberal Studies) - The William Paterson University of New Jersey (1996)

Melhus-Barreno, Ryan, Instructor

MS. (Adolescent Education / English) - Pace University (2008)
BA. (English Language Arts) - Hunter College (CUNY) (2005)

Mingla, Lucie, Instructor

MS. (Adolescent Education) - Mercy College NY (2011)
BS. (Mathematics Education) - University of Tirane, Albania (1984)

Minty, Mary, Instructor

MA. (History) - McGill University, Canada (1985)
BA. (History / Art History) - McGill University, Canada (1982)

Pappas, Monique, Instructor

MA. (Fine Art) - Brooklyn College, New York (2014)
BA. (Art Speech) Dillard University, New Orleans LA (1998)

Polger, Mark Aaron, Instructor

MLS -University of Western Ontario Canada (2000)
MA - (Sociology) - University of Waterloo, Canada (2004)
BS - (Adult Education) - Brock University, Canada (2009)
BA- (Sociology) - Concordia University, Canada (1999)

Portnov, Gregory, Instructor

MS. (Mathematics) - Odessa State University, Ukraine (1965)

Ramsay, Ann-Marie, Instructor

MA. (Organizational Psychology) - Alliant International University (2001)
BA. The City College of New York, NY (1998)

Ressler, Eileen, Associate Professor

MFA. (Creative Writing) - Brooklyn College (CUNY) (1986)
BA. (Literature Writing) - Empire State College (SUNY) (1984)

Rudder-Kilkenny, Lorna, Instructor (Leave)

MS. (Library / Information) - Pratt Institute (1991)
BA. (History) - University of Guyana (1977)

Rusinov, Aleksandr, Instructor

Ed.M (Mathematic) - Teachers College Columbia University, New York, NY (2014)
M.S (Mathematic) - Teachers College, Columbia University, New York, NY (2009)
BS, (Computer Sciences)-New York University, New York (2002)

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Steele, Clover, Instructor

MS (Library/Information Sciences) – Pratt Institute, Brooklyn, NY

BA (Special Studies/Criminology) – St. Francis College, Brooklyn, NY

Tenenbein, Alexander, Instructor

MA. (Mathematics) New York University-Steinhardt, (2011)

BA, (Art and Sciences) New York University (2010)

Wallace, Tanya, Instructor

MA. (Liberal Art) St. John's University Queens NY (2012)

BA. (Justice Study) John Jay College New York NY (2010)

DIVISION OF ARTS AND SCIENCES (ENGLISH AS A SECOND LANGUAGE)

Dragushanskaya, Lyudmila, Associate Professor,
Director of the Language Studies Department

MA (TESOL) - Adelphi University (2003)

BA (English / German) - Leningrad State Pedagogical Institute, Russia (1976)

Nemtson, Eva, ESL Coordinator in Manhattan Campus

BA (English / German) - Leningrad State Pedagogical Institute, Russia (1971)

Perticone, Christian, Editorial Director and IEP
Coordinator

MFA. (Creative Writing-Fiction) - Arizona State University, Tempe, AZ (2011)

BA. (English with Distinction) - University of Rochester, Rochester, NY (2005)

Abramova, Elvira, Instructor

MS (Child Education / Teaching Liberal Art) - Brooklyn College (CUNY) (2006)

BA (English) - Azerbaijan State University of Foreign Languages, Azerbaijan (1999)

Allanach, Nichollas, Instructor

MS, Art - Liberal Study The New School NY (2006)

BA, Art University of South Maine (2003)

Alkhatay, Amany, Instructor

MA. (English Language) The American University in Cairo, Egypt, (2007)

BA. (English Language) Alazhar University in Cairo, Egypt (1999)

Babouchkina, Natalia, Instructor

MA (Education / Linguistics) - Russian States Pedagogical University, Russia (1997)

BA (English) - Russian State Pedagogical University, Russia (1995)

Blair, Chuck, Instructor

B.S Bachelor of Art University of Nevada, Las Vegas (2008)

TEFL Professional Certification (2008)

Barrock, Septimus, Instructor

M.S, Art in Diplomacy, Norwich University Northfield, Vermont

Baylor, Derek, Instructor

MS (Art and Humanities/ TESOL) – Columbia University (2004)

BA (Psychology) - York College Queens NY (2003)

Bentsen, Henry, Instructor

BA (English) - College of Staten Island (CUNY) (1973)

Buscemi, Diane, Instructor

MS (Education) - Bank Street College of Education (1978)

BA (English Literature) - City University of New York (CUNY) (1973)

Capusan, Salvatore, Instructor

BA (English / German) - University of Babes Balyai, Romania (1973)

Cavallaro, Michael, Instructor

MA (TESOL)-New York University, New York, (2005)

BA (Modern Languages and Cultures) - University of Hartford, (2001)

Chubaryov, Igor, Instructor

MA (French) - Hunter College (CUNY) (2007)

BA (English / German) - Tambov State University, Russia (1987)

Dugger, Leslie, Instructor

Med (Curriculum and Instruction) – University of Florida,

BA (Spanish/Business) – Florida State University

Dutchover, Lisa, Instructor

MA Art (Teaching English to Speakers of other languages) Hunter College (2007)

BA Fine Art (Dance) Marymount Manhattan College (1998)

Fogarty, Sara, Instructor

MA (TSEOL) – Hunter College (CUNY) (2001)

BA (Theatre) – Binghamton University, Binghamton, New York (1993)

Gadzhieva, Oxana, Instructor

MA (English / French) – pedagogical University Russia (2009)

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BA (English / French) – Pedagogical University Russia (2007)

Garcia, Robert, Instructor

MS Ed. (TESOL) - Queens College (CUNY) (2011)
BA (Political Science) - Binghamton University (SUNY) (2005)

Gusciora, Renata, Instructor

MA French Languages – University in Lublin, Poland (2005)
BA French Languages – University in Lublin, Poland (2002)

Galindo, Cesar, Instructor

MA, (TESOL) Columbia University, NY (2016)
BA, (Theology) Nyack College, NY (2012)

Gano, Jeffrey, Instructor

MA (TESOL) - West Chester University (2003)
BA (English) - Temple University (1995)

Horak, Radim, Instructor

MA (TESOL) - Hunter College (CUNY) (2008)
BA (German Studies) - Vassar College (1996)

Hossain, Afreen, Instructor

MA (English Languages) King College, London (2016)
BA (Management Administration) The City College of New York, NY (1995)

Jonas, Eric, Instructor

MA (Art in Teaching) – State University of New York at Stony Brook, NY (2001)
BA (Art/English-German) – University At Albany, Albany, NY (SUNY) (1991)

Lobo, Christopher Edelbert

MA. (TESOL) Hunter College, New York (1992)
BA. (Geology) Hunter College, New York (1979)

Loor, Jessica, Instructor

MA (TESOL) - The New School (2011)
BA (English) - Colorado State University (1995)

