

COLLEGE CATALOG



2011-2012

Jamestown Business College
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This Catalog Was Published As Of September 1, 2011.

Notices:

This catalog is a one-year catalog and may contain information which is not current. For the most current information, interested parties should phone (716) 664-5100.

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between the student and this institution. The college expects each student to have knowledge of the information presented in this catalog, in the compliance information, and in the student handbook. Failure to read this publication does not excuse students from the requirements and regulations described therein.

Jamestown Business College reserves the right to delete any course described in this catalog for any reason. The college also reserves the right to effect any other changes in the curriculum, administration, policies, tuition, and fees without notice. In accordance with Title IX regulations, the New York State Human Rights Law, and Section 504 of the Rehabilitation Act of 1973, Jamestown Business College does not discriminate on the basis of age, color, religion, creed, disability, marital status, veteran status, national origin, race, gender, or sexual orientation in its educational programs, activities, and employment. The Academic Dean of the college is responsible for coordination with the requirements of the act.

Jamestown Business College Inc., is organized as a New York corporation. The President is David Conklin; the Vice President is Jill L. Conklin, the Secretary is Julie A. Arnink, and the treasurer is Pamela M. Reese.

Programs Of Study

Bachelor In Business Administration

HEGIS Code 0506

Management Option**

Associate In Applied Science Degree Programs

Business Administration

HEGIS Code 5004

Accounting Option

Hospitality Management Option

Information Technology Option

Marketing/Management Option

Administrative Assistant

HEGIS Code 5005

Accounting Option

Medical Option

Office Technology Option

Certificate Programs

HEGIS Code 5005

Medical Office Assistant*

Office Administration

Note: Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for State and Federal financial assistance. The programs listed in this catalog are registered programs. A student may take a course in any term of his or her program provided that the requirements of any prerequisites are met.

* Offered day only

**Offered E/W only

Welcome To JBC!

This catalog contains information about the programs offered as well as all the other information you need to make your plans for college.

Jamestown Business College offers intensive programs that provide the most training in the shortest possible time. All JBC courses are carefully selected by our faculty and academic staff to reflect the demands of today's competitive job market and to develop the student's career and life skills.

On completion of their program, JBC graduates have the choice of starting a career, transferring to another four-year college, or completing a Bachelor degree in Business Administration at JBC. JBC has several articulation agreements with area colleges that allow for the completion of a bachelor's degree in business with additional years of study.

No previous business training is required for admission to Jamestown Business College. Students from nearly any high school program can benefit from a JBC education. Previous training may qualify applicants for advanced classes.

Visit JBC

You are always welcome to visit Jamestown Business College. The best way to find out what a college is really like is by visiting. Appointments to visit the college and meet with admissions and financial aid staff can be made by calling the college.

The Mission of the College

When Jamestown Business College was founded in 1886, its charter called for the “establishment of a school designed to qualify young men and women for office requirements at low cost to those whose inclinations and ambitions lead them to business pursuits.” The college’s mission remains fundamentally the same today.

The college fulfills this mission by offering degree and non-degree programs that develop professional competencies for business careers and provide a general education to contribute to the intellectual and emotional growth of each student. The various programs meet student needs and the demands of the area community. The measure of the college’s success will be evidenced by the success of its graduates in finding relevant employment; by the partnerships the college has forged with the business community; and by the opportunities available to students interested in pursuing additional education.

Jamestown Business College is dedicated to the belief that its programs should prepare students not only to enter the workforce but also to take part fully in today’s society. The college offers general education courses to assist students to think logically and critically, to improve their communications skills, to achieve self-knowledge, to work cooperatively in teams, and to develop an appreciation of life-long learning. All of these are essential skills for graduates to possess in our rapidly changing society and increasingly complex workplace.

All students are encouraged by the faculty and staff to achieve their academic and personal potential. To accomplish this, the college provides a supportive environment in which students have access to a range of academic, personal, and career services. It is also important to the college that its student body represents all segments of the diverse community that it serves, adding richness and strength to the teaching and learning process.

The Campus

JBC is located in a primarily residential neighborhood, yet very near the business district of the City of Jamestown. Jamestown is a city of approximately 30,000 people. The City provides an excellent atmosphere for college study. It is large enough to provide many valuable services and attractions but few of the stressful situations associated with large cities.

The campus consists of three, interconnected buildings. Most classrooms are located in a modern two-level building. This building also houses a student lounge, with a complete vending area, and computer laboratories. Another building, a former mansion built in 1900, houses study areas, computer laboratories, an administrative conference room, classrooms, and a student lounge. The third building houses all the college's administrative offices including faculty offices. This building, built in 1900, was originally used as a streetcar barn. Parking is available in four college-owned lots.

Students with limiting physical disabilities may access any of the college's programs. Accommodations such as arranging for instructional aids and special scheduling are available to students with special needs. The Dean of Student Affairs can provide more information.

The college's library is the James Prendergast Library. This community library is located at Fifth and Washington Streets about five blocks from the main campus. The college is very proud of the formal collaborative agreement it has with the library as it is one of the outstanding libraries in the state and provides extensive resources to the student body. The Prendergast Library's holdings include almost 300,000 book volumes and an extensive collection of online databases and resources.

Our Students

JBC's student body consists of approximately 300 males and females. Students come from a wide geographic area with about 10 percent from Pennsylvania. The college's enrollment is made up of a combination of students attending directly from high school and non-traditional students.

Day and Evening/Weekend Schedules

The college offers two convenient schedules – Day and Evening/Weekend. Both utilize ten-week terms. Day classes meet weekdays between 8:30 a.m. and 2:30 p.m. Students pursue only two or three courses per term. This allows students to concentrate more fully on their class work than does the usual college schedule requiring students to take five or six courses at one time. The ten-week term allows students to begin studying new and different courses sooner. By including summer sessions, students can complete an associate degree in 18 months and a bachelor degree in just over 3 years. (completion rates may vary)

Evening/weekend students attend class two nights and Saturday morning each week. Students following this schedule take only one course at a time for 5 weeks, completing two courses in a term. Evening/weekend students are full-time, eligible for financial aid, and can complete an associate degree program in just 2 years by attending eight consecutive terms.

Accreditation

Jamestown Business College is authorized by the New York State Board of Regents to confer the degrees of Associate in Applied Science and Bachelor in Business Administration.

Jamestown Business College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA, 19104; (267) 284-5000. The Commission is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Application



Application

Associate Degree and Certificate Programs

The admissions staff at JBC works hard to make the application process pleasant and efficient. The goal of the JBC admissions department is to “enroll graduates” and to get students through the acceptance process. Below is an outline of the steps students need to take in order to be considered for acceptance to JBC.

FIRST, students meet with a JBC admissions representative for a personalized Career Planning Session. During this visit, the admissions representative evaluates the student’s IME (Interest, Motivation, and Effort) to determine his/her commitment level towards college. This personalized meeting helps students select the perfect program and schedule. A full tour of the campus – including the opportunity to meet available faculty, staff, and existing JBC students – also takes place at this time. Parents and family members are encouraged to attend this meeting. Appointments to set up Career Planning Sessions can be made by calling (716) 664-5100 or online at www.jamestownbusinesscollege.edu.

SECOND, if the student and admissions representative agree that JBC is a good match, the student may submit an application to the college. Students may start their programs in any of the college’s four terms (fall, winter, spring, or summer). The earlier an application is submitted, the greater the student’s chances are of getting into his/her program of choice.

THIRD, JBC will request a copy of the student’s high school transcript. Please note that all other documentation, for example: GED, other college transcripts, and immunization records, must be provided by the student. To assist in this process, JBC provides students with an admissions checklist.

NOTE: A high school diploma or a General Equivalency Diploma (GED) is required for admission to JBC. Applicants with GEDs must provide the college with their original diploma and test scores. Admission testing is required of applicants who have a high school class rank at the 33rd percentile or lower, or of applicants who scored under 2500 (as well as under 500 in each category), or its equivalent, on their GED. Applicants may also be required to take our admissions test to determine proper placement into their program. The results of such tests are used as an aid in helping students select a program as well as in the determination of an applicant’s suitability for admission to the college. The requirement for admissions testing may be waived for students having demonstrated previous success in college level study. The Academic Deans make the decision of each student’s acceptance to the college. The complete and current admissions policy for Jamestown Business College is on file in the Academic Dean’s office.

FOURTH, After submitting an application to JBC, students should go online and complete their Free Application for Financial Student Aid (FAFSA) at www.fafsa.gov. A one-on-one financial planning session will then be scheduled with a JBC financial aid representative to determine maximum eligibility. Parents are again encouraged to participate in this important step.

