



## *Manhattan School of Computer Technology*

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# *MANHATTAN SCHOOL OF COMPUTER TECHNOLOGY*

## *GENERAL INFORMATION*

### *HISTORY, MISSION, OBJECTIVES, AND STATEMENT OF LEGAL CONTROL*

#### *History*

Manhattan School of Computer Technology has been in business for more than 20 years. The spectacular growth in the computer field has revolutionized business and industry. The new technology has produced a wealth of career opportunities for individuals who have the required skills for a rapidly changing job market. MANHATTAN SCHOOL of COMPUTER TECHNOLOGY provides a training environment that continually keeps pace with the changes in the job market by incorporating computer hardware and software as it becomes standard in the field.

#### *Mission*

The mission of Manhattan School of Computer Technology (MSCT) is to equip each student with an academic foundation, and the professional training necessary to obtain employment in the allied healthcare and business environment and to provide local community members most in need with charitable educational services to improve their quality of life.

To support the mission, MSCT has set the following goals:

- To instill a strong sense of community and an appreciation and respect for multiculturalism, diversity and education that provides the foundation for success in the community;
- To offer courses and a range of support services to address the unique needs of students who are not academically prepared for post-secondary education;
- To provide effective student services that recognize individual differences and ensure student retention, graduation, and employability;
- To provide programs of study that are educationally sound, up-to-date, of high quality, and effective;
- To use assessment practices which maintain and enhance standards of student achievement, teaching, program quality, and which support the professional growth and development of its personnel;
- Foster in each student the personal qualities of confidence, integrity, achievement, and quality communication skills that are valued by prospective employers;
- As a non-for-profit institution to be responsive to changing demographic and local socio-economic conditions in order to serve the needs of individuals who are currently underrepresented in skilled job fields.

### ***Statement of legal control***

Manhattan School of Computer Technology is owned and operated by Business Education in Science & Technology (BEST) for New Americans, Inc. BEST for New Americans, Inc. is a non-for-profit private corporation. It is governed by a Board of Trustees whose names appear on page 57 of this catalog. The on-site Director is the School's Chief Executive Officer who has the responsibility of managing all aspects of the school and the authority to exercise policies established by the Board of Trustees.

### ***NONDISCRIMINATION POLICY***

Manhattan School of Computer Technology is an equal opportunity/employment affirmative action educational institution and shall not discriminate against any person because of race, color, religion, sex, sexual orientation, age, national or ethnic origin, handicap, marital, parental, or veteran status, except as such conditions may constitute bona fide occupational or assignment qualifications. Compliance Office: School Director, (718) 360-1534.

### ***ACCREDITATION, APPROVALS AND AFFILIATIONS***

Manhattan School of Computer Technology is licensed and registered by the New York State Education Department (NYSED) and is accredited by the Accrediting Council for Continuing Education and Training (ACCET) that is located at 1722 N St NW, Washington DC, 20036 [Telephone: (202) 955-1113]. The school is also approved by the New York State Education Department for training of veterans, and is authorized to enroll non-resident students. MSCT is a member of the National Association of Foreign Student Affairs, the National and State Associations of Student Financial Aid Administrators, and the United States Chamber of Commerce.

### ***SCHOOL LOCATION***

The school is located at 931 Coney Island Avenue, Brooklyn, New York. The school's space is 12,000 square feet with eleven large air-conditioned classrooms, five microcomputer labs, and administrative areas on two floors of an office building.

The school is accessible by public transportation from all boroughs of New York City. Accessibility includes the States of New Jersey (using the PATH trains), Connecticut (using the Metro North trains to Grand Central Station with connecting subway lines), and the New York State Nassau & Suffolk Counties (using the Long Island Railroad to Penn Station at 34<sup>th</sup> Street, or Flatbush Ave in Brooklyn).

Via the New York City Transit system: the B or Q trains to Newkirk Ave, and by Bus (B 8 or B 68) to Newkirk Avenue, Brooklyn.

### ***STUDENT'S WITH SPECIAL NEEDS***

Manhattan School of Computer Technology provides reasonable and appropriate accommodations in accordance with the Americans with Disabilities Act (ADA, 1990) for individuals with disabilities who request and demonstrate the need for accommodation on a



case by case basis as required by law. If the applicant believes that he or she needs an accommodation they should contact the School Director prior to enrollment.

## ***DISCLOSURE STATEMENT***

The student should be aware that some information in the catalog might change. It is recommended that students considering enrollment check with the School Director to determine if there is any change from the information provided in this catalog. In addition, this catalog will contain information on the school's teaching personnel, courses/curricula offered, and program start and end dates. Please be advised that the State Education Department separately licenses all teaching personnel and independently approves all courses and curricula offered. It is possible that the teaching personnel listed in the catalog may have changed. It is again recommended that you check with the Admission Coordinator to determine if there are any changes in the courses/curricula offered, the teaching personnel, and the start and end dates listed in this catalog.



## ***ADMISSIONS***

### ***ADMISSION INTERVIEW***

The Admissions process begins with a student interview. The admissions interview helps determine whether the student has the ability and motivation to succeed in the chosen MSCT program.

The interview is important in assisting both the institution and the applicant to clarify which program will best suit the applicant's needs. The interview also provides an opportunity for the applicant to ask any questions he or she may have about the institution. Only applicants who have an informed interest in a program of study and who are dedicated to finding employment in a related field after graduation should consider registering for a program.

All Admissions representatives are licensed by New York State Education Department and follow a Code of Ethics.

### ***ADMISSION APPLICATION***

To apply for admission, an applicant is required to complete an admission application and submit it to the Admissions Office. The applicant will be required to demonstrate that he or she meets the entrance requirements for the program selected.

### ***GENERAL ADMISSION REQUIREMENT***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY requires evidence of high school graduation, or its equivalent (i.e. GED) for entrance to all programs. Such evidence may be the following:

1. A copy of the High School Diploma or equivalent (GED).
2. A High School Transcript documenting high school completion.
3. From foreign countries where evidence of high school graduation/completion is unobtainable, students must complete original (BPSS Form #115) sworn statements of student's education completed. The form must be completed in English and in the student's native language.
4. Students who do not have a U.S. high school diploma or the recognized equivalent applying for the New York State Tuition Assistance Program (TAP) must take the Ability to Benefit (ATB) test.

### ***PROCEDURE CONCERNING ENROLLEES WITH FOREIGN HIGH SCHOOL DIPLOMAS***

1. Potential students with foreign high school diplomas enrolling in a career program and applying for the New York State Tuition Assistant Program (TAP) grant must follow the procedure below:
2. Every enrollee must take an Ability-to-Benefit (ATB) test approved by the New York State Board of Regents and pass it within 30 days from the start date.
3. During Orientation, students must be reminded of this policy and sign an acknowledgment receipt stating that in the case that they do not pass the ATB test within 30 days from the start date they would lose TAP eligibility for that term.
4. Enrollees, who didn't pass the ATB test within 30 days must be evaluated by an Academic Advisor. Based on that evaluation they will be advised to either continue to the following term, retake that term, or switch to another program.
5. Any enrollee who has lost their TAP eligibility for their current term before they are allowed to continue their education must make arrangements with the Bursar to pay their tuition deficit, (i.e. payment plans, student loans).

If the high school diploma or an equivalent does not bear exactly the same name as the applicant's current name, documentary evidence such as a marriage certificate or other official documentation showing the relationship between the two names must also be provided prior to enrollment.

All documents submitted in support of an application for admission become the permanent possession of MANHATTAN SCHOOL of COMPUTER TECHNOLOGY. The Student Records Office will request an official transcript for each student who has a high school diploma.

### ***SPECIFIC ADMISSION REQUIREMENTS FOR ENGLISH AS A SECOND LANGUAGE (ESL) CERTIFICATE PROGRAM***

In addition to the General Admission requirements listed above, applicants for the ESL certificate program will be tested to establish his/her English language ability by taking the CELSA placement test.