Moulinos, Nikoleta, Instructor

MS Ed. (TESOL) - Fordham University) (2002)
BA. (Romance Literature) - New York University (1991)

Movsesiyan, Torkom, Instructor

MA. (International Affairs) – The City College of New York, NY (2013)
BA. (International Studies) – The City College of New York, NY (2008)

Navas, Paula, Instructor

MS Ed. (TESOL) – Hunter College (CUNY) New York, NY (2010)
BA. (Art/Psychology) – Hunter College (CUNY) New York, NY (2005)

Nazzaro, Christopher, Instructor

MS Ed. (TESOL) – New York University, NY (2011)
BS Art in Literature The University Of Chicago (2003)

Qi, Shengzong, Instructor

MS. (TESOL) City College of New York, NY (2013)
Shanghai University of Electric, Shanghai, China (2008)

Rivkin, Garri, Instructor

MA. (Language / Literacy) - The City College of New York (2012)
BA. (English) - The City College of New York (2010)

Ruppaniana, Viktoria, Instructor

MS, (English) De La Salle University, Manila, Philippines (2008)
BA (Sociology) University Of Santos Tomas, Manila, Philippines (1986)

Saczuk, Dariusz, Assistant Professor, Chairperson of Faculty Council

MA (TESOL) - Hunter College (CUNY) (2011)
BA (English) - Marie Curie-Sklodowska University, Poland (1998)

Sanadze, Nino, Instructor

MA (TSEOL) –Hunter College (CUNY), (2018)
BA (English Language Arts) – Hunter College, (CUNY), (2014)

Saratchilova, Svetlana, Instructor

MS (English) University of Plovdiv, Bulgaria (1996)
BS (Russian Literature) University of Veliko Turnovo Bulgaria (1984)

Salimov, Miryam, Assistant Professor

MA (English / French) - Moscow State Pedagogical Institute, Russia (1982)

Sedhom, Ekhlal, Instructor

MS (Special Education) - Touro College (2010)
BA (English) - Alexandria University, Egypt (1980)

Serdiouk, Mikhail, Instructor

MA Education Language and Literature Donetsk State University, Now Ukraine (1993)
BA in Foreign Language and Literature, Donetsk State University, Now Ukraine (1990)

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Schmitz, Peter, Instructor

BA (Foreign Languages / International Studies) - George Mason University (1995)

Tennery, Tristan, Instructor

MA. (Secondary Education) The George Washington University, DC (2012)

BA. (Spanish) Oklahoma State University, OK (2003)

Wang, Xingyu, Instructor

B.A. (Linguistics) – Stony Brook University, Stony Brook, NY (2016)

Wright, Adrian, Instructor

M.A. (Literature and Literacy) –City College (CUNY), New York, NY (2018)

B.A. (Spanish) – Australian National University, Canberra Australia

Zharov, Viktor, Instructor

MA / BA (French / English) - Kharkiv National University, Ukraine (1989)

Zhylina, Iryna, Instructor

MA (Education) - Minsk State Pedagogical Institute of Foreign Languages, Belarus (1988)

BA (English / French) - Minsk Pedagogical Institute of Foreign Languages, Belarus (1974)

DIVISION OF BUSINESS

Bridget Udeh, Chairperson

MBA - St. Joseph's College (2013)

BS (Community Health / Human Services) - St. Joseph's College (2009)

Abdullah, Mustafa, Instructor

MBA - Columbia University (1977)

BBA - Baruch College (CUNY) (1975)

Adeleke, Allan, Instructor

MS (Administration) - Metropolitan College of New York (2002)

LLM (Law) - King's College, University of London, UK (1976)

LLB (Law) - University of Ife, Nigeria (1971)

Akazi, Felix, Instructor

MBA. (CPA Business Administration) - Long Island University, NY (1988)

BS. (Finance) - Mercy College, New York, NY (1983)

Al Barghouthi, Naser, Instructor

MBA (Risk Management) - St. Peter's College (2011)

MS (Accountancy) - St. Peter's College (2007)

BA (Accounting) - Birziet University, Israel (1989)

Alexander, Carol, Instructor

MS (Organizational Leadership) - Mercy College (2006)

BS (Business Administration / Management) - Mercy College (2005)

Apo, Alicia, Instructor

BS (Food Service Administration) - Philippine Women's University (1973)

Bryant, Shirley, Instructor

MPA / MPP - Metropolitan College of New York (2009)

BS (Business) - Medgar Evers College (CUNY) (1984)

Chakravarty, Proshawn, Instructor

MS. (Sports Management) - Columbia University, New York (2016)

BS. (Business Administration) Georgetown University, Washington, DC. (2010)

BS. (Finance) – Baruch College, New York (2009)

Diaz, Angela, Instructor

MS (Organizational Behavior) - Polytechnic Institute of New York University (1997)

BS (Human Resources Management) - St. Joseph's College (1995)

Dobrenko, Sam, Assistant Professor

PhD (Engineering) - Moscow State University of Environmental Engineering, Russia (2014)

MS (Mechanical Engineering) - Perm State Technical University, Russia (1984)

Duncan, Wilton, Assistant Professor

PhD-ED (Curriculum & Teaching) - Northcentral University (2018)

MSA (Administration) - Central Michigan University (1999)

BS (Management / Accounting) - St. Francis College (1997)

Galindo, Nelson, Instructor

MS, Baruch College, New York, NY (CUNY) (2013)

BS, Touro College, New York, NY (1994)

Habib, Mohammad, Instructor

MBA - University of Phoenix (2006)

BSE (Mathematics) - Edinboro University of Pennsylvania (1995)

AAS (Liberal Arts) - Edinboro University of Pennsylvania (1995)

Hechavarria, Ruth, Instructor

MS (Business Education) - Baruch College (CUNY) (1997)

BS (Teaching Business) - Baruch College (CUNY) (1994)

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Jeffers, Keziah, Instructor*MS (Tax Accounting) - Long Island University (1986)**BS (Accounting) - Hunter College (CUNY) (1981)***Joarder, Mahbulul**, Associate Professor*PhD (Law / Political Science) - Islamic University, Bangladesh (2000)**LLM (Corporate Law) - New York University (2002)**LLM - University of Dhaka, Bangladesh (1984)**LLM - University of London, UK (1986)***Kennedy, Michelle**, Instructor*MBA (Management) - Keller Graduate School of Management (2009)**BBA (Accounting) - Berkeley College (2001)***McKoy, Tony**, Instructor*MBA (Management) - Monroe College (2009)**BS (Management / Finance / Economics) - Brooklyn College (CUNY) (2007)***Onda, Asuquo**, Instructor*PhD (Higher Education) - New York University (1990)**MBA - Adelphi University (1982)**BS (Business Administration / Marketing) - New York Institute of Technology (1980)***Sheppard, Veronderlette**, Instructor*MBA - University of Phoenix (2007)**BS (Industrial Technology) - University at Buffalo (SUNY) (1994)***Thompson, Diana**, Instructor*JD - Fordham University (1993)**MS (Early Childhood Education) - Brooklyn College (CUNY) (1989)**BA (Psychology) - Columbia University (1979)**AAS (Marketing) - Fashion Institute of Technology (1981)***Unal, Esen**, Instructor*MS. (Investment Management) Pace University New York (2001)**BA. (Economic) Cukurova University Adana/Turke (1996)*