Application

Bachelor in Business Administration Degree

Requirements for application to the upper division are:

- Associate in Applied Science degree in Business Administration from JBC
- Cumulative Grade Point Average of 2.50 or above

Graduates and current students applying for entrance first meet with an admissions representative. During the visit, it will be determined if the pursuit of a Bachelor in Business Administration (BBA) is appropriate for the attainment of the applicant's goals.

If it is determined the pursuit of a BBA is appropriate, the applicant may complete an application for admission to the upper division.

Current students may be granted conditional acceptance, pending review of final transcript.

A one-on-one financial planning session will be scheduled with a JBC financial aid representative to determine maximum eligibility.

The Academic Deans make the decision of each student's acceptance to the upper division.

Some applicants may need to complete associate level course work prior to admission into the Bachelor in Business Administration program.

Transfer Of Credit

Students may be given credit for work or skills completed at other colleges. Up to 45 quarter credits of at least a "C" grade earned at another college may be applied toward an associate degree at JBC. Up to 18 quarter credits may be applied toward a certificate program. The Academic Dean will determine the transfer credits that will be accepted. It is the responsibility of the applicant seeking transfer credit to provide JBC with an official transcript from each institution attended as well as a copy of the previous

college's catalog. Courses accepted for transfer must parallel courses in the student's program at JBC.

Transfer To Other Four-year Colleges

The Academic Dean provides personalized counseling and assistance to students who are interested in transfer. Students interested in transferring should obtain a pamphlet from the Academic Dean, which lists the many institutions to which JBC graduates have recently transferred their JBC credits. Acceptance of credit is solely determined by the institution the student is applying with.

Immunization Requirements

New York State law requires immunization of most students for measles, mumps, and rubella. New York State Law also requires the college to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus. Students may contact the college for more information.

Advanced Placement

Advanced placement in Computer Applications and Keyboarding is available to students obtaining a sufficient score on inventory tests administered before the term begins. Students qualifying for advanced placement in these areas will be given credit for Computer Applications I (IT131) and Keyboarding & Introduction to Word Processing (OFT110), respectively.

Academics



Grades And Reports

Final grades are mailed to students' homes at the end of each term. Three times each term, faculty submits to the Academic Deans report of students who are experiencing academic difficulty. Those students receive academic counseling from faculty, the Academic Dean, and the Dean of Student Affairs.

The grading system is as follows:

Letter Grade	Grade Range	Grade Points
A	Excellent	4.00
B	Above Average	3.00
C	Average	2.00
D	Below Average	1.00
F	Poor	0.00
W	Withdrawal	0.00
I	Incomplete	

A grade of "Incomplete" will be assigned if a student is unable to complete the course requirements because of extenuating circumstances. An "Incomplete" must be removed within three weeks after the end of a term unless an extension has been approved by the Academic Dean. Failure to do so results in an automatic grade of "F."

The grade point average (GPA) for each term is determined by dividing the total number of grade points earned (points multiplied by credit hours earned) by the number of credits the student attempted.

A student may only repeat a course one time for which he or she has received an "F." A student may repeat a course in which he or she has received a grade of other than "F" only if the repeated course is taken in addition to the regular full-time course load of 12 quarter credit hours. When a course is repeated, the most recent grade becomes the grade of record and is used in calculating the term's grade point average. The first grade remains on the transcript but is not used in calculating the cumulative grade point average.

Grade reports and transcripts, official and unofficial, may be withheld pending satisfaction of student indebtedness to the college.

Withdrawal

Withdrawal from an individual course requires completion of a form provided by the instructor of the course. A student who withdraws from a course on or before the announced “drop date” in the Student Handbook will receive a grade of “W” (withdrew). A student who withdraws from a course after the “drop date” receives a final grade of “F.” Students who withdraw from a course after the “drop date” for reasons other than academic difficulty receive a grade of “W” with the Academic Dean’s consent.

Students wishing to withdraw from the college are required to complete a form supplied by the Academic Dean’s Office. Withdrawal from the college during a term will be effective as of the date of the student’s last recorded attendance.

Good Academic Standing

Associate Degree and Certificate Programs

Students must maintain good academic standing by meeting the college’s Standards of Satisfactory Progress. Students not in good standing will be dismissed from the college. Additionally, students not in good standing at the end of a quarter are not eligible for financial aid the following quarter unless they have obtained a waiver as explained below. It is expected that each quarter a student will successfully complete a certain portion of the required course work in his or her program and maintain a required minimum grade point average as explained in the schedule of good academic standing that follows. Note that any grade of “I” must be resolved before the start of any subsequent quarter or be considered as a grade of “F” for the determination of good academic standing. If a student withdraws before the “Last Date to Change Schedule” date, thus incurring no tuition liability, the enrollment for the term is not used in determining a student’s academic standing.

Standards of Satisfactory Academic Progress

Associate Degree and Certificates (2010 – 2011 Starts and thereafter)

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth
A student must have accrued at least this many credits	0	3	9	21	33	45	57	69	81
With at least this cumulative grade point average	0	1.30	1.50	1.70	1.80	2.00	2.00	2.00	2.00

Associate Degree and Certificates (Starts Prior to Fall 2010)

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth
A student must have accrued at least this many credits	0	5	9	18	27	41	54	68	86
With at least this cumulative grade point average	0	1.20	1.50	1.70	1.75	1.80	2.00	2.00	2.00

The maximum time frame in which a student is expected to complete a program is 150 percent of the published length of the program measured in credit hours attempted. For instance, if the published length of a program is 96 credit hours, the maximum time frame in which a student is expected to complete his or her program is 144 attempted credit hours (96×1.5).

The college may grant a student who has lost good academic standing a waiver for one additional quarter of study. The waiver may be granted when such action is deemed in the student's best interest by a faculty committee and only after this action has been requested in writing by the student. Applications for a waiver are available from the Academic Deans. The application must set forth the reasons why the student feels he or she should be granted a waiver and how the circumstances which caused his or her academic difficulty have been corrected. As an example, a student who fails to be in good academic standing because of a documented illness might be granted a one-quarter waiver.

A student is expected to use the quarter on waiver to correct the reason for his or her loss of good academic standing by catching up to where he or she should have been on the schedule at the beginning of the quarter for which the student was granted a waiver. A student may receive only one waiver as an undergraduate student. To retain their eligibility for these programs, students receiving financial aid must, in each of their first three quarters of study, receive a passing or failing grade in courses totaling at least six credits, nine credits in their fourth, fifth, and sixth quarters; and twelve in each subsequent quarter.

For the purpose of determining eligibility for financial aid, students transferring from another institution will have their standing on the schedule determined according to the number of credits accepted for transfer or according to the number of payments of financial aid previously received. Students dismissed from the college and not in good academic standing must sit out at least one quarter before requesting readmittance. To regain eligibility for financial aid, students who have lost good academic standing must wait one calendar year. The eligibility of students dismissed from the college for readmission will be determined by the Academic Deans.

Standards of Satisfactory Progress

Bachelor in Business Administration

Bachelor Degree (2010-2011 Starts and thereafter)

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh
A student must have accrued at least this many credits	96	108	120	132	144	156	168
With at least this cumulative grade point average	2.50*	2.00	2.00	2.00	2.00	2.00	2.00

Bachelor Degree (Starts Prior to Fall 2010)

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh
A student must have accrued at least this many credits	96	102	108	114	120	132	144
With at least this program grade point average	2.50*	2.00	2.00	2.00	2.00	2.00	2.00

*Required for admission to the upper division

President's List And Dean's List

At the end of each term, students attaining superior academic achievement will be recognized by being named to the President's or Dean's Lists. To qualify for the President's List, a student must have earned a GPA of at least 3.90 and completed at least 12 hours of credit. The Dean's List requires that a student earn a GPA of 3.60 – 3.89.

Graduation Requirements

Associate Degree and Certificate Programs

Graduation ceremonies are held in the spring for all students who have completed programs in the previous year.

An Associate in Applied Science Degree or a Certificate is conferred upon those students with the following qualifications:

1. Successful completion of all program requirements including the total hours required for the program.
2. A cumulative Grade Point Average of not less than 2.0.
3. Recommendation by the Faculty.
4. Satisfaction of financial obligations to the college.

5. Degree students must be in resident status while completing the last half of the 96 quarter hours applicable to their program; except that a maximum of 12 quarter credits of non-residence credit may be taken as part of the final 45 quarter credits if approved in advance, and in writing, by the Academic Deans.

In no case will students be awarded a degree with less than 48 quarter credits earned in residence.