## ***ADDITIONAL ADMISSION REQUIREMENTS***

A student who did not receive a high school diploma (or its recognized equivalent), or who did not complete a secondary school education in a home-school setting, could be eligible for Federal Financial Aid. This can be done through a combination of ATB alternatives and enrollment in an eligible career pathway program (as determined by the Title IV eligible institutions' staff).

To meet the high school requirement for TAP eligibility, a student who does not have a U.S. high school diploma or the recognized equivalent may receive NYS financial aid, provided the student has received a passing score on a federally approved ATB test identified by the NYS Board of Regents.

**The following ATB tests are administered:**

<b>Program Name</b>	<b>Entrance requirements/ATB Tests and Passing Scores</b>
Medical Office Specialist	High School/GED/Test Assessing Secondary Completion (TASC) or Ability to Benefit Score: WONDERLIC Verbal - 248, Mathematics -254; or ACCUPLACER Reading - 55, Sentence - 60, Arithmetic 34; or Foreign Verified HSD plus WONDERLIC Verbal - 200, Mathematics -210
Medical Office Specialist Online/Hybrid	High School/GED/Test Assessing Secondary Completion (TASC) or Ability to Benefit Score: WONDERLIC Verbal - 248, Mathematics -254; or ACCUPLACER Reading - 55, Sentence - 60, Arithmetic 34; or Foreign Verified HSD plus WONDERLIC Verbal - 200, Mathematics -210
Comprehensive Accounting with Computer Operations	High School/GED/Test Assessing Secondary Completion (TASC) or Ability to Benefit Score: WONDERLIC Verbal - 248, Mathematics -254; or ACCUPLACER Reading - 55, Sentence - 60, Arithmetic 34; or Foreign Verified HSD plus WONDERLIC Verbal - 200, Mathematics -210
Comprehensive Accounting & Office Automation with ESL	High School/GED/ Test Assessing Secondary Completion (TASC) or CELSA (97) plus WONDERLIC Mathematics -254 taken at the latest after the ESL component or Foreign verified HSD plus CELSA (97) and WONDERLIC Mathematics -210 taken at the latest after the ESL component
English as a Second Language	High School/GED and ESL Test
Medical Office Specialist with ESL	High School/GED/ Test Assessing Secondary Completion (TASC) or CELSA (97) plus WONDERLIC Mathematics -254 taken at the latest after the ESL component or Foreign verified HSD plus CELSA (97) and WONDERLIC Mathematics -210 taken at the latest after the ESL component

## ***REJECTION OF ADMISSION APPLICATION***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY will reject the application of any individual who does not satisfy the entrance requirements of the selected program of study.

In the event it is determined that an applicant has willfully provided inaccurate, false, or misleading information during enrollment, MANHATTAN SCHOOL of COMPUTER TECHNOLOGY reserves the right to reject the application.

An applicant who wants to enroll must be available for the selected session for the entire program length. The enrollment of any applicant whose work schedule or other commitments overlap the session hours will be rejected.

**Manhattan School of Computer Technology** reserves the right to reject the enrollment of any applicant who formerly enrolled in a program, at the school, and who failed to complete the program.

## ***ENROLLMENT AGREEMENT***

An applicant will be permitted to complete and sign the Enrollment Agreement for the selected program of study only if there is reasonable expectation of successful completion of the program, at which time, a \$50 non-refundable registration fee is payable. The registration fee is specific only to the program and the start date for which the applicant enrolls and may not be applied to another start date or program.

By signing the Enrollment Agreement, the student agrees to inform the school of the following: name, address, telephone number, and the identity of the appropriate contact person at his or her first employment (following completion of the course). The student also authorizes the school to contact the employer to verify employment and to obtain such additional information concerning the employment as is necessary for the school's placement records. Manhattan School of Computer Technology keeps a student's employment information confidential, and uses it only for the purpose of compiling and supporting placement information required by law or regulation, compiling and supporting placement statistics to be used in the school catalog, or in advertising or promotional material concerning the school.

*Tuition, fees, and conditions of enrollment stated on the Enrollment Agreement supersede those in the school catalog when there is a difference.*

Enrollment into all programs is continuous until the last day of the first week of each start date (see Academic Calendar on page 46 for start dates). Any applicant who misses the official start date of a program may make a request through the Admissions Office to the School Director to enroll late. Requests for late enrollment will only be considered during the first week of instruction and may only be granted if the applicant agrees to complete remediation hours for any hours missed from the first week of instruction.

## ***TERMINATION BY STUDENT***

The student may cancel or terminate the Enrollment Agreement at any time by notifying MANHATTAN SCHOOL of COMPUTER TECHNOLOGY.



## ***TUITION & FEES***

### ***GENERAL INFORMATION***

Tuition is charged, per term, based on the specific career specialty program. A \$50 Registration Fee is charged for all programs.

The registration fee is payable at the time of signing of the enrollment agreement after the applicant is accepted for the program of study. It is specific only to the program and the start date for which the applicant enrolls and may not be applied to another start date or program. Therefore, it is a nonrefundable fee.

The tuition and fees amounts are outlined under the **Program Tuition & Cost** (page 54) section of this catalog. All tuition and fees listed in the school catalog are subject to change without prior notice.

## ***TUITION PAYMENT PLAN***

Although all students are required to pay tuition and all appropriate fees; students who qualify for financial assistance or loans from federal, state, or other sources, may defer payment until receipt of such financial aid. *However, in no case will deferred payment go beyond the end of the first term.* It is the student's responsibility to follow through on all financial aid paperwork to ensure timely completion of the process.

Manhattan School of Computer Technology has a tuition payment plan that allows students to make weekly or monthly cash payments for the entire tuition and other charges or for the difference that may not be covered by financial aid. Personal checks are accepted at the discretion of the school.

In cases where payment of tuition and/or other charges are overdue, Manhattan School of Computer Technology reserves the right to employ the services of collection agencies and/or attorneys. In that event, the student shall be liable for an additional sum representing interest and all costs of collection including reasonable attorneys' fees of half the balance in default at the time of collection.

Students are also advised that their academic records will be encumbered prior to the end of the term if all charges are not paid. Grades and transcripts will be withheld until full payment is made.

## ***REFUND POLICY***

### ***GENERAL INFORMATION***

#### ***Postponement of Start Date***

The school reserves the right to postpone a scheduled start date within 30 days. The registration fee is not refundable.

#### ***Cancellation of Start Date***

The school reserves the right to cancel a scheduled program start, if the registration is insufficient to warrant a start. All monies paid by students registered for the canceled program will be refunded including the registration fee.

#### ***Official Withdrawal***

Students who desire to withdraw, from the program of study for any reason; should notify the school, by contacting the Student Records Office (Registrar). This foregoing requirement is also applicable to students who pay their tuition and fees through financial aid.

***The failure of a student to submit a written notice of his/her withdrawal to the Student Records Office (Registrar) may delay refund of tuition due pursuant to Section 5002 of the Education Law.***



### ***Unofficial Withdrawal***

MSCT will administratively withdraw the student from the program in the event that a student is absent for fourteen (14) consecutive calendar days. MSCT will then automatically consider the student as having unofficially withdrawn from the program.

The administration performs the following procedures prior to determining a student has unofficially withdrawn:

- Notice #1 is sent after four (4) consecutive absences, followed by a phone call and a Counseling Form filled out.
- Notice #2 is sent after seven (7) consecutive days absences, followed by a phone call and a Counseling Form filled out.
- In case, when a student informs the school over the phone or otherwise of their intention to return to school but does not return, the fourteen (14) consecutive calendar days count begins after the last contact between the school and the student.
- An actual dismissal notice is sent after fourteen (14) consecutive calendar days being absent from school.

Nevertheless, refunds, if any, will be calculated as of the last date of attendance.

### ***No-show Students and Rejected Applicants***

Students who never started class (no-show), or applicants who are rejected for any reason will receive a 100% refund with the exception of the non-refundable registration fee.