DIVISION OF ENGINEERING AND TECHNOLOGY

Feofilaktova, Tatyana, Acting Chairperson*MS (Computer Information Processing) - Rostov-on-Don Institute of Economics, Russia (1987)***Abramowitz, Jack**, Instructor*EDD (Educational Administration) - Dowling College (2008)**MS / BS (Education) - The City University of New York (CUNY) (1996)***Alevriadis, Konstadinos**, Assistant Professor*MS (Computer Sciences) - New York Institute of Technology (1999)**BA (Mathematics) - Queens College (CUNY) (1992)***Ayloo, Sridevi**, Instructor*MS (Information Systems) - Brooklyn College (CUNY) (2003)**BS (Statistics) - Indian Statistical Institute, India (1992)***Azad, Sarwar**, Instructor*MS (Computer Science) - Polytechnic Institute of New York University (2010)**BS (Computer Information Science Software) - Brooklyn College (2004)***Barbier, Anita**, Instructor*MS (in information Assurance & Security) -Mercy College, Dobbs Ferry, NY (2013)**BS (in Information Technology) - ST. Francis College, Brooklyn Heights, NY (2009)***Bivins, Daniel**, Instructor*MS, (Information Systems) Pace University, NY (2003)**BS, (Management Information Systems) Pace University (1996)***Brown, Antonette**, Instructor*MS (Project Management) -Stevens Institute of Technology, Hoboken (2010)**BA (Internet Studies) -The City College of New York, (2006)***Byrd, Diana**, Instructor*MA (Education / Human Development) -The George Washington University (2005)**BS (Fashion Merchandising Management) - Fashion Institute of Technology (1996)**AAS (Fashion Merchandising Management) - Fashion Institute of Technology (1993)***Chen, Bing Xing**, Instructor*MS (Computer Science) - Long Island University (2011)**BS (Information Systems) - York College (1993)***Davy, Bryan**, Instructor*EDD (Education) - Suffield University (2005)**MS (Instructional Technology) - New York Institute of Technology (1999)**BT (Systems Technology / Management) - Peru State College (1986)**AAS (Management Information Systems) - Air University Community College of The Air Force (1984)*

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Frid, Anna, Assistant Professor

MS/BS (Software Engineering) - Minsk Radio Engineering Institute, Belarus (1993)

Gathers, Vivian, Instructor

MS Information Systems University of Phoenix, Phoenix, AZ (2016)

BBA (Computer Information Systems) - Baruch College (CUNY) (1986)

Gomez-Hurtado, Pompilio, Instructor

MS (Information Systems) - Pace University (2000)

BS (Computer Science / Business) - Long Island University (1989)

Hockaday, Keith, Instructor

MS (Computer Science/ Queens College) Queens NY (2008)

BS (computer Science / Queens College) Queens NY (2005)

Iqbal, Abdur, Assistant Professor

MS (Management Information Systems) - Strayer University (2006)

BS (Aero. Technology) - College of Aeronautics (1995)

Jinna, Uma, Instructor

MS (Computer Science) - Jackson State University (1987)

Jones, Bonnie, Instructor

MS, (Computer Science) Howard University, Washington D.C. (1978)

BS, (Mathematics) Bowie State University (1976)

Jones, Wanda, Instructor

MS (Educational Technology) - Iona College (2001)

BS (Business Education) - Norfolk State University (1999)

Kenigsberg, Matthew, Instructor

MFA (Interactive Design / Game Development) - Savannah College of Art and Design (2006)

BA (Fine Arts) - Fairleigh Dickinson University (2000)

Khan, Adnan, Instructor

MS (Computer Science) - University of Ottawa, Canada (2007)

BS (Computer Science) - North South University, Bangladesh (2003)

Kleban, Maksim, Instructor

MS (Information Systems) - Brooklyn College (CUNY) (2008)

BS (Computer Information Science Software) - Brooklyn College (CUNY) (2005)

Noman, Shady Adolf, Instructor

MS (Info Sys Data Communications) - Touro College, Brooklyn N.Y (2013)

BS (Computer and Information Science) - Brooklyn College, Brooklyn N.Y (2010)

Patterson, Maurice, Instructor

MS. (Information Security) Western Governors University (2014)

BS. (Computer Information Systems) Medgar Evers College (CUNY) (1998)

Pyle, Paulette, Instructor

MS (Computer Science) - New York Institute of Technology (2003)

BA (Computer Science) - Hunter College (CUNY) (1995)

Rabinovich, Mark, Instructor

MS / BS (Physics / Teaching) - State University of Rostov, Russia (1978)

Shao, Lixin, Instructor

PhD (History) - University at Buffalo (SUNY) (1995)

MA (History) - University at Buffalo (SUNY) (1995)

MS (Computer Information Technology) - Central Connecticut State University (2003)

BA (History) - People's University of China, China (1982)

Sharma, Chakra Pani, Assistant Professor

MS / BS (Telecommunications Engineering) - Tashkent

Electro technical Institute of Communications, Uzbekistan (1997)

Tadros, Nabil, Instructor

MS (Information Technology) - American Public University (2015)

BS (Computer Science) - New Jersey City University (1983)

Tsipenyuk, Anna, Instructor

MS (Mathematic / Computer Science) - Kyiv National University, Ukraine (1986)

Vidrak, Zoya, Assistant Professor

MS (Electrical Engineering) - Moscow Polytechnic University, Russia (1980)

Vinokurov, Yuriy, Instructor

MS / BS (Mechanical Engineering) - Odessa Polytechnic Institute, Ukraine (1974)

DIVISION OF HEALTH DISCIPLINES

Sedhom, Nasser, Dean

MD. (Doctor of Medicine) - Alexandria University, Egypt (1981)

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Gomez, Henry, Assistant Chairperson, Manhattan Campus

MD. (Doctor of Medicine) - University of the North, Colombia (1987)

Gaonkar, Rashmi, Assistant Professor, Chairperson, Health Information Technology

MHA- (Health Care Administration/Informatics) University of Phoenix (2012)

BS. (Chemistry) - Karnatak University, India (1989)

Zulaybar, Mary Margaret, Assistant Professor and Chairperson, Health Care Management Program

MHA (Healthcare Administration) - Walden University (2012)

BS (Accounting) - De La Salle University, Philippines (1981)

Varghese, Sam, Chairperson, Pharmacy Technology Program

MS. (Pharmacology and Toxicology) Michigan State University, East Lansing, MI (2017)

BS (Pharmaceutical Sciences) - Tamil Nadu Dr. M. G. R. Medical University, India (2002)

Afroz, Tania, Assistant Professor

MD. (Doctor of Medicine) - University of Dhaka, Bangladesh (1999)