Students matriculated in certificate programs must complete the last half of their quarter credits in residence.

All students pursuing a degree in Business Administration must exhibit keyboarding proficiency prior to graduation. Students with previous typing/keyboarding training may take the college's proficiency evaluation. Those students with no previous training or those who are not successful in completing the proficiency evaluation must enroll in one of the college's beginning keyboarding classes to gain the necessary skills.

Graduation Requirements

Bachelor in Business Administration

1. Successful completion of all program requirements including the total hours required for the program.
2. A cumulative Grade Point Average of not less than 2.0.
3. Recommendation by the Faculty.
4. Satisfaction of financial obligations to the college
5. Degree students must be in resident status while completing the 84 quarter-credit hours applicable to the program; except that a maximum of 12 quarter credits of non-residence credit may be taken if approved in advance, and in writing, by the Academic Deans.

Honors

Students with a cumulative Grade Point Average between 3.60 and 3.89 will be graduated with HONORS; those with an average between 3.90 and 4.00 will be graduated with HIGH HONORS.

Matriculation

Students are matriculated when pursuing a program. Matriculation is generally required for financial aid. Students needing less than 12-quarter hours to complete their program may take additional courses related to their career objectives to meet any full-time requirement.

College Costs



Application Fee

Associate Degree and Certificate Programs

A \$25 non-refundable processing fee must accompany each application for admission.

Bachelor in Business Administration

A \$50 non-refundable processing fee must accompany each application for admission to the upper division. (\$25 for current students.)

Tuition

Associate Degree and Certificate Programs

There is no extra tuition charged to out-of-state (non New York) students. Tuition at JBC is at the lowest level consistent with quality education. Payment is due three weeks prior to the first day of registration for each term.

Full-time students (12 or more quarter hours of credit) \$3,400 each term	Half-time students \$1,700 each term
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Bachelor in Business Administration

Tuition and fees at the upper division will be the same as the associate level.

Full-time Students (12 or more quarter hours of credit) \$3,400 each term	Half-time Students \$1,700 each term
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Deposit

Bachelor, Associate, Certificate Programs

A \$50 non-refundable tuition deposit is required to finalize your acceptance and assures you a place in the designated program. The deposit is due upon receipt of your acceptance letter and is applied in full toward the first term tuition.

College Fee

Bachelor, Associate, Certificate Programs

A comprehensive College Fee of \$300 per term is required of all full-time students. This fee is in lieu of charges for parking, laboratory use, graduation, and transcripts. Most student activities are provided without cost to students.

Textbooks

The textbooks used at JBC are the same as those used in leading colleges throughout the United States. The average cost of textbooks is \$400 per term; the cost depends on a student's course load and could be as much as \$550 in a single term. Textbooks and supplies may be purchased anywhere. They are available for purchase from the college as a convenience to students.

Living Expenses

This estimate is provided by the college within guidelines established by the federal government:

	Independent Student	Dependent Student
Room & Board	\$ 5,000	\$ 2,000
Personal Expenses	\$ 2,000	\$ 2,000
Transportation	\$ 2,000	\$ 2,000

The above amounts are not paid directly to JBC but are estimates of annual expenses that a student is already incurring and will continue to incur during his/her period of enrollment.

Miscellaneous Fees (Non-refundable)

A Late Payment Fee of \$75 will be added to any student account which is not paid in full when due. Credit will be extended for the amount of any finalized financial aid award notices on file at the college at the time payment is due.

For any checks returned to the college for insufficient funds, there will be a \$40 service charge added to the student's account.

Students not registering for classes at assigned times may be required to pay a late registration fee of \$75.

Students parking in spaces reserved for the handicapped or for visitors may be charged a \$20 fine at the discretion of the college.

Costs listed are projected for the fall of 2011. The college reserves the right to increase tuition and fees as may be required. Current information regarding costs of attendance may be obtained by contacting the college.

Tuition Refunds

Tuition less tuition deposit is refunded for any quarter not attended. If a student withdraws or is terminated for any reason, his or her account will be adjusted according to the refund policy and any unpaid tuition will accrue and be payable according to the same refund policy. Withdrawal will be effective as of the last day of recorded attendance. Any refunds due the student are paid within 30 days of the student's last date of recorded attendance or the date of determination of a student's last date of attendance. Students who withdraw and owe a Return of Title IV Funds (Federal financial aid) may have their refunds applied to that obligation. For students registered for 6 or fewer quarter hours of credit, there is no refund policy. Refunds are calculated as follows: within the first week, 70 percent of tuition will be refunded; within the second week, 40 percent; within the third week, 25 percent. After three weeks, no credit is allowed. A week is defined as a seven-day period not including any scheduled holidays or vacations. The first week of a term begins with the first day of scheduled classes. Charges owed and unpaid by the student are subtracted from the tuition refunded.

A student will receive a full refund of paid tuition when withdrawal occurs on or before the published "Last Date to Change Schedule" date.

Any student changing from full-time to part-time at a point in time beyond the "Last Date to Change Schedule" date will not have a refund calculated.

Return Of Title IV Funds

At JBC, the Title IV funds include Pell Grants, and Direct Loans. The Federal Return of Title IV Funds policy requires the college to determine the amount of funds a student has earned, based on tuition and fees charged, and the student's last date of attendance when the last date of recorded attendance is within the first 60 percent of the term. The amount returned is the amount as determined above subtracted from the amount of Title IV aid disbursed. Should the amount earned be greater than the aid disbursed, the student may be eligible for a post-withdrawal disbursement. Complete information on the Return of Title IV Funds is available in the Financial Aid Office.

Refunds are allocated in the following order to eliminate outstanding balances owed to:

- Unsubsidized Federal Loans
- Subsidized Federal Loans
- Federal PLUS Loans
- Federal Pell Grants
- Any other Title IV Aid
- Other federal, state, private, institutional assistance
- The student

Financial Assistance

The college is proud of its success in providing financial aid assistance to our students. The size of our student body makes it possible to work out the maximum benefits for each student through individual counseling with the student and his/her family when appropriate. Students should never assume they are not eligible for aid.

Prospective students are encouraged to complete financial aid applications online by using the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov.

If students do not have computer access, JBC labs are available and our financial aid staff is available for individual assistance.

To receive aid, an applicant must: (1) be a matriculated student; (2) be a U.S. citizen or eligible noncitizen; (3) not be in default or refund status for any aid programs at any institution; and (4) if applicable, be registered with the Selective Service System. To remain eligible for aid, a recipient must remain in good academic standing while making satisfactory progress toward completion of the program in which he/she enrolled. Conviction of certain federal or state drug-related offenses could affect your eligibility for financial aid.

A student's eligibility for aid may also be affected by his/her financial dependency status. The student circumstances affecting the determination of dependency or independency for financial aid purposes vary by aid program. The college's Financial Aid Office can provide more information on this matter.

Most student aid is received by the college and applied to the student's account each term with credit balances paid to the student. For additional information on any of the aid programs, please contact the JBC Financial Aid Office.

Federal Pell Grant

The Federal Pell Grant Program is an entitlement program with eligibility based on financial need. The applicant must be an undergraduate, enrolled at least half-time. Awards may be used for tuition, fees, books, and living expenses. A Pell Grant is awarded without regard to any state grants. Application is made annually by completing the Free Application for Federal Student Aid. In response to the application, each applicant receives a Student Aid Report (SAR) which contains an Expected Family Contribution (EFC). The EFC is calculated using a formula specified by Congress to indicate a student's ability to pay college costs. Awards for 2011-2012 range from \$555 to \$5,550. Individual awards are determined by the EFC, costs of attendance, and enrollment status.

New York State Tuition Assistance Program (TAP)

TAP is an entitlement program available to New York State residents attending an eligible institution in New York State on a full-time basis. TAP awards are based on tuition and the family's New York net taxable income.

Based on 2011-2012 schedules, awards for first-time recipients range from \$500-\$5,000 for dependent undergraduates or independent undergraduates with dependents. Independent students without dependents may be eligible for \$500 - \$3,025 per year.

TAP recipients are limited to awards for three academic years while pursuing an associate degree, and four academic years while pursuing a bachelor degree. Additionally, a "C" grade average is required after the second year to remain eligible for TAP in the third year.

Applicants apply annually by indicating on their Free Application for Federal Student Aid (FAFSA) that they are a New York State resident attending a college in New York State. Upon approval, students receive an award notification.

Federal Direct Loan Program

Federal Direct Loans are low-interest loans from the U.S. Department of Education that are administered by Jamestown Business College.

Direct Loans consist of three different types of loans; Subsidized Stafford, Unsubsidized Stafford, and Parent Loans.