## ***DISMISSAL BY MANHATTAN SCHOOL OF COMPUTER TECHNOLOGY***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY may dismiss a student for any of the following reasons:

- Unsatisfactory conduct or attitude.
- Non-payment of tuition and other charges.
- Absences in excess of 15% of the program hours and having a GPA below 2.0 at the program's mid-point.
- Failure to meet Satisfactory Academic Program requirements.
- Failure to satisfy Program Pursuit requirements when in receipt of TAP.
- Absence of fourteen consecutive days without notifying school.
- Failure to return from a Leave of Absence or other status changes on the due date.
- Willfully certifying inaccurate, false, or misleading information during enrollment.

If inaccuracies are determined after registration but before the applicant incurs a tuition liability, the registration fee is non-refundable if **Manhattan School of Computer Technology** rejects the application. In the event that the individual is already a student when inaccuracies are determined, and MANHATTAN SCHOOL of COMPUTER TECHNOLOGY dismisses the student, he/she will be financially liable according to the terms of the enrollment agreement as of the date of dismissal.

***Any student who is dismissed will be financially liable to MANHATTAN SCHOOL of COMPUTER TECHNOLOGY according to the terms of the enrollment agreement based on the student's last date of attendance.***

## ***REFUND DETERMINATION POLICIES & PROCEDURES***

If a student is dismissed/ withdraws from the school, the Student Record Office sends the Student Status Change Form to the Bursar Office and Financial Aid Office. The Bursar prepares the R2T4 calculation and submits it to the Financial Aid Department.

If this calculation requires a Title IV refund, the Financial Aid Department processes the refund no later than 45 days from the date of determination (DOD). The Bursar posts the refund to the Student's ledger card and electronic file.

Refunds due, if any, are determined based on the student's last date of attendance; and are made within 45 days of the last day of attendance (if the student gives a written notification). Otherwise, refunds are made within 45 days from the date MANHATTAN SCHOOL of COMPUTER TECHNOLOGY dismisses the student or determines the student has withdrawn.

According to the Title IV regulations, refunds, if any, of monies owed by the school to the student, are made within 14 days.

A student who cancels within 7 days of signing the enrollment agreement receives all monies returned with the exception of the non-refundable registration fee. Thereafter, a student will be liable for:

1. The non-refundable registration fee;
2. The cost of any textbooks or supplies accepted or needed for that term; and
3. Tuition liability ***as of the student's last date of attendance.***

In accordance with state law and regulation, there are three types (Term, Quarter and Mini as reflected on the respective enrollment agreement) of refund policies depending on the length of the programs. The refund determination used for the 1500, 1125, and 750 clock hour programs is the Term type. Although the following term refund calculation may be used, the school also applies the Federal "Return of Title IV" for Title IV recipients.

### ***REFUND POLICY-TERMS***

- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
- B. Thereafter, a student will be liable for
  1. the non-refundable registration fee plus
  2. the cost of any textbooks or supplies accepted plus
  3. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated and any previous terms completed.

### ***STUDENT'S TUITION LIABILITY PER BPSS REFUND POLICY***

#### a. First Term

If termination occurs	school may keep
Prior to or during the first week	0%
During the second week	20%
During the third week	35%
During the fourth week	50%
During the fifth week	70%
After the fifth week	100%



b. Subsequent Terms

During the first week	20%
During the second week	35%
During the third week	50%
During the fourth week	70%
After the fourth week	100%

- C. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

<b><i>STUDENT'S TUITION LIABILITY PER ACCET REFUND POLICY</i></b>
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**Student's Tuition Liability per ACCET Refund Policy**  
**First and all subsequent terms if termination occurs:**

**School may keep**

1. During the 1 <sup>st</sup> week	10.0%
2. During the 2 <sup>nd</sup> week	13.3%
3. During the 3 <sup>rd</sup> week	20.0%
4. During the 4 <sup>th</sup> week	26.7%
5. During the 5 <sup>th</sup> week	33.3%
6. During the 6 <sup>th</sup> week	40.0%
7. During the 7 <sup>th</sup> week	46.7%
8. Beginning week 8	100%

The MSCT maintains three refund policy schedules: Title IV, TAP and ACCET. In each instance of cancellation or withdrawal the MSCT follows the policy that is more lenient towards the student.

<b><i>REFUND POLICY –MINI (6 OR LESS WEEKS IN DURATION)</i></b>
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- A. A student who cancels within 7 days of signing the enrollment agreement but before instruction begins receives all monies returned with the exception of the non-refundable registration fee.
- B. Thereafter, a student will be liable for
1. the non-refundable registration fee plus
  2. the cost of any textbooks or supplies accepted plus
  3. tuition liability as of the student's last date of physical attendance. Tuition liability is determined by the percentage of the program offered to the student.

If termination occurs	school may keep
0 - 15% of the program	0%
16 - 30% of the program	25%
31 - 45% of the program	50%

46 - 60% of the program	75%
After 60% of the program	100%

- C. The student refund may be more than that stated above if the accrediting agency refund policy results in a greater refund.

### ***TUITION REIMBURSEMENT FUND***

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program; then you may be eligible for a refund of all tuition.

If you drop out of school prior to completion, and you file a complaint against the school with the State Education Department; you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the **Tuition Reimbursement Fund**, you must first file a complaint with the State Education Department at the address indicated below. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form.

### ***WHAT IS THE TUITION REFUND AND CANCELLATION POLICY?***

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it or you are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at:

New York State Education Department  
116 West 32nd Street, 5th Floor  
New York, NY 10001  
Attention:  
Bureau of Proprietary School Supervision  
(212) 643-4760

## ***FINANCIAL AID***

### ***OVERVIEW***

Manhattan School of Computer Technology is committed to providing educational opportunities for all qualified students regardless of financial need. Financial Aid is the assistance that the federal and state governments make available to eligible students to help meet educational costs. The student and his/her family have the primary responsibility of meeting the costs of education. The school is authorized to participate in the Federal Title IV (Federal Financial Aid), State Tuition Assistance, and Veterans Administration Benefit programs. The financial aid

programs the school offers are: grants, college work study, and loans. They are designed to provide assistance to students who are accepted for enrollment; are currently enrolled; and whose financial resources are inadequate to meet the full cost of their education.

The Financial Aid Programs that Manhattan School of Computer Technology currently participates in are: Federal Pell Grant Program (Pell Grant); Federal Supplemental Educational Opportunity Grant (FSEOG); Federal Work-Study (FWS); Federal Direct Student Loan Program (Direct Loan); and the New York State Tuition Assistance Program (TAP). To apply for the grants and loans, a student must annually use the (paper or web based version) Free Application for Federal Student Aid (FAFSA). A student should request a personal identification number (PIN) at [www.pin.ed.gov](http://www.pin.ed.gov) before completing the web based FAFSA that is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The (paper) application is available in the Financial Aid Office.

Although an available Financial Aid Officer gives financial aid information, more detailed information is available on the website [www.studentaid.ed.gov/pubs](http://www.studentaid.ed.gov/pubs) and is contained in the Student Handbook and other publications that are distributed by the financial aid office. The additional publications are:

- ✓ Financial Aid – The (Federal) Student Guide, FAFSA on the Web Brochure (Easy as 1,2, 3)
- ✓ Pay for College
- ✓ Looking for Student Aid
- ✓ HESC – How to Apply
- ✓ All About Direct Loans
- ✓ The Quick Guide to Direct Loan customer service
- ✓ Repaying Your Student Loan
- ✓ A Guide to Federal Education Loans for Parents, and
- ✓ Direct PLUS Loan Repayment Chart

In addition to providing financial aid information, the Financial Aid Officer provides students with information about their Rights and Responsibilities to receive financial aid. Students are given the following information:

## ***STUDENT RIGHTS AND RESPONSIBILITIES***

### ***Rights:***

- ☐ an explanation of the financial aid programs offered
- ☐ an explanation of the award process
- ☐ an explanation of financial aid budget
- ☐ an explanation of the award packing
- ☐ full disclosure of loan information, if a borrower, and
- ☐ a response to questions regarding any aspect of financial aid.