Armanious, George, Assistant Professor

MD. (Doctor of Medicine) - Alexandria University, Egypt (1995)

Aslam, Komal, Instructor

BA. (Botany) - University of Karachi, Pakistan (1988)

Barnett, Edwin, Instructor

MD. (Doctor of Medicine) - University of Southern California School of Medicine, Los Angeles (1993)

BA. (Biochemistry)-University of California Berkeley (1987)

Cohen, Marina, Instructor

MD. (Doctor of Medicine) - Tbilisi State Medical Institute, Georgia (1987)

Cometa, Pastor, Assistant Professor

MD. (Doctor of Medicine) - Southwestern University, Philippines (1974)

BS. (Medical Sciences) - Southwestern University, Philippines (1969)

Del Valle, Nelia, Instructor

MD. (Doctor of Medicine) - University of Santo Thomas, Philippines (1978)

Giri, Shekhar, Instructor

MD. (Doctor of Medicine) - Patna University, India (1990)

Guirgis, Laurice, Instructor

MD. (Doctor Medicine) –Alexandria University, Egypt (1990)

Hasan, Md Masud, Assistant Professor

MD. (Doctor of Medicine) - University of Dhaka, Bangladesh (1995)

Holder, Isil, Instructor

MS. (Health Services Administration) - Central Michigan University (2005)

BS. (Health Administration) - St. Joseph's College (2003)

Khan, Tika, Assistant Professor

MD (Doctor of Medicine), University Ovidius Constanta, Romania (2000)

LaMassa, Nicole, Instructor

MS. (Neuroscience) The College of Staten Island (2015)

BS. (Science in Biology) The City College of New York City (2012)

Leong, Sue-Fong, Instructor

Pharm. D. (Doctor of Pharmacy) - University of New Jersey Gainesville, FL (2007)

MS. (Social and Administrative Pharmacy) University of Minnesota, St. Paul, MN (1980)

BS. (Pharmacy) Long Island University, College of Pharmacy, Brooklyn, NY (1978)

Malik, Mohammed, Assistant Professor

MD (Doctor of Medicine) - University of Chittagong, Bangladesh (1980)

Martinoff, Olga, Instructor

MS (Chemical Sciences) - Uzhhorod State University, Ukraine (1994)

BS (Chemistry) - Uzhhorod State University, Ukraine (1981)

BS (Business Management / Administration) - Touro College (2001)

Mohamed, Elfatih, Instructor

MS (Physiology) - University of Poona, India (1993)

BS (Zoology) - University of Poona, India (1988)

Obasohan, Stanley, Instructor

MA (Economics) - Virginia State University (1984)

BS (Management) -Tennessee State University (1981)

Phipps, Yvonne, Instructor

MED - American InterContinental University (2007)

MA (Community Health) - Brooklyn College (CUNY) (1998)

BS (Biology) - Long Island University (1986)

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Rober, Lev, Assistant Professor

MD (Doctor of Medicine) - Odessa Medical Institute, Ukraine (1974)

MS (Education) - Brooklyn College (CUNY) (1991)

Rose, Jeffrey, Instructor

MD (Doctor of Medicine) - Higher Institute of Medical Sciences, Cuba (1983)

Shifmiller, Pavel, Instructor

MD (Doctor of Medicine) - Zaporozhye Medical Institute, Ukraine (1996)

Singh, Sanjulika, Instructor

MS (Art in English) Hemwati Nandan Bahuguna Garhwal University, India (1998)

BS (Psychology) - Hemwati Nandan Bahuguna Garhwal University, India (1992)

St. Bernard, Sharyn, Assistant Professor

MS (Human Resources Management) - The New School (2010)

MPA - Metropolitan College of New York (2003)

BS (Human Services) - Metropolitan College of New York (1997)

Usenko Tetyana, Instructor

MS (Health Care Management) - St Joseph's College New York NY (2015)

BA (Health Administration) - St Joseph's College New York, NY (2011)

Veloz, Victor, Instructor

MD (Doctor of Medicine) - University of Guayaquil, Ecuador (1981)

Walcott, Myrtle, Instructor

MS (Health Services Administration) - Central Michigan University (2002)

BS (Health Administration) - St. Joseph's College (1998)

Zakonnikova, Oksana, Instructor

Doctor of Medicine, Crimean State Medical University named after S.I. Georgievskiy (1990)

Nurse, Sevastopol Nursing School named after Z. Deryugina (1995)

DIVISION OF HEALTH DISCIPLINES (MASSAGE THERAPY)

Newman, Barry, Chairperson

MD, SUNY Downstate Medical Center, Brooklyn, NY (1997)

BA, Clinical Psychology, Emory University, (1976)

Bartucci, Elizabeth Ann, Instructor

MFA. Playwriting/Acting-The New School New York (1997)

BA. Media Studies/English-Queens College (1993)

AAS, Massage Therapy Swedish Institute New York NY (2007)

Shechtman, Marina, Instructor

MA, Kinesiology, Teacher's College of Columbia University (2012)

BA, Psychology, Teacher's College of Columbia University (2006)

AOS, Massage Therapy, ASA College (2015)

DIVISION OF LEGAL STUDIES

Taveras, Seny, Chairperson

J.D., Hofstra University School of Law, NY (2003)

B.S., John Jay College of Criminal Justice, NY (1995)

Alleyne, Wayne, Instructor

JD - Brooklyn Law School (2002)

BA (English) - York College (CUNY) (1997)

Augustine, Clyde, Instructor

MA (Criminal Justice) - John Jay College of Criminal Justice (CUNY) (1983)

BS (Criminal Justice Planning) - John Jay College of Criminal Justice (CUNY) (1980)

Aslam, Muhammad, Instructor

MBA (Human Resources Management) - Preston University Karachi, Pakistan (2011)

BA. (Art) University of Karachi, Pakistan (1983)

Drewal, Roger, Assistant Professor

MA (Criminal Justice) - John Jay College of Criminal Justice (CUNY) (1981)

MA (Sociology) - John Jay College of Criminal Justice (CUNY) (1976)

BA - John Jay College of Criminal Justice (CUNY) (1971)

Dwyer-Guillaume, Donna, Coordinator/Associate Professor

JD - Howard University School of Law (1998)

BA (Criminal Justice) - John Jay College of Criminal Justice (CUNY) (1992)

Estevez, Jose, Instructor

MA (Human Resources Training / Development) - Seton Hall University (2005)

BA (Political Science) - Lehman College (CUNY) (1984)

Greene, Abdula, Instructor

JD - New York Law School (2004)

MA (Criminal Justice) - John Jay College of Criminal Justice (2000)

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Faculty listing is updated regularly in the electronic version of ASA College catalog at www.asa.edu.