A full financial aid counseling session will assist students in beginning this process. Below is an outline of necessary steps in the process.

Master Promissory Note (MPN) and Direct Loan Entrance Counseling

It is a requirement for students receiving Federal Direct Loans to sign an electronic MPN and to complete loan entrance counseling. Please visit <https://studentloans.gov> and follow instructions to complete these steps.

Applicants are required to complete the FAFSA before loan eligibility can be determined.

Loans for a full school year are disbursed separately in equal amounts for each term. Loans are sent directly to JBC via electronic funds transfer.

Subsidized Federal Loans

Subsidized loans are available to help students meet their financial obligation after all other resources are considered. Students do not have to pay principal or interest on their subsidized loans while they are in school at least half-time, and for a six-month grace period after which repayment of the loan and interest must begin.

Undergraduate students may borrow up to \$3,500 per academic year for their first year of study and \$4,500 per year in their sophomore year. Bachelor degree students may borrow up to \$5,500 per academic year.

The current interest rate for a Subsidized Loan is fixed at 4.5 percent.

There is no prepayment penalty. Repayment of principal may be deferred under certain circumstances.

Unsubsidized Federal Loans

Unsubsidized Loans are available to all students, and are not based on financial need. The total amount borrowed, including subsidized loans, cannot exceed educational costs for that year less any other financial aid received. Principal payments are deferred while the borrower is a full-time student. However, interest is billed and due quarterly.

The current interest rate for an Unsubsidized Loan is fixed at 6.8 percent.

Federal Parent Loans for Undergraduate Students (FPLUS)

This program is available to the parents of dependent students. A parent can borrow the amount of aid needed to cover educational costs after other financial aid has been applied. Loans are disbursed directly to the college via electronic funds transfer.

The current interest rate is fixed at 7.9 percent. Repayment begins 60 days after the loan is disbursed.

Scholar of Excellence Award

Students graduating in the top 25 percent of their high school class are automatically awarded a Scholar of Excellence Scholarship. The maximum award is \$5,100 annually, \$1,700 for each term of study.

The amount of the award is reduced when the difference between tuition and fees and the grants received is less than \$5,100. The minimum award is \$100 per term.

The scholarship must be used in the summer or fall term immediately following high school graduation. The recipient will receive the award for a second year of study if a 2.5 GPA is maintained throughout the first year. This award is extended for recipients who continue to the bachelor degree program at JBC.

The student's class ranking provided on the high school transcript determines eligibility. Students are notified of the award by JBC upon acceptance to the college or upon receipt of the final high school transcript.

Academic Progress Award

The Academic Progress Award is given to area high school students completing their junior year who have shown significant academic improvement during their high school years and demonstrated good citizenship. The period in which the improvement occurred should be between the end of the ninth grade and the end of the junior year. The college leaves the choice of student to receive this recognition up to the high school principal and guidance department. The award is for tuition and fees minus financial aid, and may be worth up to \$23,100. Awards are distributed at the high school's annual awards ceremony. To receive the award for a second year, students must maintain at least a 2.5 GPA.

Tyler C. Swanson Award (Bachelor level)

With the winner chosen by college officials, this award is given to a JBC student going directly from his/her Associate degree program on to pursue his/her Bachelor of Business Administration degree at JBC. The winner will exhibit strong academic

performance and solid attendance. Applications will be accepted on a rolling basis and applicants will be required to submit an essay.

Bailey Family Foundation Scholarship

The Bailey Family Foundation Scholarship program provides up to \$5,000 to JBC students based on their academic record, financial need, and level of community involvement. Students are required to possess a minimum cumulative GPA of 2.5 and to submit a short essay based on an inspirational event, community service, or overcoming a hardship. The application process is completed online at www.bailey-family.org.

John August Johnson Scholarship

John August Johnson Scholarships, administered by the Chautauqua Region Community Foundation, are available to high school seniors who show academic promise and have financial need. Awards range from \$500 to \$1,500 annually. In a typical year, the total amount of scholarships awarded is \$19,000.

The scholarship must be used in the summer or fall term immediately following high school graduation. The recipient will receive the award for a second year of study if a 2.5 GPA is maintained throughout the first year.

Applications are available to all JBC applicants in March, with the recipients notified in May.

Chautauqua County Business Teachers' Association

“Outstanding Business Student Award”

Chautauqua County high school seniors recognized by their business department as the Outstanding Business Student of the Year will receive a scholarship from JBC. The scholarship totals \$600 annually or \$200 each term of study for up to six terms.

Any student also named the countywide Outstanding Business Student of the Year by the Chautauqua County Business Teachers' Association will receive a scholarship of \$900 or \$300 for each term of study. Each scholarship must be used in the summer or fall term immediately following high school graduation. The recipient will receive the award for a second year of study if a 2.5 GPA is maintained throughout the first year. Students are encouraged to obtain complete information on these scholarships from their high school business departments.

Community Scholarships

Many service and professional organizations, corporations, and local groups offer scholarships and grants for college students. It is to the student's advantage to explore

as many avenues as possible in the search for financial aid. High school guidance counselors may be able to bring some of these opportunities to the student's attention. A student can contact professional organizations, local churches, and service organizations. Students are also encouraged to search the web for free scholarship opportunities.

Agency Assistance

The programs listed below are also available to eligible students. The aid programs available to JBC students may not be limited to those indicated in this catalog. For detailed information, contact the Financial Aid Office.

- * ACCESS-VR – NYS program offering adult career and educational services for persons with disabilities
- * PA Office of Vocational Rehabilitation (OVR)
- * Trade Readjustment Act
- * Veterans Administration Educational Benefits
- * Student Aid to Native Americans
- * U.S. Bureau of Indian Affairs Aid
- * Local One-Stop Locations (Chautauqua Works, Warren Career Link, etc.)
- * Regents Awards for Children of Deceased or Disabled Veterans

The availability of financial aid programs, eligibility criteria, and award levels are subject to change by legislative action, etc. Students are encouraged to contact the Financial Aid Office for the most up-to-date information.

Student Life



Activities

All students are encouraged to participate in a variety of extracurricular activities that complement their educational experience. All full-time JBC students are provided a membership at the Jamestown YMCA for a nominal charge. At the YMCA, a number of fitness classes are offered in addition to the availability of a gymnasium, weight room, swimming pool, track, racquetball courts, etc. There are picnics, parties of several types, movies, and various outings, most offered free to the student body each year. The Jamestown community offers several cultural activities including concerts and live theater. Many events of this type are held at the Reg Lenna Theater in downtown Jamestown and at the world-renowned Chautauqua Institution in Chautauqua, New York.

Student Housing

JBC does not offer student housing on campus. Students needing assistance with housing should speak to their admissions representative at application. JBC admissions and student affairs departments will assist students by suggesting apartment complexes in the area. Assistance in making appointments to visit these complexes will also be given upon request.

Student Handbook

The Student Handbook contains a great deal of material useful to students. All students are responsible for having knowledge of its content. The Handbook provides information on student rights and responsibilities as well as on the Jamestown area. Handbooks are distributed at orientation, and are also available in the Academic Dean's Office. The handbook may also be viewed on the college's Intranet.

Dial My Calls Emergency Notification System

Jamestown Business College uses a service provided by Dial My Calls for school emergency and closing notifications. Dial My Calls allows the college to telephone or text students, faculty, and staff all at once by sending one message. All calls go out in minutes, and, if no one answers, Dial My Calls leaves a voicemail. All calls are audited so Jamestown Business College knows which calls were answered, went to voicemail, or were unanswered. Students must understand their role in ensuring that the college has accurate contact information. Students will be asked to provide current contact information each term. If this information changes, the student must provide the college with his or her updated information.

Compliance Information

Prior to enrollment, at application, all students are given a copy of the JBC Compliance Information. This pamphlet contains a great deal of information that is required to be disclosed to students before enrolling. The information is also available in the Student Handbook. Any student needing a current copy may obtain one from the assistants in the reception area.

Academic Counseling

Academic counseling begins with the student's admissions interview and continues throughout his or her program at Jamestown Business College. The Academic Deans and the Dean of Student Affairs are always accessible to a student who has questions related to his or her program or academic status. A meeting with the Academic Dean is required of any student who is experiencing academic difficulty as indicated by academic reports submitted by faculty to the Academic Dean.

Student/Faculty Career Link

The Student/Faculty Career Link is a program designed to help students connect with a faculty or staff member during their first term of study. Students may meet with a faculty member in small groups or individually to discuss any elements of college life that might be of interest or concern to the students. In addition, students are encouraged to meet with their faculty link or one of the Deans any time they need counseling. If outside counseling is appropriate, one of the Deans will refer the student to the proper agency. For more information about available counseling, consult the Student Handbook.