### ***Responsibilities:***

- ☐ to submit requested documents in a timely manner
- ☐ meet the school's eligibility requirements and those of the Federal/State governments for continued eligibility
- ☐ annually re-file for financial aid
- ☐ adhere to deadline dates for submission of applications and requested documents
- ☐ notify the financial aid office in writing of any changes in family's financial situation
- ☐ maintain eligibility, Title IV (Federal Financial Aid) recipients cannot be absent more than 10% of the program hours in a payment period
- ☐ notify the financial aid office of receipt of any outside aid resources, and
- ☐ a student loan borrower must attend an Entrance and Exit Interview session, keep the institution and lender current about his/her address, and must repay the loan.

## ***FINANCIAL AID PROGRAMS***

### ***Grants***

The Grant programs (Federal Pell Grant, Federal Supplemental Educational Opportunity and New York State TAP) are designed to assist needy students continue their education beyond high school.

### ***Federal Pell Grant (Pell)***

This grant program is designed to assist needy students who desire to continue their education beyond high school. Every student is entitled to apply for a Federal Pell Grant (Pell Grant). To be eligible for a Pell Grant, students must show financial need. To apply for the grant, students may use the paper Free Application for Federal Student Aid (FAFSA) that can be obtained from the Financial Aid Office, or complete the application on the web. If a student completes and submits the paper application to the Financial Aid Office, the Financial Aid Officer submits the application information to the federal government for processing. Further information about this grant is provided in the (Federal) Student Guide, online at [www.studentaid.ed.gov/pubs](http://www.studentaid.ed.gov/pubs) or by contacting the Federal Student Aid Information Center (FSAIC) at **1-800-433-3243 (for the hearing impaired, 1-800-730-8913)**. The current (2021/22) maximum award a student may receive is \$6,495.

### ***Authorizing Pell Grant Disbursements***

Based on information regarding students' attendance and grades from the Registrar, the Financial Aid Officer authorizes the Title IV disbursements. To maintain eligibility, Title IV recipients cannot be absent more than 10% of the program hours in a payment period. Authorizations are made at the following increments for the respective programs:

1500 clock hours:

1 – 450; 451 – 900; 901 -1200; 1201 - 1500

1875 clock hours:

1 – 450; 451 – 900; 901 -1350; 1351 – 1800; 1801 - 1875

600 clock hours:

1 – 300; 301 - 600

### ***Federal Supplemental Educational Opportunity Grant (FSEOG)***

The grant program is administered through the financial aid office. The financial aid officer determines, based on availability of funds, a student's eligibility and exceptional financial need. Primary consideration is given to Pell Grant recipients; and exceptional financial need is determined by considering those students with the lowest Expected Family Contribution (EFC).

### ***New York State Tuition Assistance Program (TAP)***

This grant program assists only eligible New York State residents attending (on a full-time basis) in-state postsecondary institutions to pay for their tuition. To apply for the TAP Grant, the student must complete and submit a Free Application for Federal Student Aid (FAFSA). The information on the FAFSA is used by the Higher Education Services Corporation (HESC) to preprint an Express TAP Application (ETA) that is sent to the student. The student must review and complete the ETA and submit it to HESC for processing. The amount of the TAP Award a student may be eligible for depends on the year the student first received a TAP award, the student's dependency status, and the New York State net taxable income. The maximum TAP award is \$2,000 per term. The disbursement is authorized once the student reaches 100% liability. Specific information on award amount, dependency status, and eligibility may be obtained from the Financial Aid Office. Students may contact HESC at **(888) NYSHESC**, or through the HESC Web site at: [www.hesc.com](http://www.hesc.com).

Students may apply online for TAP approximately three weeks after submitting the FAFSA. To apply online the student must go to [www.hesc.org](http://www.hesc.org), establish a PIN number and complete the application.

## **Work-Study**

### **Federal Work-Study (FWS)**

The program provides jobs for students with financial need. It allows students to earn money to help pay educational expenses. Work-Study wages will be at least the current federal minimum wage. Work hours availability is considered based on class schedule and academic progress. Bi-weekly salaries are paid by check to the student.

## **Loans**

The William D. Ford Federal Direct Loan Program is designed to assist students who wish to borrow money to help pay for their education. The lender is the U.S. Department of Education and the loan amount plus interest **must** be repaid. The interest rate for new borrowers is variable and the percentage rate is determined annually (every July 1).

### **Types of William D Ford Federal Direct Loans (Federal Direct Loans):**

- Federal Direct Stafford Loan (A/K/A: Direct Subsidized Loan).
- Federal Direct Unsubsidized Stafford Loan.  
Eligibility for loan amount is based on financial need, at least half time enrollment, grade level, and cannot exceed the annual loan amount.
- Federal Direct PLUS Loan.  
Available for parents who do not have bad credit histories and who want to borrow for the dependent student. The annual loan amount cannot be more than the school's cost of attendance minus all other financial aid.
- Federal Direct Consolidation Loan.  
Gives students and parents the ability to combine multiple federal student loans into one. To apply for this loan, contact the Loan Origination Center's Consolidation Department at 1-800-557-7392 (Hearing Impaired: 1-800-557-7395) or go to [www.loanconsolidation.ed.gov](http://www.loanconsolidation.ed.gov).

Manhattan School of Computer Technology processes the student loans directly with the federal government. Several factors determine the maximum loan amount a student may borrow. Detailed information about the loans is provided in the Direct Loans booklet that is available in the Financial Aid Office, from the Direct Loan Servicing Center at **1-800-848-0979** or through the Web site at [www.dl.ed.gov](http://www.dl.ed.gov).

A student who receives a Direct Loan has certain rights and responsibilities that must be followed.

As a student loan borrower, the student has **a right** to the following:

- ✓ Written information on the loan obligation and information on the rights and responsibilities as a borrower
- ✓ A grace period and an explanation of what this means
- ✓ A disclosure statement received before the loan repayment begins, including information about interest rates, fees, the balance owed, and the number of payments
- ✓ Deferment of repayment for certain defined periods, if qualify and if requested
- ✓ Forbearance, if qualify and if requested
- ✓ Prepayment of the loan in whole or in part any time without an early repayment penalty
- ✓ A copy of the promissory note either before or at the time the loan is disbursed
- ✓ Documentation that the loan(s) are paid in full.

As a student loan borrower, the student is **responsible for** the following:

- ✓ Attending an exit counseling session before leaving Manhattan School of Computer Technology or dropping below half time enrollment
- ✓ Repaying the loan even if the academic program (under certain circumstances) is not completed, there is dissatisfaction with the education received, or cannot find employment after graduation
- ✓ Notifying Manhattan School of Computer Technology and the Direct Loan Servicing Center for the following reasons:
  - move/change of address
  - change of name
  - withdraw or drop below half-time enrollment
  - transfer to another school
  - fail to enroll for the period for which the loan was intended
  - change of the expected date of graduation
- ✓ Making monthly payments on the loan(s) after leaving school, unless there is a deferment or a forbearance
- ✓ Notifying the U. S. Department of Education's Direct Loan Servicing Center of anything that might alter eligibility for an existing deferment.

### *Veterans Administration Educational Benefits (VA)*

Many programs of educational assistance benefits are available to those who have served in the active military, naval or air service and to their families. Further information may be obtained from the Student Handbook or from the Financial Aid Office, by contacting the VA at **1-888-697-4372**, or through the web site: [www.vba.va.gov](http://www.vba.va.gov).

To check eligibility for benefits, call 1-888-GIBILL-1. Applications can be completed on-line at [www.gibill.va.gov](http://www.gibill.va.gov). Please print out a copy of your application and bring it to the Registrar in advance of enrollment as possible so that you may present your application to the School Director, who is the School Certifying Official (SCO), at MSCT. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <http://www.benefits.va.gov/gibill>.

Veterans, active duty service persons, reservists or otherwise eligible members (such as spouses and dependents) may be eligible to qualify for various VA educational assistance programs. Eligibility criteria for military educational assistance and benefits vary by state and school. Applicants must first check with the Veterans Affairs Administration Office to see if they qualify for benefits.