BS (Criminal Justice) - John Jay College of Criminal Justice (CUNY) (1995)

Harvey, Charmaine, Instructor

MPA (Human Resources Management) - John Jay College of Criminal Justice (CUNY) (2002)

BS (Criminal Justice) - John Jay College of Criminal Justice (CUNY) (1995)

Howard-Barkley, Bevelyn, Instructor

MS (Human Resources Management) - Long Island University (2007)

BS (Business Management) - Long Island University (2006)

Lloyd-Bey, Abdul, Instructor

JD The City University of New York School of Law (CUNY) (2002)

BS (Liberal Studies) - Regents College (1993)

McMillan, Bridgett, Instructor

JD (Law) - City University of New York School of Law (1997)

BS (Correction Administration) - John Jay College of Criminal Justice (CUNY) (1993)

Speer, David, Instructor

MA (Urban Studies) - Long Island University (1989)

BS (Economics) - College of Staten Island (CUNY) (1980)

Winter, Shaun, Instructor

MA (Political Science) - The Graduate School and University Center (CUNY) (1994)

BA (Politics) - New York University (1985)

DIVISION OF NURSING

Donna Reid, MSN, RN, Dean

M.S. (Nursing) - University of Lowell

B.S. (Nursing) - Lowell State College

Katarina Todorovich, MSN, RN, Associate Dean

MSN, Miami Regional University, Miami Lakes, FL

BSN, University of Wisconsin, Milwaukee, WI

ASN, Milwaukee area Technical College, Milwaukee, WI

Quismundo, Marilou, Instructor/Clinical Coordinator

MS. (Nursing) New York University, NY (1994)

BS. (Nursing) Arellano University, Philippines (1980)

Abrosh, Alison, Instructor

MS. (Nursing) - Hunter College of the City University of New York, NY (1996)

AAS. (Nursing) - Kingsborough, Community College, NY (1982)

Alert, Davina Natasha, Instructor

MS. (Nursing Adult Health) - St. Joseph's College, New York, (2009)

Baez, Kirsys, Instructor

MS. (Nursing) St. Joseph's College, Brooklyn, NY (2017)

BS. (Nursing) St. Joseph's College, Brooklyn, NY (2004)

Bernabe, Elisabeth, Instructor

MSN (Nursing) Stony Brook University (2018)

BSN (Nursing) Long Island University (2012)

Bukhgalter, Galina, Instructor

MS. (Nursing) State University of New York, NY (2015)

BS. (Nursing) College of State Island the City University of New York, NY (2009)

Cadore, Catherine, Instructor

MS. (Nursing) University of Phoenix, Phoenix, AZ (2016)

BS. (Nursing) University of Phoenix, Phoenix, AZ (2014)

Dixon, Monika, Clinical Lab Coordinator/Instructor

MS (Nursing) Chamber College of Nursing, Columbus, OH (2014)

BSN. (Nursing) - Long Island University, NY (2006)

AAS. (Nursing) - College of Staten Island. The City University of New York, NY (2004)

Gayed, Samira, Instructor

MD (Veterinary Medicine (D.V.M.)) Clemson University, South Carolina (2003)

Ph.D (Studies of Heavy Metals Pollution) Alexandria University, Egypt (1995)

MS (Microbiology) Alexandria University, Egypt (1992)

Germaine, Therese, Instructor

MS (Nursing) - (SUNY) Stony Brook University (1988)

BSN (Nursing) - Medgar Evers University, Brooklyn, NY (1985)

Hinds, Lynette, Instructor

Ph.D (Educational Admin & Supervsn) St. John's University, Queens NY (2017)

MS (Nursing Executive) Columbia University, NY (2006)

Jarrett-Hamil, Shauna, Instructor

MS (Nursing), St. Joseph's College, Brooklyn, NY (2008)

BS (Nursing), St. Joseph's College, Brooklyn, NY (2005)

Kunitsa, Aleksandra, Instructor

MS (in Nursing) - New York University, NY (2013)

* Faculty listing is accurate as of 06/2019.

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AAS (in Nursing) - Long Island College, Brooklyn, NY (2006)
BS (Business Administration)/ MS (in Accounting) - Velikolukskaya State Academy of agriculture, Russia (1999)

Leger, Yolette, Clinical Instructor

MS. (Nursing Education) Institute of Technology, Utica, NY (2013)
BS. (Nursing) - The City College of New York, NY (1992)

McKenna, Ann, Instructor

MS (Nurse Educator) LIU Long Island University, Brooklyn, (2013)
BS (Nursing) College of Mount Saint Vincent, NY (1999)

Meenaghan, Beatrice, Instructor

MS (Nursing Education)- Pace University, New York, NY (2011)
BS (Nursing)- The College of Staten Island, NY (1997)
AAS (Nursing)- New York City College of Technology, NY (1982)

Molchanskiy, Boris, Assistant Professor

MS. (Nursing) Wagner College, Staten Island, NY (2013)
BS (Nursing) SUNY Downstate Medical Center, Brooklyn NY (2009)
AAS, (Nursing) Long Island College Hospital School of Nursing (2005)

Palanca, Alexander, Instructor

MD (Doctor of Medicine) Gullas College of Medicine, Philippines (1999)
BS (Medical Technology) Velez College, Philippines (1994)

Pennie Iveline, Instructor

MS (Clinical Nurse Specialist) - Health Science Center (SUNY), Brooklyn, NY (2000)
BS (Nursing RN) - Health Science Center (SUNY), Brooklyn, NY (1995)
AAS (Nursing) - Borough Manhattan Community College, NY (1988)

Rios, Raquel, Instructor

MS (Nursing) - University of Phoenix, Phoenix, AZ (2013)
BS (Health Promotion and Science) - St. Francis College -Brooklyn, NY (2006)
AD (Nursing) - St Paul's School of Nursing, New York, NY (2008)

Rosales-Barbo Zenaida, Instructor

MS (Health Services Administration)-Central Michigan University (1992)
BSN (Nursing) - Manila Central University (1975)
Diploma (RN)-Zamboanga AE Colleges/Zamboanga General Hospital School of Nursing (1971)

Saxon, Maya, Instructor

PhD (Biophysics) - Astrakhan State Institute of Medicine, Russia (1962)
MD (Doctor of Medicine) - Institute of Experimental and Clinical Medicine, Lithuania (1970)

Scaramuzzino, Maria, Instructor

PNP (Pediatric Nurse Practitioner) - Adelphi University (1995)
MSN (Nursing Administration) - Adelphi University (1991)
BSN (Nursing) - Simmons College (1984)

Shavulskiy, Mariya, Instructor

MS (Psychiatric Mental Health Nurse Practitioner) – Hunter College (CUNY), (2019)
BS (Nursing) – New York City College of Technology (CUNY), (2015)

Zakonnikova, Oksana, Instructor

MD (Doctor of Medicine) Crimean State Medical University, Russia (1990)
RN (Nursing) Sevastopol Nursing School, Russia (1995)



* Faculty listing is accurate as of 06/2019.

Faculty listing is updated regularly in the electronic version of ASA College catalog at www.asa.edu.