New Student Orientation

Jamestown Business College provides an orientation program for all new students. Traditional students (students enrolling directly from high school) take part in a Freshman Orientation Program during the summer. Orientation is held during registration week for all other students. The program is designed to make the adjustment to college life as comfortable as possible. Students become acquainted with the services and activities that JBC offers and are presented information intended to enhance their opportunities for academic success. New students also attend Successful U. to assist in developing successful study skills.

Career Development



JBC Career Development

Associate Degree and Certificate Programs

The Career Development program includes the Professional EDGE (etiquette, dress, goals, and ethics) or soft-skill training for all current students and the placement assistance for JBC graduates and students. All students are required to participate in the career development training which covers such topics as etiquette, dress, goals, and ethics. Hands-on activities such as the entrance and exit conferences, the Dean's Reception, an etiquette meal, résumé prep, and the professional image day enhance the soft-skill training.

The Career Development Staff also helps prepare graduates to get a good career. Interviewing techniques, résumé prep and application letter writing, and dressing for success are but a few of the areas discussed in a series of development-related activities. Individual assistance is given to each student in preparing a professional résumé. Everything from printing options to paper selection is covered. Staff and faculty are always available for assistance in preparing résumés.

In the term a student is scheduled to graduate, he or she will attend an exit conference with the Placement Staff. During this meeting, the student's career goals and objectives are discussed. Assistance is offered with a final résumé and wardrobe development for job interviewing. Tips are provided on how to succeed during the job interview and on the job search itself. Questions a student may have about relocation are also answered at this time.

It is the combination of academic and soft skills that gives JBC graduates the total package when applying for employment. To add to the value of a Jamestown Business College education, graduates of all programs can utilize the services of the Career Development office at no additional cost. The Career Placement Coordinator works to match qualified graduates with open positions that offer the greatest potential for their success. The college cannot guarantee employment to any graduate, but it does offer career counseling to every graduate requesting assistance.

Because Jamestown Business College has developed an excellent reputation with the area's business community, hundreds of employers call the college each year with a variety of career opportunities. It is not uncommon for employers to call the college exclusively with available positions.

JBC Career Development

Bachelor Degree

The Career Development program at the Bachelor in Business Administration level is designed to expand upon the soft-skills developed at the Associate level. The LEAD

(leadership, effectiveness, accountability, and diversity) program was created to equip students with the professional skills and mindset to move in to future leadership roles. A graduation requirement for all Bachelor degree students, the program features in-class modules and activities, online discussions, and a variety of guest speakers.

Lifetime Job Placement

JBC's placement service is available to all graduates free of charge at any time during their careers. Graduates should contact the Placement Office to receive assistance.

Part-time Job Placement

The college's Placement Office will assist students in finding part-time employment. Over one-half of JBC students are employed on a part-time basis. Many students will find a job in their program area. The student's education is our primary concern; therefore, students are encouraged to work a limited number of hours so as not to interfere with their individual class schedules.

Jamestown Business College makes no promise of employment to any student. However, our graduates have enjoyed excellent success in career placement.

Campus Security and Right-to-know

Pursuant to Public Law 101-542, the Student Right-to-Know and Campus Security Act, JBC reports the following:

In the Fall of 2008, 69 first-time, full-time, degree seeking undergraduate students entered JBC. After 3 years (June 30, 2011), 48 percent of these students had completed their programs. The number of the 69 transferring to other higher educational institutions cannot be determined. Information relative to campus security is available in the Dean of Student Affairs' Office. For more information regarding the crime statistics at Jamestown Business College, please visit <http://ope.ed.gov/security>.

Programs of Study



Bachelor Degree

Business Administration

In the Bachelor of Business Administration, students will experience a broad-based approach to the study of business administration utilizing extensive core concentrations for each of the following subject areas: management, general business, and general education. The program is designed to provide students with the necessary skills to be a productive member of the private and public sectors of our “Global Economy.” Students will develop the strong management skills necessary to be successful as they assume leadership roles at the strategic level of business.

(Offered Evening/Weekend Only)

Four-Year Program

HEGIS CODE – 0506		Quarter Credits
BUS373	Human Resources and Business Ethics	6
BUS374	Legal Environment of Business	6
BUS475	Business Policy and Strategy	6
BUS476	Global Business Perspectives	6
ECO343	Current Economic Problems	6
ENG353	Critical Thinking and Analysis	6
FIN303	Foundations of Finance	6
IT333	Management Information Systems	6
MA343	Statistical Applications in Business	6
MGT363	Operations Management	6
MGT464	Organizational Behavior	6
MGT465	Entrepreneurship	6
MGT466	Project Management	6
SOC343	American Society and Public Policy	6
		TOTAL 84

Associate Degrees

Business Administration

Accounting Option

The accounting option prepares a student for a career of great potential. Accountants generate the financial information that is necessary for the successful operation of any business or governmental agency. Students learn to properly record and classify financial data and to acquire insight into successful managerial techniques.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Two-Year Program

HEGIS CODE - 5004

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
ACC203	Tax Accounting	6
ACC204	Managerial Accounting	6
ACC205	Intermediate Accounting	6
COM242	Public Speaking and Principles of Interviewing	6
ECO242	Macro- and Microeconomics	6
ENG151	Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics—College and Financial Applications	6
MGT262	Management—Principles and Skills	6
MKT121	Marketing Principles	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
	TOTAL	96

Business Administration

Hospitality Management Option

Courses in the Hospitality Management option focus the student on the skills necessary to manage in a hospitality-focused setting. Students who pursue this option will take courses in Entrepreneurial Ventures, Public Relations and Desktop Publishing, and Understanding Hospitality, which offer a broad view of the hospitality field. Students who pursue this option have access to careers in hotel and restaurant management, resort management, and other tourism-related businesses.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Two-Year Program

HEGIS CODE – 5004

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
COM242	Public Speaking and Principles of Interviewing	6
ECO242	Macro- and Microeconomics	6
ENG151	Writing and Research	6
ENG252	Writing for Business	6
HM271	Understanding Hospitality	6
HM272	Marketing Applications	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics – College & Financial Applications	6
MKT224	Public Relations and Customer Service	6
MGT262	Management–Principles and Skills	6
MKT121	Marketing Principles	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
		TOTAL 96

Business Administration

Information Technology Option

Courses in the Information Technology option focus the student on the computer and information systems side of business. Students who pursue this option will take courses in Database Management, Web Site Development, and Computers and Information Systems, which focus on computer networking. These courses provide specialized training in areas much in demand by employers, both in general office settings and computer technology support.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Two-Year Program

HEGIS CODE – 5004

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
COM242	Public Speaking and Principles of Interviewing	6
ECO242	Macro- and Microeconomics	6
ENG151	Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
IT233	Database Management	6
IT234	Web Site Development for Business	6
IT235	Computers and Information Systems	6
MA242	Mathematics – College & Financial Applications	6
MGT262	Management–Principles and Skills	6
MKT121	Marketing Principles	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
	TOTAL	96

Business Administration

Marketing and Management Option

The courses in the marketing and management option are concerned with the activities necessary to plan, price, promote, and distribute goods and services to customers. Students who pursue this option have access to careers in advertising, retailing, and sales. Management abilities are developed that are appropriate for the individual interested in managing his or her own business or in training for management in a corporation.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Two-Year Program

HEGIS CODE - 5004

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
COM242	Public Speaking and Principles of Interviewing	6
ECO242	Macro- and Microeconomics	6
ENG151	Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics—College and Financial Applications	6
MGT262	Management—Principles and Skills	6
MKT121	Marketing Principles	6
MKT222	Integrated Marketing Communications	6
MKT223	Marketing Applications	6
MKT224	Public Relations and Customer Service	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
	TOTAL	96

Administrative Assistant

Accounting Option

Many administrative assistant positions require a strong foundation in accounting. This option provides that foundation in addition to strong office skills creating enhanced marketability in the workplace.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Two-Year Program

HEGIS CODE - 5005

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
ACC203	Tax Accounting	6
COM242	Public Speaking and Principles of Interviewing	6
COM262	Public Relations and Customer Service	6
ENG151	Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics—College and Financial Applications	6
MGT262	Management—Principles and Skills	6
OFT110	Keyboarding and Introduction to Word Processing	6
OFT114	Office Procedures and Management	6
OFT210	Document Production	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
		TOTAL 96

Administrative Assistant

Office Technology Option

This option provides advanced skills in word processing, spreadsheets, and database along with a sound foundation in office management. A student in this option gains the skills in information technology that are highly valued in the workplace.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Two-Year Program

HEGIS CODE - 5005

		Quarter Credits
ACC101	Accounting I	6
ACC203	Tax Accounting	6
COM242	Public Speaking and Principles of Interviewing	6
COM262	Public Relations and Customer Service	6
ENG151	Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
IT233	Database Management	6
MA242	Mathematics – College & Financial Applications	6
MGT262	Management–Principles and Skills	6
OFT110	Keyboarding and Introduction to Word Processing	6
OFT114	Office Procedures and Management	6
OFT210	Document Production	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
		TOTAL 96

Administrative Assistant

Medical Option

This option will prepare students for a position as an administrative assistant in any medically related office. Interaction with patients, the handling of records, coding, and the transcribing of technical medical dictation are important components of the student's training. A student who pursues the medical option acquires skills that are useful in any office position.