The school does not penalize students using VA Education benefit programs under Chapters 33 and 31 due to the delayed disbursement funding from the Department of Veterans Affairs, providing students submit a Certificate of Eligibility (COE) for entitlement to educational assistance no later than the first day of their program start, a written request to use such entitlement, and any additional information needed to certify enrollment. In compliance with Title 38 USC 3679 (e), students providing the required documentation will continue have access to classes, libraries, and other institutional facilities as outlined in this catalog. No late fees will be assessed and students accounts will be considered on hold.

Students who receive VA educational benefits are still required to select one of the School's primary financing options (e.g., Financial Aid, Cash) to cover educational costs and related expenses not covered directly by the VA. All payments to this primary financing option must be made in accordance with the school's financial policies and procedures. Students who have questions about these benefits should contact the U.S Department of Veteran Affairs, visit [www.gibill.va.gov](http://www.gibill.va.gov) or call 1-888-GIBILL-1 (1-888-442-4551). More

information about education benefits offered by VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>. VA education benefits include but are not limited to the following:

- Post-9/11 GI Bill ® (Chapter 33) [http://www.benefits.va.gov/gibill/post911\\_gibill.asp](http://www.benefits.va.gov/gibill/post911_gibill.asp)
- Transfer of Post-9/11 GI Bill ® Benefits to Dependents (TEB)  
[http://www.benefits.va.gov/gibill/post911\\_transfer.asp](http://www.benefits.va.gov/gibill/post911_transfer.asp)
- Yellow Ribbon GI Education Enhancement Program (Yellow Ribbon Program)  
[http://www.benefits.va.gov/gibill/yellow\\_ribbon.asp](http://www.benefits.va.gov/gibill/yellow_ribbon.asp)
- Montgomery GI Bill ® – Active Duty (Chapter 30)  
[http://www.benefits.va.gov/gibill/mgib\\_ad.asp](http://www.benefits.va.gov/gibill/mgib_ad.asp)
- Montgomery GI Bill ® – Selected Reserve (MGIB-SR / Chapter 1606)  
[http://www.benefits.va.gov/gibill/mgib\\_sr.asp](http://www.benefits.va.gov/gibill/mgib_sr.asp)
- Veterans Educational Assistance Program (VEAP / Chapter 32)  
<http://www.benefits.va.gov/gibill/veap.asp>
- Survivors' and Dependents' Educational Assistance Program (DEA / Chapter 35)  
[http://www.benefits.va.gov/gibill/survivor\\_dependent\\_assistance.asp](http://www.benefits.va.gov/gibill/survivor_dependent_assistance.asp)
- National Call to Service Program (NCS)  
[http://www.benefits.va.gov/gibill/national\\_call\\_to\\_service.asp](http://www.benefits.va.gov/gibill/national_call_to_service.asp)
- Vocational Rehabilitation (Chapter 31)  
[http://www.benefits.va.gov/vocrehab/eligibility\\_and\\_entitlement.asp](http://www.benefits.va.gov/vocrehab/eligibility_and_entitlement.asp)

## **VERIFICATION**

Verification is the process used to check the accuracy of the information that a student gives when applying for Federal Student Aid. The U.S. Department of Education Central Processing System (CPS) selects certain applications whose data is to be confirmed. The Financial Aid Office reviews and verifies the data submitted by those applicants selected by CPS for verification. The selected applicant and spouse (if applicable) must submit a filed U.S. Federal Income Tax Return(s), State Income Tax Return(s), and a Verification Worksheet. The dependent students must submit their Federal Income Tax and the parents' Federal and State Income Tax Return(s). Then, either the IRS Retrieval Tool must be used or the IRS Return Transcript must be submitted. Other documents may also be required. If information on any of the documents conflicts with what was reported on the application, the applicants will be required to provide additional information. Failure to do so results in loss or non-receipt of aid.

### *Policies and procedures for verification*

The policies and procedures are as follows:

- All selected applicants must be verified
- Selected applicants must submit required verification documents before the Pell Grant Program deadline in September or one hundred twenty (120) days after the last day of the student's enrollment, whichever is earlier
- If the process is not complete, the student is not eligible for Pell award for that award year
- If a student fails to provide the required documentation within the established time frame, then he or she will be required to pay cash for any outstanding balance
- If a student does not meet the deadline and is not capable of making any cash payments at the end of the deadline, the student will be dismissed from the School. The student may re-enter the school only after the required documentation is provided or the student makes satisfactory cash payment arrangements with the Student Accounts Office



- The Student Accounts Office reserves the right to make exceptions to the above-stated policies on a case-by-case basis where there are extenuating circumstances
- Students must be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission
- The School must inform students in a timely manner of the consequences for failing to complete the verification requirements and the actions, if any, the School will take if students do not submit the requested documentation within the time period specified by the Financial Aid Office
- Students must be informed of their responsibilities regarding the verification of application information, including the School's deadline for completion of any actions required
- Students will be notified by mail or in person if the result of verification changes the students' scheduled awards
- The School will assist the students in correcting erroneous information
- The School reserves the right to select for verification any file that, according to the Financial Aid Office, may contain inaccurate information
- A suspected case of fraud will be reported to the Regional Office of the Inspector General or, if more appropriate, to the State or Local Law Enforcement Agency having jurisdiction to investigate the matter. Referrals to Local or State agencies will be reported on an annual basis to the Inspector General

Interim disbursements of Title IV aid may be made prior to the completion of the verification process; however, students are advised that if a disbursement results in an overpayment, or if the verification process is not completed appropriately, recovery of interim disbursements will be made by the School. Students will be held financially responsible for the amount recovered to the lender/grantor.





# STUDENT SERVICES

## COUNSELING

Although the Student Services Coordinator provides counseling services, staff members are available to assist students in deriving maximum benefit from their studies at the school. Students with questions or difficulties may speak with appropriate staff members who are available to provide information about the school. The Student Handbook provides information about the various offices, their responsibilities and location.

Information on drug abuse prevention and other health concerns is provided to students at the time of enrollment. Students are encouraged to read the disclosure materials that are distributed with the Student Handbook and call the telephone numbers provided should professional assistance be needed.

The disclosure materials that are distributed with the Student Handbook are:

- ✓ What You Should Know about Licensed Private Schools and Registered Business Schools in New York State
- ✓ What you should know about controlled drugs and the State Penal Law
- ✓ Crime Awareness.

## LIBRARY

The library provides students with access to both standard reference materials and resources in the form of texts, manuals, trade journals, periodicals, and computerized resources that support the curricula offered at the school. Circulating materials may be borrowed upon presentation of a current student ID card. During posted library hours, the Library Coordinator is available to provide reference services to students, to teach students and to reinforce their knowledge on using the library.

The Brooklyn Public Library provides ready access to a large collection of reference and circulating materials and conducts orientations for our students. The services provided by the Brooklyn Public Library include a tour of the library, an introduction to the resources and services, instruction in how to locate library materials through catalogs, and assistance in obtaining a library card for the Brooklyn Public Library.

## PLACEMENT ASSISTANCE

The school's Employment Preparation and Job Search Program coordinated by the Placement Office is designed to offer students assistance and reinforcement in preparing for employment and to give graduates support in developing successful job search strategies to locate and secure the job they want. The program is not intended to substitute for the responsibility of students and graduates to actively seek employment. While assistance is available, MANHATTAN SCHOOL of COMPUTER TECHNOLOGY does not promise or guarantee employment to any student or graduate.

To be successfully employed in today's business environment requires thorough and ongoing preparation. Upon completion of career programs, students sign the Placement Services Agreement to request participation in the Employment Preparation and Job Search Program. Those graduates who do not need placement assistance sign a placement waiver. From the first week of study until after graduation, each student has access to the following resources to support their preparation for employment:

## ***EXTENDED LABORATORY USE WITH TECHNICAL SUPPORT***

Laboratory facilities are available outside of scheduled hours and at no additional cost to current students and graduates. The facilities give students extensive opportunity to increase their skill and confidence level. Technical support personnel who are skilled in the use of hardware and software applications are available to assist students with any questions or problems during this free time.