ACADEMIC CALENDARS

SUMMER 2019

3	June	Monday	Orientation for ALL Faculty
4	June	Tuesday	Summer Semester Classes Begin. Late Registration Begins. Add/Drop Period Begins (Add/Drop Fees Apply).
17	June	Monday	Late Registration Ends. Add/Drop Period Ends. (subject to changes)
20	June	Thursday	Late Registration Ends, Add/Drop Period Ends For Weekend Schedule
4	July	Thursday	Independence Day. Classes Suspended.
31-2	Aug-Sep	Sat-Mon	Labor Day. Classes Suspended.
19	August	Monday	ORCS – Open Registration for Continuing Students
31-2	Aug-Sep	Sat-Mon	Labor Day. Classes Suspended.
9-15	September	Mon-Sun	Review And Final Exam Week (All Projects/Assignments Due).
16	September	Monday	Last Day Of Classes.
17-18	September	Tue-Wed	2 Days For Rescheduling All Missed Or Cancelled Classes.

FALL 2019

7	October	Monday	Orientation for ALL Faculty
8	October	Tuesday	Fall Semester Classes Begin. Late Registration Begins. Add/Drop Period Begins (Add/Drop Fees Apply).
14	October	Monday	Columbus Day. Classes suspended.
21	October	Monday	Late Registration Ends. Add/Drop Period Ends. (subject to changes)
24	October	Thursday	Late Registration Ends, Add/Drop Period Ends For Weekend Schedule.
28-1	Nov-Dec	Thu-Sun	Thanksgiving Weekend. Classes Suspended
23	December	Monday	Winter Break Begins. Classes Suspended.
6	January, 2020	Monday	Winter Break Ends. Classes Resume.
13	January 2020	Monday	ORCS – Open Registration for Continuing Students
20	January	Monday	Martin Luther King Day. Classes Suspended - Faculty Professional Development Day
27-2	Jan-Feb	Mon-Sun	Review And Final Exam Week (All Projects/Assignments Due)
3	February	Monday	Last Day Of Classes.
4-5	February	Tue-Wed	2 Days For Rescheduling All Missed Or Cancelled Classes.

ACADEMIC CALENDARS

SPRING 2020

17	February	Monday	Orientation for ALL Faculty
18	February	Tuesday	Spring Semester Classes Begin. Late Registration Begins. Add/Drop Period Begins (Add/Drop Fees Apply).
2	March	Monday	Late Registration Ends, Add/Drop Period Ends. (subject to changes) No Late Registration for Nursing Students.
5	March	Thursday	Late Registration Ends, Add/Drop Period Ends For Weekend Schedule.
10	April	Friday	Good Friday. Classes Suspended.
12	April	Sunday	Easter Sunday. Classes Suspended.
11	May	Monday	ORCS – Open Registration for Continuing Students
18-22	May	Mon-Sun	Review And Final Exam Week (All Projects/Assignments Due).
23-25	May	Sat-Mon	Memorial Day. Classes suspended.
1	June	Monday	Last Day Of Classes.
2-3	June	Tue-Wed	2 Days For Rescheduling All Missed Or Cancelled Classes.

SUMMER 2020

10	June	Wednesday	Orientation for ALL Faculty
11	June	Thursday	Summer Semester Classes Begin. Late Registration Begins. Add/Drop Period Begins (Add/Drop Fees Apply).
24	June	Wednesday	Late Registration Ends. Add/Drop Period Ends. (subject to changes)
26	June	Friday	Late Registration Ends, Add/Drop Period Ends For Weekend Schedule
3-5	July	Fri-Sun	Independence Day. Classes Suspended.
5-7	September	Sat-Mon	Labor Day. Classes Suspended.
8	September	Monday	ORCS – Open Registration for Continuing Students
14-20	September	Mon-Sun	Review And Final Exam Week (All Projects/Assignments Due).
23	September	Wednesday	Last Day Of Classes.
24-25	September	Thu-Fri	2 Days For Rescheduling All Missed Or Cancelled Classes.

FALL 2020

2	October	Friday	Orientation for ALL Faculty
5	October	Monday	Fall Semester Classes Begin. Late Registration Begins. Add/Drop Period Begins (Add/Drop Fees Apply).
12	October	Monday	Columbus Day. Classes suspended.
18	October	Sunday	Late Registration Ends. Add/Drop Period Ends. (subject to changes)
21	October	Wednesday	Late Registration Ends, Add/Drop Period Ends For Weekend Schedule.
26-29	November	Thu-Sun	Thanksgiving Weekend. Classes Suspended
21	December	Monday	Winter Break Begins. Classes Suspended.
4	January, 2021	Thursday	Winter Break Ends. Classes Resume.
11	January 2021	Monday	ORCS – Open Registration for Continuing Students
18	January	Monday	Martin Luther King Day. Classes Suspended - Faculty Professional Development Day
25-31	January	Mon-Sun	Review And Final Exam Week (All Projects/Assignments Due)
31	January	Monday	Last Day Of Classes.
1-2	February	Mon-Tue	2 Days For Rescheduling All Missed Or Cancelled Classes.

APPENDICES

APPENDIX A: SATISFACTORY ACADEMIC PROGRESS CHARTS

SATISFACTORY ACADEMIC PROGRESS TABLE FOR CREDIT-BEARING COURSES

SEMESTER(S)	GRADE POINT AVERAGE	MINIMUM % ACHIEVED	F.A. WARNING ALLOWED*
Non-Nursing Associate Degree Program (60 – 68 Credits)			
1	0.50	35%	Yes
2	1.00	50%	Yes
3	1.30	50%	Yes
4	1.50	60%	Yes
5	1.70	60%	Yes
6	1.90	67%	No
7	2.00	67%	No
Required For Graduation	2.00	67%	No
Associate Degree Program in Nursing (68 Credits)			
1	2.75	50%	Yes
2	2.75	60%	Yes
3	2.75	67%	No
Required for Graduation	2.75	67%	
Certificate Program (30 Credits)			
1	1.25	50%	Yes
2	1.50	60%	Yes
3	2.00	67%	No
4	2.00	67%	No
Required For Graduation	2.00	67%	No

*Note: Students are not allowed two consecutive semesters on F.A. Warning

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR PURPOSES OF DETERMINING ELIGIBILITY FOR NEW YORK STATE STUDENT AID

CREDITS ATTEMPTED*	GRADE POINT AVERAGE		MINIMUM % ACHIEVED		PROBATION ALLOWED*	
Calendar: Semester Programs - Associate Degrees						
Before Certification	1st	2nd	3rd	4th	5th	6th
Credits Must Accrue	0	6	15	30	45	60
Minimum GPA	0.0	1.5	1.8	2.0	2.0	2.0
Calendar: Semester Programs - Certificates						
Before Certification	1st	2nd	3rd			
Credits Must Accrue	0	6	15			
Minimum GPA	0.0	1.5	1.8			

*Note: In order to receive each accelerated payment (each 3rd consecutive payment) of TAP, students MUST successfully complete a minimum of 24 credits in the two preceding consecutive semesters. This may be achieved by completing 18 core credits plus 3 remedial credits per semester.