ASSOCIATE IN APPLIED SCIENCE DEGREE

Two-Year Program

HEGIS CODE – 5005

		Quarter Credits
ACC101	Accounting I	6
COM242	Public Speaking and Principles of Interviewing	6
ENG151	Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics–College and Financial Applications	6
MGT262	Management–Principles and Skills	6
OFT110	Keyboarding and Introduction to Word Processing	6
OFT112	Medical Terminology	6
OFT114	Office Procedures and Management	6
OFT210	Document Production	6
OFT211	Medical Office Procedures	6
OFT212	Medical Coding and Transcription	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
	TOTAL	96

Certificate Programs

Medical Office Assistant

This program includes specialized medical office training in addition to that training necessary for employment in any general office situation. Students interested in comprehensive medical office training can transfer their credits to the Administrative Assistant/Medical Option Associate Degree Program.

CERTIFICATE

One-Year Program
(Offered Days Only)

HEGIS CODE - 5005

		Quarter Credits
ENG151	Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
OFT110	Keyboarding and Introduction to Word Processing	6
OFT112	Medical Terminology	6
OFT114	Office Procedures and Management	6
OFT210	Document Production	6
OFT211	Medical Office Procedures	6
	TOTAL	54

Office Administration

This program gives the student wide exposure to the office skills required in many of today's businesses. The graduates of this program will find they are qualified to work in many office environments and have the tools required for advancement. Students interested in a more comprehensive program can transfer their credits to an Administrative Assistant Associate Degree Program.

CERTIFICATE

One-Year Program

HEGIS CODE - 5005

		Quarter Credits
ACC101	Accounting I	6
ENG151	Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics—College and Financial Applications	6
OFT110	Keyboarding and Introduction to Word Processing	6
OFT114	Office Procedures and Management	6
		TOTAL 48

General Education



GENERAL EDUCATION STATEMENT

Jamestown Business College is dedicated to the idea that, to be successful, students should possess not only technical skills to enter the workforce but also the skills to prepare them to fully take part in today's society. Therefore, the college's curriculum is designed around three specific groups of courses: (1) a set of courses that concentrate on skills all students need in a business-related environment; (2) a set of courses that are necessary to complete a specific option within their degree; and (3) a general education component that is designed to develop an individual well positioned for success in today's complex society.

The objective of Jamestown Business College's general education requirement is to develop the total student. **This entails providing a philosophy, culture, and environment of free thought allowing the student to discover self-awareness and foster intellectual development.** Students should have sufficient understanding of contemporary issues so they may make informed decisions in politics, professional pursuits, and personal endeavors.

General Education Goals

- To develop good written and verbal communication skills
- To stimulate an appreciation for diverse perspectives and cultures
- To develop critical thinking skills
- To develop values and ethics
- To develop information literacy and good research skills
- To develop a sense of community responsibility
- To stimulate an appreciation of life-long learning
- To utilize problem-solving and decision-making skills

Course Descriptions



Associate Degree and Certificate Programs

ACC101 Accounting I (6)

This is a comprehensive course in the theory and practice of accounting, including the fundamental principles of analyzing, recording, and summarizing the transactions of a business. The complete accounting cycle, from journal entries to the preparation of financial statements, is presented. In addition, the interpretation and analysis of financial statements is studied. The student is also introduced to the application of computers in accounting and will complete a brief project in connection with a computerized general ledger system.

ACC202 Accounting II (6)

This is a course primarily concerned with corporation accounting including characteristics of a corporation and keeping various corporate records. Stress is placed on stock procedures and financial statement analysis. Additional emphasis is placed on fixed assets, depreciation, inventories, accounts receivable, cash, and the statement of cash flows. The course also incorporates the writing and the presentation of business memos. The student is introduced to the use of computers in controlling and maintaining the inventories and fixed assets of a business enterprise.

Prerequisite: ACC101

ACC203 Tax Accounting (6)

This course provides an in-depth study of the federal income tax statutes and regulations relating to the taxation of individuals and sole proprietorships. Practical tax problems are reviewed to demonstrate the proper application of the tax code and the preparation of tax returns, supplemental forms, and schedules required to be filed for individuals. Students explore and utilize the various tax resources that can be found on the Internet. Current issues in tax accounting and tax planning are researched and discussed.

Prerequisite: ACC101

ACC204 Managerial Accounting (6)

This is a comprehensive course in the application and the analysis of accounting information in the management decision-making process. Topics include operating costs and cost allocation, including activity-based costing; job order and process costing; cost-volume-profit analysis; standard costing with variance analysis; budgeting and performance analysis; and evaluation. The formulation, the presentation, and the interpretation of management reports are incorporated into the course. Computer software is used in solving applications problems.

Prerequisite: ACC101

ACC205 Intermediate Accounting (6)

This course provides for an intensive study of accounting theory and practice as it pertains to principal items appearing on the financial statements of a corporation. The course places considerable emphasis on the proper preparation of financial statements and a comprehensive study of problems in accounting for cash, receivables, investments, and complex revenue recognition methods.

Prerequisite: ACC101

COM242 Public Speaking and Principles of Interviewing (6)

This highly practical course emphasizes the delivery of impromptu, informative, and persuasive speeches with attention to speech preparation/research, organization, and delivery. Also included is an intensive, hands-on section on the job interview process. Additional topics include communication theory and group communication with emphasis on both verbal and nonverbal communication.

COM262 Public Relations and Customer Service (6)

This course focuses on the importance of customer service and public relations in today's business environment. Topics include current customer service trends, understanding customer loyalty, exceptional service, conflict and complaints, techniques to diffuse difficult situations, challenges with online customers, using technology to serve customers, media kits, news releases, public service announcements, event planning, social networks and websites. Students completing in this course will learn the fundamentals of design. This course is cross-listed with MKT224.

Prerequisites: IT131

ECO242 Macro- and Microeconomics (6)

This introductory course will provide students with an understanding of both macroeconomic and microeconomic principles. Macroeconomic topics to be discussed include employment, inflation, business cycles, and growth. The course will also allow students to gain insight concerning policies for economic stabilization and full employment. The U.S. monetary system will be highlighted with comparison to other world markets on topics such as the roles of financial institutions, commercial banking, the creation of money, the Federal Reserve and monetary policy, and the macroeconomic relationships among money, interest rates, inflation, and gross domestic product. Microeconomic topics to be discussed include principles of price determination, creation of value, distribution of income, competition, and principles of international trade. Students will also be introduced to applied topics in microeconomics such as imperfect markets, including monopoly, oligopoly, and monopolistic competition, and uncertainty in investment and capital markets.

ENG151 Writing and Research (6)

This course is designed to develop strong writing skills that focus on writing common throughout the academic disciplines resulting in the expression of ideas in a coherent, organized fashion. A strong emphasis is placed on the essay writing process. Topics also focus on acquiring relevant introductory research skills with an emphasis on the MLA style of documentation and ethical standards of writing.

ENG252 Writing for Business (6)

This course is designed to expand the writing skills utilized in Writing and Research (ENG151) to more specialized areas of research papers, reports, proposals, and employment correspondence. Emphasis is placed upon practical techniques of professional communication through letters, memorandums, and various electronic communications. Extensive hands-on writing workshops are utilized to teach components of effective business writing, including an emphasis on critical thinking skills.

Prerequisite: ENG151

HM271 Understanding Hospitality (6)

This course is intended to prepare the student to apply sound management principles to the challenges encountered within the hospitality industry. The course focuses on industry terminology and careers through a study of the various components of the tourism and hospitality industry. Opportunities in customer relations, tour management, hotel, cruise, airline, and resort industries will be reviewed. Also, various segments within the hospitality industry such as sports, entertainment, and event management will be explored.