Students who use the extended lab time to their advantage are often the first to be successfully employed.

## ***INTERVIEWING TECHNIQUES***

Effective interviewing skills are essential to the job search. Practice in this area is particularly important for students with limited English proficiency. To give students ample interview experience during their program of study, audiotapes of commonly asked interview questions with model acceptable responses are available through the Library/Resource Center. Students are encouraged to use the audio facilities and scheduled mock interview sessions to practice and polish their own interview techniques.

Throughout the program of study, the school provides students with a checklist of performance competencies to achieve during computer-oriented courses. Students are also encouraged to maintain portfolio items from each course, such as completed business projects to share with job interviewers.

At the end of the program of study, graduates are provided with the opportunity to participate in simulated job interviews, to determine "real world" interview readiness. After passing the school's interview, a graduate qualifies for referral through the school's Placement Office to appropriate job openings.

## ***AUDITING***

The school may extend, as a courtesy, to its graduates who are working with the Placement Coordinator in employment preparation permission to audit classes and/or use of the lab facilities. The school recognizes that this is another way of assisting graduates. A graduate who wants to audit a course or part of a course from his or her program of study should apply to the Office of Academic Affairs. If space is available, the Office of Academic Affairs will grant the graduate an audit pass for entry to a specific class.

Students who drop out, or are dismissed, or do not meet graduation requirements, are not permitted the privilege of auditing or using lab resources after the last day of attendance.

## ***JOB SEARCH***

The Placement Office services are available to students and graduates by appointment for ongoing advice, direction, and support with employment preparation and the job search. To allow adequate preparation time, it is strongly recommended that about three months before the projected program end date, participating students begin working with the Placement Office. The Placement Office provides samples of resumes, cover letters, employment application forms, and lists of potential job sources by career field. One month before the program end date, participating students may arrange to work on their resumes, outside of scheduled class hours, in the computer lab.

Following the program end date, graduates who have fulfilled all financial obligations to the school, who have passed the school's simulated interview, and who are actively searching for

employment, may continue to work with the Placement Office according to the terms of the Placement Services Agreement until they are employed.

Based on the Advisory Council guidance and recommendations and extensive market research, the School is committed to providing job skills that are in high demand; which increases employment opportunities for motivated graduates who conduct an active and determined job search.

### ***JOB SEARCH OUTCOME***

Each year, the school is required to provide statistical information to regulatory agencies regarding enrollment and the job search outcome for all graduates. Therefore, it is an enrollment condition that each graduate provides the school with evidence of the outcome of his/her job search, whether or not the graduate used the Placement Office services.

By signing the Enrollment Agreement, the student agrees to inform the school of the name, address, telephone number, and the identity of the appropriate contact person at his or her first employer following completion of the course. The student also authorizes the school to contact the employer to verify employment and to obtain such additional information concerning the employment as it is necessary for the school's placement records. Manhattan School of Computer Technology keeps students' employment information confidential. The information is used only for the purpose of compiling and supporting placement information, as required by law or regulation, and for compiling and supporting placement statistics that are to be used in the school catalog, in advertising, or promotional material concerning the school.

### ***HOUSING***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY does not have housing accommodations. Students who would like information on housing in the area may contact the Student Services Coordinator for referral to appropriate sources.

### ***STUDENT ACTIVITIES***

In view of the school's convenient location, students have access to numerous activities, both cultural and educational, which is usually a bus or subway ride away.

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY is a relatively small institution. Students can enjoy the warmth and friendliness of a faculty and administration that considers growth of the individual, both educationally and socially, a high priority.

Notices of in-school events and out-of-school activities are posted on the bulletin boards.

### ***CERTIFICATION AND LICENSING***

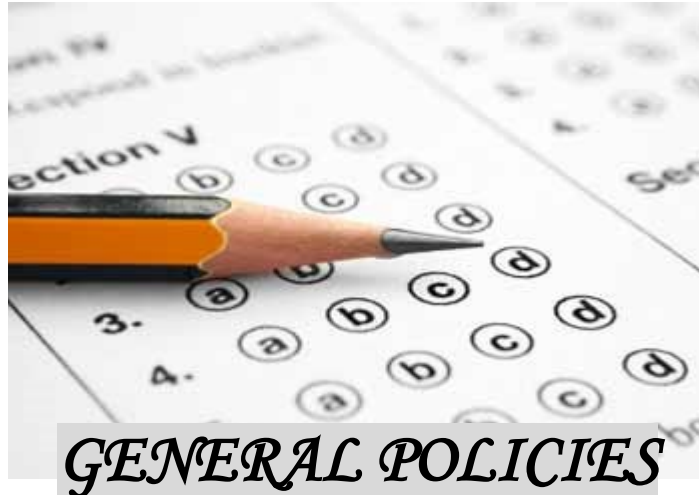
There are no mandatory certifications, licensing, registrations, and/or examinations required for any program at MSCT. The Medical Office Specialist (MOS) program offered does not require specialized programmatic accreditation to obtain entry-level employment or licensure in the state of New York. Certification is not required for employment, such as an EKG Technician or Phlebotomist.

However, MSCT students in the MOS program have an optional certification exam that students take to help improve their employability. The MOS program prepares graduates for this certification exam and encourages them to take the Regional MedCA examination

and Medical Assistant National Certification Exam, including EKG and Phlebotomy, as well as the National Certification Exam (NCCT) for Medical Billing and Coding, in order to become a Certified Medical Office Specialist.

The measures MSCT takes to assist graduates in obtaining such credentials is as follows. MSCT is approved as a testing center for Regional MedCA examinations. Students can take the exam on MSCT's premises after their payment is processed and they are registered by the Student Services Coordinator.

NCCT examination dates are set in advance to provide students with ample time to apply for testing on specific examination dates. Once exam dates are set students can begin the application process, which must be received at least 2 weeks prior to the exam date. Examinees, whose name does not appear on the test roster, will not be allowed to test. Students, who took the test, will receive results directly to their mailing address provided on the application. If the individual candidate has given permission for his/her score to be released to the school, MSCT's Exam Coordinator and the School Director may view the students' and graduates' individual section scores and overall performance scores by using the Colleges/Test tab on the NCCT website. Overall MSCT statistics on pass/fail rates is available from the NCCT website.



## ***GENERAL POLICIES***

### ***STUDENT CONDUCT***

In the interest of providing a climate of student and staff cooperation and to ensure the safety and security of the institution, students are expected to behave in a businesslike and mature manner.

#### ***Suspension***

Breaches of acceptable conduct or attitude either in class or in the school environment may result in suspension from school for a period (up to 5 business days) to be determined by the School Director.

Students will be suspended after one verbal warning for the following:

- Failure to adhere to the school's standards of academic integrity during tests, quizzes, or examinations such as using notes or materials, talking to or copying from other students, and/or copying other student's projects or assignments.
- Eating or drinking in any lab.
- Wearing of inappropriate dress (see further details under Standards of Dress section).
- Continuing to use a computer terminal which is needed for another group's scheduled class.

Students may be suspended immediately and without warning for the following:

- ✓ Smoking in non-smoking areas.
- ✓ Using lab facilities instead of attending scheduled classes.
- ✓ Abusing or defacing school property or the personal property of other members of the school community.
- ✓ Behaving disruptively in the classroom such as: often being late, constantly asking irrelevant or inappropriate questions that are not related to the material being discussed. Being unduly argumentative or contradictory, talking to others in the class when the Instructor or another student is talking, interrupting the Instructor or other students, reading non subject related material (newspaper, novels) and trying to provoke other students in the class.
- ✓ Behaving inappropriately on the school premises or in the building.

The purpose of suspension is to give the student time away from the institution to reflect on the problem and to understand that further conduct infractions will lead to dismissal from school. During the suspension, the student will be marked absent for the hours missed and will be subject to any consequences incurred for such absences.

### ***Appeal of Suspension***

Any student who wants to dispute the basis for suspension should notify the School Director immediately in writing and request a committee review of the case. The decision of the committee will be final.