Effective Date Fall 2018

SATISFACTORY ACADEMIC PROGRESS FOR ESL AND REMEDIAL COURSES

ESL COURSES	IF THE STUDENT FAILS THE COURSE RECEIVES "U"
LEVEL A	
Reading Grammar Oral Communication Integrated Language Application Skills	<p>If a student received a grade of "U" in three or more courses, he/she is put on academic warning for the subsequent semester and will repeat only these courses. If a student received a grade of "U" once again, the student is placed on academic probation and will repeat only these courses. The student must also prepare and adhere to an academic plan for the duration of the semester during probation. A student must pass all failed courses to regain SAP. Otherwise, she/he will be dismissed.</p> <p>If a student failed two courses or less, he/she can take the other courses in the next level while repeating the failed ones.</p>
LEVEL B	
Reading Grammar Oral Communication Integrated Language Application Skills	<p>If a student received a grade of "U" in three or more courses, he/she is put on academic warning for the subsequent semester and will repeat only these courses. If a student received a grade of "U" once again, the student is placed on academic probation and will repeat only these courses. The student must also prepare and adhere to an academic plan for the duration of the semester during probation. A student must pass all failed courses to regain SAP. Otherwise, she/he will be dismissed.</p> <p>If a student failed two courses or less, he/she can take the other courses in the next level while repeating the failed ones.</p>
LEVEL C	
Reading Writing Oral Communication Integrated Language Application Skills	<p>If student receives a failing grade ("U" in non-credit bearing credits and "F" in credit-bearing courses) in 60% of the courses in a term where students take a combination of non-credit and credit-bearing courses, the student is placed on warning in the subsequent semester. Subsequent failure in 60% of the courses in the next semester will result in the student is placed on probation and must adhere to academic plan.</p> <p>Subsequent failure in 60% of the courses will result in dismissal.</p>
LEVEL D	
Writing Oral Communication	<p>If student receives a failing grade ("U" in non-credit bearing credits and "F" in credit-bearing courses) in 60% of the courses in a term where students take a combination of non-credit and credit-bearing courses, the student is placed on warning in the subsequent semester. Subsequent failure in 60% of the courses in the next semester will result in the student is placed on probation and must adhere to academic plan.</p> <p>Subsequent failure in 60% of the courses will result in dismissal.</p>
LEVEL E	
Advanced ESL Workshop	<p>If student receives a failing grade ("U" in non-credit bearing credits and "F" in credit-bearing courses) in 60% of the courses in a term where students take a combination of non-credit and credit-bearing courses, the student is placed on warning in the subsequent semester. Subsequent failure in 60% of the courses in the next semester will result in the student is placed on probation and must adhere to academic plan.</p> <p>Subsequent failure in 60% of the courses will result in dismissal.</p>
BASIC SKILLS DEVELOPMENTAL COURSES	
College Writing Skills	<p>If student receives a failing grade ("U" in non-credit bearing credits and "F" in credit-bearing courses) in 60% of the courses in a term where students take a combination of non-credit and credit-bearing courses, the student is placed on warning in the subsequent semester. Subsequent failure in 60% of the courses in the next semester will result in the student is placed on probation and must adhere to academic plan.</p> <p>Subsequent failure in 60% of the courses will result in dismissal.</p>

ESL COURSES

IF THE STUDENT FAILS THE COURSE RECEIVES "U"

College Reading Skills

If student receives a failing grade ("U" in non-credit bearing credits and "F" in credit-bearing courses) in 60% of the courses in a term where students take a combination of non-credit and credit-bearing courses, the student is placed on warning in the subsequent semester. Subsequent failure in 60% of the courses in the next semester will result in the student is placed on probation and must adhere to academic plan.

Subsequent failure in 60% of the courses will result in dismissal.

Math Skills Level I

If student receives a failing grade ("U" in non-credit bearing credits and "F" in credit-bearing courses) in 60% of the courses in a term where students take a combination of non-credit and credit-bearing courses, the student is placed on warning in the subsequent semester. Subsequent failure in 60% of the courses in the next semester will result in the student is placed on probation and must adhere to academic plan.

Subsequent failure in 60% of the courses will result in dismissal.

Math Skills Level II

If student receives a failing grade ("U" in non-credit bearing credits and "F" in credit-bearing courses) in 60% of the courses in a term where students take a combination of non-credit and credit-bearing courses, the student is placed on warning in the subsequent semester. Subsequent failure in 60% of the courses in the next semester will result in the student is placed on probation and must adhere to academic plan.

Subsequent failure in 60% of the courses will result in dismissal.

APPENDIX B: TABLE OF PLACEMENT TEST SCORES AND CORRESPONDING REMEDIAL COURSES

FOR NON-NATIVE SPEAKERS OF ENGLISH:

Students whose native language is not English and who did not successfully complete an English Composition or equivalent course from a accredited institution in the U.S., are required to take a placement test to determine the necessary level of ESL remediation. The program in English as a Second Language at ASA College offers six levels of ESL. The ESL component is extensive and covers all necessary skill areas: reading, writing (including grammar), pronunciation and diction, communication (listening and oral skills). The following table illustrates current cut-off scores for Accuplacer/ ESL tests:

THE FINAL LEVEL OF ESL IS DETERMINED BASED ON THE CUMULATIVE SCORE OF ALL ESL TESTS AS FOLLOWS:

ESL Level A	Between 125 and 275	(Students do not take any credit bearing courses)
ESL Level B	Between 276 and 325	(Students do not take any credit bearing courses)
ESL Level C	Between 326 and 375	(Students do not take any credit bearing courses)
ESL Level D	Between 376 and 425	(Students are allowed to take credit-bearing courses (up to 9 credits))
ESL Level E	Between 426 and 475	(Offered as a part of Language Enrichment courses to Non-Immigrant Visa Students only)

FOR NATIVE SPEAKERS OF ENGLISH

English: Accuplacer Reading and Writing Test Scores

Reading 55 and below Writing 50 and below	Students are required to take Remedial English courses before taking college level English courses
--	--

Mathematics: Accuplacer Pre-Algebra Test Scores

0 - 39	Students are required to take Math Skills I and Math Skills II before taking College Math
40 - 63	Students are required to take Math Skills II before taking College Math
64 and above	No Remedial Math courses are required

REQUIRED MINIMUM PASSING SCORES FOR TAP/ATB ELIGIBILITY

FOR NATIVE SPEAKERS OF ENGLISH:

FOR NON-NATIVE SPEAKERS OF ENGLISH:

ACCUPLACER	SCORES	CELSA (Combined English Language Skills Assessment)	SCORES
Reading Comprehension	55	Form 1	97
Sentence Skills	60	Form 2	97
Arithmetic	34		

APPENDIX B: TABLE OF PLACEMENT TEST SCORES AND CORRESPONDING REMEDIAL COURSES

Effective Date Summer 2019

FOR NON-NATIVE SPEAKERS OF ENGLISH:

Students whose native language is not English and who did not successfully complete an English Composition or equivalent course from an accredited institution in the U.S., are required to take a placement test to determine the necessary level of ESL remediation. The program in English as a Second Language at ASA College offers six levels of ESL. The ESL component is extensive and covers all necessary skill areas: reading, writing (including grammar), pronunciation (including diction) and communication (listening and oral skills). The following table illustrates current cut-off scores for Accuplacer/ ESL tests:

THE FINAL LEVEL OF ESL IS DETERMINED BASED ON THE CUMULATIVE SCORE OF ALL ESL TESTS AS FOLLOWS:

ESL Level A	Between 125 and 275	(Students do not take any credit bearing courses)
ESL Level B	Between 276 and 325	(Students do not take any credit bearing courses)
ESL Level C	Between 326 and 375	(Students do not take any credit bearing courses)
ESL Level D	Between 376 and 425	(Students are allowed to take credit-bearing courses (up to 9 credits))
ESL Level E	Between 426 and 475	(Offered as a part of Language Enrichment courses to Non-Immigrant Visa Students only)

FOR NATIVE SPEAKERS OF ENGLISH

English: Accuplacer Next-Generation Reading and Writing Test Scores

Reading 200-236	Students are required to take Remedial English courses before taking college level English courses
Writing 200-236	

Mathematics: Accuplacer Next-Generation Arithmetic Test Scores

200-236	Students are required to take Math Skills I and Math Skills II before taking College Math
237-257	Students are required to take Math Skills II before taking College Math
258 and above	No Remedial Math courses are required

REQUIRED MINIMUM PASSING SCORES FOR TAP/ATB ELIGIBILITY

FOR NATIVE SPEAKERS OF ENGLISH:

FOR NON-NATIVE SPEAKERS OF ENGLISH:

ACCUPLACER	SCORES	CELSA (Combined English Language Skills Assessment)	SCORES
Reading Comprehension	55	Form 1	97
Sentence Skills	60	Form 2	97
Arithmetic	34		

APPENDIX C: CLEP POLICY AT ASA COLLEGE

ASA College welcomes students from a wide variety of backgrounds and learning experiences. Many students come to our institution with a firm grounding in a particular discipline. We recognize their prior learning by accepting a full range of College-Level Examination Program® (CLEP®) exams, which measure mastery of college-level, introductory course content. Students who achieve required credit-granting scores on these exams can earn the credits and course exemptions listed below. ASA may grant up to 49% of any program for transfer credits which includes successful performance on CLEP® examinations. Visit the Registrar's Offices for more information or the Testing Offices or call to register for an examination.

CLEP EXAMINATION	CREDIT-GRANTING SCORE	CREDIT HOURS GRANTED	EQUIVALENT COURSE
Composition and Literature			
American Literature	50	3 hours	LIT200 - American Lit.
College Composition	50	6 hours	ENG105 - Comp. I
College Composition Modular	50	3 hours	ENG205 - Comp. II
History and Social Sciences			
History of the United States I: Early Colonization to 1877	50	3 hours	HIS101 - American Hist. I
History of the United States II: 1865 to the Present	50	3 hours	HIS201 - American Hist. II
Introductory Psychology	50	3 hours	PSY 105 - General Psychology
Introductory Sociology	50	3 hours	SOC105 - General Sociology
Principles of Microeconomics	50	3 hours	BUS150 - Principles of Microeconomics
Western Civilization I: Ancient Near East to 1648	50	3 hours	HIS200 - World History I
Western Civilization II: 1648 to the Present	50	3 hours	HIS210 - World History II
Science and Mathematics			
Biology	50	6 hours	BIO120 - Human Biology
College Algebra	50	3 hours	MAT110 - College Algebra
College Mathematics	50	6 hours	MAT105 - College Math
Natural Sciences	50	6 hours	SCI101 - Integrated Sciences
Business			
Financial Accounting	50	3 hours	ACC101 - Principles of Accounting I
Information Systems	50	3 hours	CIS100 - Computer Concepts and Applications
Introductory Business Law	50	3 hours	BUS175 - Business Law
Principles of Management	50	3 hours	BUS215 - Business Management
Principles of Marketing	50	3 hours	BUS200 - Principles of Marketing
Languages			
Spanish Language: Level 1	50	3 hours	SPA105 - Spanish I
Spanish Language: Level 2	50	3 hours	SPA205 - Spanish II



Brooklyn Location: BP - Pearl Street, BW - Willoughby Street, BL - Lawrence Street



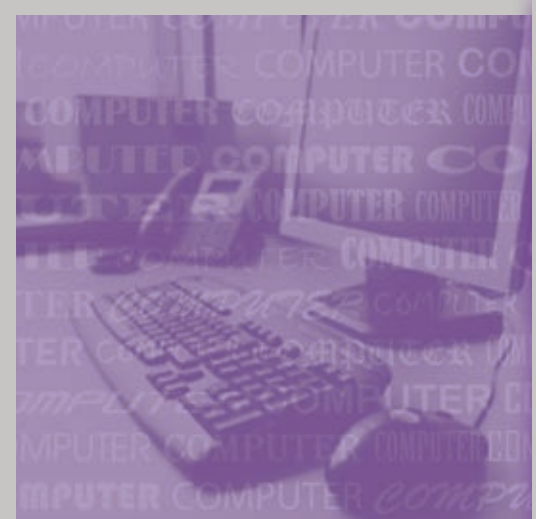
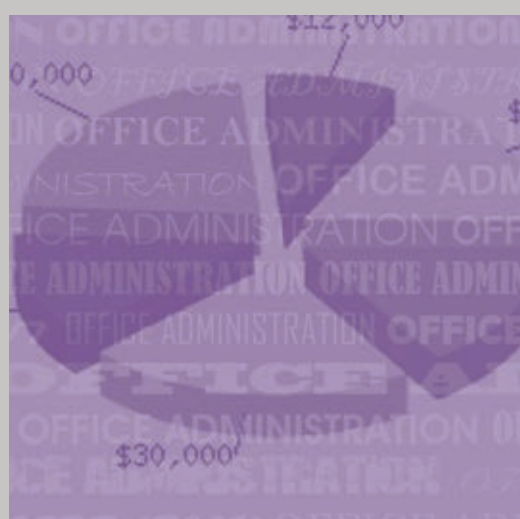
**DOWNTOWN
BROOKLYN CAMPUS**
151 Lawrence St.
Brooklyn, NY 11201
718-522-9073



MANHATTAN BRANCH
1293 Broadway
(One Herald Center)
New York, NY 10001
212-672-6450



Manhattan Location: MH - One Herald Center



MANHATTAN BRANCH
 1293 Broadway
 (One Herald Center)
 New York, NY 10001
 212-672-6450



**DOWNTOWN BROOKLYN
 CAMPUS**
 151 Lawrence St.
 Brooklyn, NY 11201
 718-522-9073



HIALEAH CAMPUS
 530 West 49th Street
 Hialeah, FL 33012