Prerequisite: MKT121

HM272 Marketing Applications (6)

This course is designed to provide a comprehensive study of the relationship between marketing and its components that interact with end users of goods, services, and ideas. Topics of study include traditional hotel/motel operations. Emphasis is placed on creation of mission, selection of product assortment, and customer service. The use of a hands-on simulation will help develop skills that will lead to a successful career in marketing.

This course is cross-listed with MKT223.

Prerequisite: MKT121

IT131 Computer Applications I (6)

This course is designed to introduce the student to the most common applications for computers in business today. The course will cover operating systems focusing on

Microsoft Windows. Specific topics covered will include word processing, presentation graphics, e-mail, document sharing, web-publishing software, and creating images for websites. The focus of the course is to teach students to use and apply these applications in a business setting. All applications are taught by a combination of lecture and hands-on use of the computer.

IT232 Computer Applications II (6)

This course is designed to expand the student's understanding of the computer applications used in business today. Topics covered include spreadsheets, databases, and personal information managers. In the process of the course, students will create various business spreadsheets; a small database including tables, queries, forms, and reports; and use all aspects of a network personal information manager including e-mail, calendar, contacts, and tasks in a business context. All applications are taught by a combination of lecture and hands-on use of the computer.

Prerequisite: IT131 or Advanced Placement Credit

IT233 Database Management (6)

This course is designed to provide the student with a detailed understanding of relational databases. Topics studied will include a database management overview; database administrations and design; and database creation by building tables, queries, forms, reports, and macros. Throughout the course, students will build several relational databases designed around typical business problems.

Prerequisite: IT232

IT234 Website Development for Business (6)

This course teaches the foundations of building a web site for business. Topics include HTML, incorporating images, hyperlinks, tables, forms, frames, and animations through the use of Adobe's Creative Studio package. Other areas include understanding the role of a web site in achieving business and marketing goals, fundamental graphic/web design principles, legal and ethical issues, and fostering a student's ability to perform as a productive member of a web site team. Hands-on lab activities and real-world scenarios are combined to develop both business and technical skills.

Prerequisite: IT232

IT235 Computers and Information Systems (6)

This course is designed to provide the student with a comprehensive knowledge of computers and computer systems in business while focusing on personal computer hardware, PC networks, and network operating systems. Topics covered will include computer hardware, operating systems, software, data storage, networks, and networking systems. Student assignments include reading, hands-on activities, traditional research projects, and Internet projects.

Prerequisite: IT232

MA242 Mathematics – College and Financial Applications (6)

This course focuses on conventional algebraic concepts and statistical and financial math applications with a concentration on the development of problem-solving techniques. Topics of study include solution and application of equations, present and future value of money, interest and tax calculations, sampling, and measures of central tendency.

MGT262 Management – Principles and Skills (6)

This course provides an in-depth look at management theory, practices, and group behavior common to all organizations. It discusses models, techniques, and behavioral science applications used in directing and improving the performance of the organization in an ethical fashion. Topics of study include organizational culture, motivation, group dynamics, team building, conflict, planning, and leadership. Through case study analysis, students will be presented the opportunity to learn and develop problem-solving and decision-making skills.

MKT121 Marketing Principles (6)

This course serves as an introduction to marketing and the many diverse functions performed by marketing and marketers in the complex, modern business world. The concept of how marketing directs the flow of goods in the economy, consumer behavior, pricing policies, market research, the role of advertising in the marketing mix, the advertising media, the role of salespeople, sales strategy, and other topics related to the consumer-related market structure are explored in depth. Marketing ethics, the product life cycle, and the function and role of competition will be explored in detail. Emphasis is placed upon the student use of the basic tools of market research and the use of models for prediction of product performance in the marketplace. Students will learn how to apply the Internet to marketing functions and procedures.

MKT222 Integrated Marketing Communications (6)

This course will emphasize the study of managing the marketing process. The course focuses on the communication mix variables of advertising, personal selling, sales promotion, and publicity. Major topics of study include advertising's position in the marketing mix, creative aspects, copy writing, and campaign strategies. The course also gives students an analytical approach to selling problems, sales force objectives, compensation, training, evaluating, and territorial design.

Prerequisite: MKT121

MKT223 Marketing Applications (6)

This course is designed to provide a comprehensive study of the relationship between marketing and its components that interact with end users of goods, services, and

ideas. Topics of study include traditional hotel/motel operations. Emphasis is placed on creation of mission, selection of product assortment, and customer service. The use of a hands-on simulation will help develop skills that will lead to a successful career in marketing.

Prerequisite: MKT121

MKT 224 Public Relations and Customer Service (6)

This course focuses on the importance of customer service and public relations in today's business environment. Topics include current customer service trends, understanding customer loyalty, exceptional service, conflict and complaints, techniques to diffuse difficult situations, challenges with online customers, using technology to serve customers, media kits, news releases, public service announcements, event planning, social networks and websites. Students completing in this course will learn the fundamentals of design. This course is cross-listed with OFT213. Prerequisite: IT131

OFT110 Keyboarding and Introduction to Word Processing (6)

This course is for those students with little or no previous instruction in keyboarding. Students are required to learn to key by touch with emphasis on correct keystroking skills and techniques that lead to efficient production of documents. Emphasis is also placed on improving proofreading skills. Computers are used to enter documents from arranged and unarranged copy. The course will provide a firm foundation on which to build skills for those students going on to a more advanced document processing class.

OFT112 Medical Terminology (6)

This course is designed for the student preparing for a career as an administrative or office assistant in a medical environment; the course study centers on terminology related to the following human body systems: digestive, urinary, skin & membranes, reproductive, endocrine, nervous, musculoskeletal, respiratory, cardiovascular, and special senses. Emphasis is placed on the spelling, pronunciation, and meaning of terms.

OFT114 Office Procedures and Management (6)

This is an introductory course in the procedures and technology used in the contemporary office. The course focuses on aspects of information handling such as processing incoming and outgoing mail; using traditional mail services, facsimile, and e-mail; sorting and filing, using both manual and computerized procedures; and learning electronic banking procedures. Telephone etiquette and services as well as other forms of telecommunications are covered. Students learn how to make travel arrangements and prepare itineraries. Students also acquire knowledge of supplies, equipment, and technology used in today's offices. Throughout the course, quality customer service,

office ethics, time management, and the development of a professional image are emphasized.

OFT210 Document Production (6)

This course is designed to focus on skill building at the keyboard. It is a continuation of Keyboarding (OFT110) and uses the computer as an efficient input device. Word processing software is used to teach various types of business correspondence – including business letters, memos, technical and statistical reports, and routine business forms. Advanced techniques, speed, and accuracy are emphasized in order to optimize productivity. A foundation is established for doing machine transcription, utilizing standard English rules of punctuation to produce mailable documents. Students complete outside activities using decision-making skills.

Prerequisite: OFT110 or Advanced Placement Credit

OFT211 Medical Office Procedures (6)

This is an advanced course for those pursuing a career in a medical environment. Topics to be studied include types of healthcare institutions; medical ethics and medical law; interaction with patients; scheduling appointments; preparing and maintaining medical records; computerized practice management; billing/insurance terminology; and billing and collection. Emphasis is on the use of the CMS-1500 standardized for filing insurance claims.

Prerequisite: OFT114

OFT212 Medical Coding and Transcription (6)

This course is designed to provide knowledge and practice in the use of ICD 9-CM and CPT-4 coding systems. Coding conventions, 4th and 5th digits, and modifiers are included. In addition, transcription of case histories, physicals, discharge summaries, operative reports, chart notes, reports, and medical correspondence as used in a hospital setting or physician's office is included.

Prerequisites: OFT110; OFT112

PSY242 General and Social Psychology (6)

This course will provide an introductory framework for exploring fundamental, theoretical, and applied concepts related to human development and behavior. In-class lecture and discussion will provide students with an introduction to and an understanding of the principles of perception; an understanding and application of the behavioral science approach to learning and memory; and an understanding of cognitive, developmental, personality, abnormal, and social psychology. Students will also gain knowledge of the scientific research process and research methods, including deductive and inductive reasoning in science; the nature of theory; hypothesis testing and empirical data; and appreciation of scientific knowledge and its applications.

SOC242 Introduction to Sociology and Social Problems (6)

The intention of this course is to introduce students to the fundamental ideas and concepts of sociology, including the meaning, the importance and the impact of culture, norms, roles, socialization, stratification, industrialization, urbanization, and bureaucratization upon society. These concepts will also be related to the study of the principal features of American society, with an examination of contemporary trends of patterned behavior and emphasis upon the importance and impact of diversity in America. The course will also provide an examination of contemporary social problems and their history, and will highlight the importance of the individual within society. Theoretical perspectives in the current sociological literature will be discussed within a framework of potential societal applications. Research methods and analysis will be introduced and developed throughout the course.