### ***Dismissal***

The following breaches of conduct are grounds for immediate dismissal from school:

- Being under the influence of alcohol while on the school premises;
- Using, selling, possessing, or distributing drugs or other illicit substances;
- Using physical or verbal abuse, profanity, or violence in any form;
- Engaging in sexual harassment or sexual assault (see further details under Sexual Harassment section); and
- Setting off the fire alarm without good cause.

## ***STUDENT ATTENDANCE***

Students enrolled in full time career programs are expected to attend classes 25 hours weekly during one of the three schedules (morning, afternoon, or evening). Also, students enrolled in the evening (4:30 PM – 9:30 PM) schedule, are expected to attend 25 hours weekly (Monday – Friday). Students enrolled in the ESL program are expected to attend classes 20 hours weekly during one of the three schedules (morning, afternoon, or evening); or 16 hours weekly: 8 hours on Saturdays and Sundays.

Regular attendance is essential to each student's success in the program of study. Instructors record attendance every instructional hour in their individual attendance book. Then, at the end of the class the attendance information is recorded on each student's Permanent Attendance Record.

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY has a 15% allowable absence policy. The student who is absent more than 15% may be placed on Attendance Probation and must attend at least 85% of the scheduled program hours during the next term/quarter.

In recognition of the relationship between attendance and course achievement, to take the final examination in a subject, a student must have attended at least 85% of the scheduled subject hours up to the week prior to the final examination week. A student who is below the attendance requirement and who can provide evidence that he or she was unable to attend regularly due to extenuating circumstances may make a written request to the Office of Academic Affairs to take the final examination.

A student who is absent more than 15 percent of the total number of instructional hours offered during a term of the student's program, **not including a leave of absence**, and who has not achieved a grade point average of at least 2.0 may face dismissal or Attendance Probation. The student placed on Attendance Probation will receive written notification of their status. The school may, at its discretion continue the student's Attendance Probation for the subsequent term if there is reason to believe that extenuating circumstances led to poor attendance and that the student can physically improve his or her attendance to 85% by the next term's end.

In addition to attendance monitoring at the end of the term, students that fail to maintain a cumulative 85% attendance may also face SAP Notices, Official SAP Warnings, SAP Probations, and SAP Dismissals at SAP checkpoints, at the midpoint and endpoint of each term; ensuring that each point is no longer than 25% of the program or academic year, whichever is less. See **Satisfactory Academic Progress Requirements** section. There is an 80% cumulative attendance requirement for graduation.

### **Absences**

MSCT reserves the right to dismiss any student who is absent for 14 consecutive days without notifying MSCT in writing. The definition of "14 consecutive days" includes weekends and holidays. However, it does not include the scheduled breaks between s or between subjects. In cases when a student is absent before a scheduled break the calculation resumes after the break.

Any student who is absent more than the allowable excused absence policy due to illness or other extenuating circumstances or necessary appointments with official agencies should bring appropriate documentation to the Student Records Office for filing. The examples of such documentation may include a doctor's notice, letter of appointment from the official agency, etc. *This material may be used in determining whether or not a student will be permitted to do make-up hours.*

### **Lateness**

Any student entering class 15 or more minutes late will be recorded as absent for that instructional period. Persistent lateness is disruptive and interferes with the learning process of the group. Chronic latecomers will be subject to suspension from school.

### **Early Departure**

Leaving a class 15 or more minutes early will also be treated as absent for that instructional period. Chronic early departures will be subject to suspension from school.

## ***MAKE-UP POLICY***

In supporting student retention, MANHATTAN SCHOOL of COMPUTER TECHNOLOGY has a make-up policy that permits a student who has been absent due to extenuating circumstances to make up any hours missed in excess of the school's allowable absence policy. There are no additional charges for make-up hours.

If a student misses a number of class hours in a specific subject area, he/she must make up the missing lessons in that subject area

According to BPSS regulations (126.4 of Commissioner's Regulations), the Make-up Policy should be conducted in the following way:

Any student whose attendance is deficient because of problems beyond the student's control may apply through the Office of Student Services for permission to makeup hours for the missed work. The Student Services/Retention Coordinator will advise the student to make an appointment with a teacher responsible for the make-up work in a particular subject. During the make-up time, the students must complete all of the missed assignments given to them by their regular instructor. The make-up instructors are licensed in the subjects' areas the students have to make up. The attendance is taken in the same manner as on a regular school day. The student's attendance during the makeup time will be logged in the attendance register.

Any make-up session for attendance purposes shall be approved by the licensed school director, and shall consist of instruction in that portion of the course or curriculum which was not received by the student as a result of absences. A record of make-up sessions shall be maintained in the attendance register.

Students must complete all make-up work within the 150% maximum time frame.

## ***CHANGE OF STATUS***

A change of status occurs when a student does not continue in the class group in which he or she registered and first attended. A change of status includes:

- ◆ A leave of absence;
- ◆ A return from a leave of absence, an academic transfer, when a student may not continue in a program sequence due to failing a prerequisite course;
- ◆ Changes of session;
- ◆ Continuing as a non-regular student;
- ◆ Unofficial and official withdrawal;
- ◆ Enrollment cancellation;
- ◆ Dismissal;
- ◆ Readmission;
- ◆ Reinstatement;
- ◆ Change of Program;
- ◆ Insufficient enrollment review (IER)

*During a change of status that involves a waiting period, the student will be considered by the school to be an active/in transit student. The students with no SAP deficiencies may be permitted to audit classes at no cost, if space is available. The students with SAP deficiencies must make up any deficiencies before entering the new program.*

*In the event that an active/in transit student does not join the first available class group appropriate to his or her needs, the student will be dismissed for non-attendance.*

A **change of status from one class group to another** may involve a change in the financial obligation of the student if the tuition or fees of the class group to which the student is changing is different from the tuition or fees in the student's current class group.



Students who wish to **change their program of study** may do so by making a change of program status request of the Registrar. The student must complete and submit a signed *Change of Program Status Request Form* (obtainable in the Registrar's Office). The Registrar shall:

- Review current enrollment status in determining approval or disapproval of the change request;
- Consider prior clock hours and courses completed;
- Transfer (*where applicable*) clock hours and courses to new program; and
- Maintain prior clock hours; course information; and grades on transcript.

**(For financial aid purposes:** *For the students who change their program of study, the prior clock hours completed are considered in determining the second and subsequent financial aid award/disbursement.*)

## ***BOOKS AND SUPPLIES***

Books and materials will be issued at the beginning of the week following the end of the "free week" (the school does not charge the students who withdraw during the first week of the first term) except for programs in which courses are consecutive rather than parallel. In that case, books and materials will be issued at the beginning of the second week of the program after the program start and on the first day of each course for subsequent courses.

Items issued on loan to a student must be returned in undamaged and reusable condition at the completion of the course. Students will be charged for lost or damaged books or materials at the current market price.

## ***COPYRIGHT POLICIES***

### ***Compliance with Copyright Requirements***

Manhattan School of Computer Technology expects all students, faculty members, and staff to comply with federal and state laws governing copyrighted digital and printed materials.

MSCT informs students, faculty, and staff about copyright laws and school's policies related to violating copyright law as well as penalties for unauthorized distribution of copyrighted materials. The school also provides information about alternatives to illegal file sharing. Periodic review of this procedure ensures effectiveness of the plan.

Each academic year, in the beginning of Fall Term, an updated notice is posted in all computer laboratories, library, classrooms, and on bulletin boards to inform faculty, staff, and students that illegal distribution of copyrighted material is prohibited and may subject them to disciplinary procedures.

MSCT provides access to equipment (e.g. photocopiers, scanners, and computers) that can be used to make copies of print and electronic material. Provision of this access does not relieve an individual of his or her responsibility for complying with the copyright law.

Signs are placed next to all machines capable of copying materials in any format, alerting the user to their responsibility regarding the copyright law.