Bachelor in Business Administration

BUS373 Human Resources and Business Ethics (6)

This course is an in-depth study of human resource management. The student will examine and develop an understanding of the role of human resource managers. This course will examine human resource planning, job analysis, performance appraisals, personnel selection, orientation, training and development, compensation and benefits, labor management, and human resource legislation. This course will also look at ethical principles dealing with employees. Students will develop an understanding of the ethical environment of business, the relationship among government and business, and the effect of business on the natural environment. This course will also address the multifaceted issues of corporate responsibility and the role of business in society.

BUS374 Legal Environment of Business (6)

This course is an intensive study of the legal environment of business in the United States, within the framework of the federal and state-level court and legal systems. Also emphasized is the law of agency; the law of business operations – including their nature, creation, management, termination, and the right and liabilities of owners and officers; the law of contracts; the law of commercial paper – including its nature, negotiability, transfer, and discharge, and the liabilities and rights of parties; and the law of sales – including sales contracts, related risks, and transfer of title.

BUS475 Business Policy and Strategy (6)

This capstone course provides an integrative experience in applying the knowledge and skills developed in prior coursework within the functional business areas. The student is required to apply concepts from management, accounting, operations, marketing, economics, and finance using the casework and/or simulation approach. The management of a business is approached from an inter-functional, general management perspective, focusing on the formulation, development, and

implementation of the overall goals and strategies of the business under conditions of uncertainty.

Prerequisite: MGT363

BUS476 Global Business Perspectives (6)

This course is a study of the international business environment, with class lectures, discussions and projects emphasizing an interdisciplinary approach to the field. The course will concentrate on the multinational business aspects of international trade, finance, economics, marketing, operations, planning, and control; the socio-political and legal forces that shape multinational activities abroad will also be analyzed. In addition, the importance of recognizing and interpreting cultural differences in the international business world will be presented, with guidance given on ways to prevent and correct potential business problems and misunderstandings.

Prerequisite: MGT363

ECO343 Current Economic Problems (6)

This course is a study of contemporary economic issues and will provide a comparative analysis of capitalistic, socialist and mixed economies within this framework. The course will be conducted in seminar format, and students will be expected to participate actively in discussion and preparation of topics. The course will use elementary techniques of economic analysis to examine significant, contemporary economic issues in order to identify, understand and evaluate the consequences of policies advocated to address such issues of economic importance.

ENG353 Critical Thinking and Analysis (6)

This course is designed to allow students to learn how to communicate effectively and efficiently in the contemporary workplace. Students will gain an in-depth knowledge of business research, reports, and presentations. Students will conduct objective research, analyze and interpret data, and present their findings in organized written and oral presentations. The course emphasizes various research methods and types, listening skills, critical reading and thinking, analysis, and interpretation.

FIN303 Foundations of Finance (6)

This course is a study of the goals and functions of financial management. Topics include: financial analysis and planning, working capital management, capital budgeting, the time value of money, and debt and equity financing issues. Students will

gain insight into the role of finance in the business world and the role of financial managers in an organization.

IT333 Management Information Systems (6)

This course exposes the student to a variety of management issues raised by information technology. The course explores the effects of MIS on business operations, business decisions and analysis, and business systems and organization. Specific topics include productivity, networks and telecommunications, information integration, decision support systems and expert systems, information resource planning, systems analysis and development, and security, privacy, and control of MIS resources.

MA343 Statistical Applications in Business (6)

This course studies various statistical techniques and their application to business. Topics include: descriptive statistics, frequency distributions, sampling techniques, confidence intervals, hypothesis testing, and the laws of probability theory. Linear regression, forecasting, and statistical methods for quality control will also be explored. Examples will be extensively used to demonstrate and apply these techniques to cases relevant to business.

MGT363 Operations Management (6)

This course introduces the student to the management of manufacturing and service operations. Topics covered include: operations strategy and performance measurement, product and service design, process design and improvement, capacity planning, resource planning and scheduling, supply chain management, inventory control, and quality/productivity improvement tools and strategies. In addition, the course considers how operations strategy relates to other organizational functions and focuses on all strategic areas of analytic decision making.

MGT464 Organizational Behavior (6)

This course explains and examines the essential tasks, processes, and dynamics common to all organizations as they adapt to their changing environment. Students will study and analyze administrative processes and objectives designed to efficiently and effectively manage the development of the organization. Focus is on individual, interpersonal, and group behavior within organizations and the interaction of human, technological, and structural factors. In addition, the course will examine the coordination of multiple relationships between organizations.

MGT465 Entrepreneurship (6)

This course is designed to provide students with an understanding of the vital role played by entrepreneurs and entrepreneurship in the 21st century global economy. Entrepreneurship is approached as a way of thinking and acting, as an attitude and a behavior. Our emphasis is on entrepreneurship as a manageable process that can be applied in virtually any organizational setting. The principal focus will be on the creation of new ventures, the ways that they come into being, and factors associated with their success. Students will learn how to prepare a business plan which moves an idea for a new business to a viable enterprise. It is also a course that integrates a number of different disciplines, ranging from sociology and psychology to economics, finance, marketing, and human resource management.

Prerequisite: MGT363

MGT466 Project Management (6)

This course provides the student with the necessary knowledge and skills to function in a project leadership role. All the stages of the project life cycle are explored including the initial identification of project needs and assessing feasibility, project planning and control, budgeting, timeline management, and reporting. Project management software (Microsoft Project) is used to design project schedules using methods such as Gantt charts, program evaluation review technique (PERT), and critical path method (CPM).

Prerequisite: MGT363

SOC343 American Society and Public Policy (6)

This course will examine American society focusing on social trends, demographic, economic, and political issues as a background for reviewing public policy initiatives. It will provide the student with general knowledge about public policy making and administration in the United States. It will review specific policies and methods used to analyze and manage problems. Emphasis will be placed on domestic policies with a cost-benefit evaluation on the national, state, and local levels.

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College Calendar

2011 - 2012

Fall Term - 2011

September 6 & 7 – Registration

September 8 – Term Begins, Day & E/W Classes Begin

September 13 – Last Day for Schedule Changes

October 10 – Holiday, No Classes

October 11 – Session I Ends

October 15 – Session II Begins

October 28 – Last Day to Drop a Course without Penalty

November 17 – Session II ends

November 18 – End of Term

Winter Term - 2011

November 29 & 30 – Registration

December 1 – Term Begins, Day and Evening/Weekend Classes Begin

December 6 – Last Day for Schedule Changes

December 22 – Vacation Begins after Classes

December 23 & 26 – College closed

December 30 & January 2 – College closed

January 3 – Classes Resume

January 12 – Session I Ends

January 16 – Holiday, No Classes

January 17 – Session II Begins

January 26 – Last Day to Drop a Course without Penalty

February 17 – Day Classes End

February 18 – End of Term

Spring Term 2012

February 27 & 28 – Registration

February 29 – Term Begins, Day Classes Begin

March 1 – Session I Begins - Evening/Weekend Classes Begin

March 6 – Last Day for Schedule Changes

April 3 – Session I Ends

April 5 – Vacation Begins after Classes

April 6 – Holiday, College Closed

April 16 – Classes Resume

April 17 – Session II Begins

April 26 – Last Day to Drop a Course without Penalty

May 18 – Day Classes End

May 19 – End of Term

May 26 – Commencement

Summer Term - 2012

June 5 – Day and Evening/weekend Registration

June 6 – Term Begins, Day Classes Begin

June 7 – Session I - Evening/weekend Classes Begin

June 12 – Last Day for Schedule Changes

July 4 – Holiday, College Closed

July 12 – Session I Ends

July 17 – Session II Begins

July 19 – Last Day to Drop a Course without Penalty

August 16 – Day Classes End

August 18 – End of Term

Fall Term - 2012

September 4 & 5 – Registration

September 6 – Term Begins, Day & E/W Classes Begin

September 11 – Last Day for Schedule Changes

October 8 – Holiday, No Classes

October 9 – Session I Ends

October 13 – Session II Begins

October 26 – Last Day to Drop a Course without Penalty

November 15 – Session II ends

November 16 – End of Term

In the event of Acts of God affecting operations (i.e. fire, flood, hurricane, tornado, etc.) the college reserves the right to suspend training for a period not to exceed 90 days, provided that the college evidences positive effectiveness every 30 days to reactivate the training. This calendar is subject to change.

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