## ***STANDARDS OF DRESS***

Students are encouraged to dress in a manner appropriate to the customary standards expected in a business environment: usually a dress shirt with collar, tie, slacks, and dress shoes for men and conservative business and office dress for women. However, the school recognizes that this style of dress may present a financial burden to some students. Therefore, the school does permit more liberal dress standards. Casual clothing such as jeans, t-shirts, and sandals may be worn. Students enrolled in the Medical Office Specialist program are encouraged to wear scrubs provided to them by the school free of cost. Students are requested not to wear the following in school: tank tops, halter tops, cut-off jeans, skin tight attire, mini-skirts, short shorts, or any clothing that may be offensive to other students or staff members.

Any student who does not adhere to the school's dress policy may be suspended from school. The student will be marked absent for the missed hours and subject to any consequences incurred for such absences.

## ***BULLETIN BOARDS***

Students are required to keep themselves regularly informed of school activities by reading notices and schedules posted on the school's bulletin boards located on the first and second floors.

## ***SCHOOL GRIEVANCE PROCEDURE***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY has an internal grievance procedure whereby any student, who feels that an issue or problem has not been appropriately addressed or resolved; may submit a grievance, in writing, to the School Director. The grievance will be presented at an Administrative Committee meeting, and a determination will be provided to the student within five school days.

Any student who believes that his or her grievance has not been fairly addressed by the school may write to the New York State Education Department, 116 West 32nd Street, 14th floor, New York, NY 10001. Attention: Bureau of Proprietary School Supervision or telephone the Department at (212) 643-4760, and/or write Accrediting Council for Continuing Education and Training, 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Email: [complaints@accet.org](mailto:complaints@accet.org) Website: [www.accet.org](http://www.accet.org).

## ***COMPLAINT PROCEDURE***

The following information is provided by the New York State Education Department and is excerpted from the pamphlet **"Information for Students; Student Rights"** (see <http://www.acces.nysed.gov/bpss/students/disclos.htm>).

The purpose of the information is to provide you with details on how to file a complaint with the New York State Education Department if you believe that the school or anyone representing the school has acted unlawfully and describes the process for obtaining a tuition refund.

### **What can a student or employee complain about?**

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

### **How can a student or employee file a complaint?**

The steps you must take to file a complaint are:

1. Write to the New York State Education Department, 116 West 32nd Street, 5th Floor, New York, and N.Y. 10001, Attention: Bureau of Proprietary School Supervision or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including your enrollment agreement copy, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. *You must file a complaint within two years after the alleged illegal conduct took place.* The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action, then the Department may proceed with formal disciplinary charges.
4. In addition to filing a complaint with the Department, you may also try to resolve your complaint directly with the school. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the School Director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you take to attempt to resolve your complaint.

In the event that a student has exercised the institution's formal student complaint procedure, and the problem(s) have not been resolved, the student has the right and is encouraged to take the following steps:

1. Complaints should be submitted in writing and mailed, or emailed to the ACCET office. Complaints received by phone will be documented, but the complainant will be requested to submit the complaint in writing.
2. The letter of complaint must contain the following: a) Name and location of the ACCET institution; b) A detailed description of the alleged problem(s); c) The approximate date(s) that the problem(s) occurred; d) The names and titles/positions of all individual(s) involved in the problem(s), including faculty, staff, and/or other students; e) What was previously done to resolve the complaint, along with evidence demonstrating that the institution's complaint procedure was followed prior to contacting ACCET; f) The name, email address, telephone number, and mailing address of the complainant. If the complainant specifically requests that anonymity be maintained, ACCET will not reveal his or her name to the institution involved; and g) The status of the complainant with the institution (e.g., current student, former student, etc.).
3. In addition to the letter of complaint, copies of any relevant supporting documentation should be forwarded to ACCET (e.g., student's enrollment agreement, syllabus or course outline, correspondence between the student and the institution).
4. SEND TO: ACCET CHAIR, COMPLAINT REVIEW COMMITTEE 1722 N Street, NW Washington, DC 20036 Telephone: (202) 955-1113 Fax: (202) 955-1118 or (202) 955-5306 Email: [complaints@accet.org](mailto:complaints@accet.org) Website: [www.accet.org](http://www.accet.org)  
Note: Complainants will receive an acknowledgement of receipt within 15 days.

## ***PRIVACY RIGHTS***

It is the policy of MANHATTAN SCHOOL of COMPUTER TECHNOLOGY to comply with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 and to inform students of this Act, as amended, at the beginning of each school year.

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

A student who requires further information regarding this Act or who has a complaint concerning an alleged failure of the school to comply with its requirements should contact the School Director

## ***EMERGENCY***

In the interests of everyone's safety, students are to be familiar with emergency procedures and evacuation routes. Floor plans showing the location of fire exits and fire extinguisher are posted on bulletin boards on each floor. Fire drill schedules and procedures are also posted on each floor.

Individual illness or injury must be reported immediately to a member of the school's administration. The school reserves the right to contact a relative or friend of the student and emergency medical assistance in the event of a student's illness or injury. A first aid kit is maintained in the Reception Area for minor emergencies.

## ***CRIME AWARENESS AND SCHOOL SECURITY***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY publishes materials regarding crime awareness and school security each year in accordance with the Crime Awareness and Campus Security Act of 1990. The portion of the law that addresses Campus Security issues is now called the "Jeanne Clery Disclosure of Campus Security Policy and campus crime statistics Act". The Student Services Office distributes copies of the material, and it is also posted on the bulletin board with other disclosure items.

## ***SEXUAL HARASSMENT***

Any form of sexual harassment by an employee or student is considered to be a violation of MANHATTAN SCHOOL of COMPUTER TECHNOLOGY policy and a violation of federal law. Sexual harassment is described as unsolicited, nonreciprocal behavior such as unsolicited verbal comments and harassment; sexist remarks about a person's body or sexual activities; patting, pinching, or unnecessary touching; subtle pressure or demands for sexual favors accompanied by implied or over threats concerning employment or student status; and physical assault.

For individuals who consider they are victims of sexual harassment there are two contact persons: the Student Services Coordinator and the School Director who investigate each grievance confidentially and take any necessary action. Disciplinary actions include suspension and dismissal from school depending on the nature and substance of the grievance. Legal action may also be taken.

## ***DRUG AND ALCOHOL POLICY***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY is determined to maintain a school environment that is free from the possession, use, or distribution of illegal drugs and the effects of alcohol abuse. Manhattan School of Computer Technology strives to be in compliance with the 1989 Drug Free Schools and Community amendment Act (relating to United States Public law 101-226), and supports the health and safety of its students and employees. Students contravening the school's policy, as specified in the school catalog under the heading Student Conduct, are grounds for immediate dismissal. The school's drug and alcohol prevention program information is initially distributed at the time of enrollment and is updated and made available annually to students and employees through the School Director's office.

## ***DRUGS AND ALCOHOL ABUSE DISCLOSURE MATERIALS***

Faculty, staff, and students of Manhattan School of Computer Technology should be aware that the unlawful possession, use, or distribution of illicit drugs and alcohol in New York State is punishable by criminal sanctions authorized by the Federal government and by the State of New York. These sanctions can include imprisonment, fines, assigned community service, and loss of federal student financial aid eligibility.

**Regarding illicit drugs**, the seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold. For example, in New York State, the criminal possession of 500 milligrams of cocaine is a class D felony, punishable by sentences up to 2 ½ years in prison. The sale of less than one-half an ounce of cocaine is a class B felony, punishable by sentences up to 9 years in prison. The criminal possession of eight to sixteen ounces of marijuana is a class E felony, punishable by sentences up to 1 ½ years in prison, as is the sale of more than 25 grams of marijuana. Possession or sale of larger amounts of marijuana is punishable by more severe penalties. Judges have some discretion to consider the circumstances in sentencing. In New York State, a gift of drugs, including marijuana, is treated as a sale.

Under US federal law, possession of illicit drugs can be punished by jail terms of up to twenty years and minimum fines ranging from \$1,000 to \$5,000. Federal possession and trafficking convictions can also lead to the forfeiture of property (e.g. your car), the denial of federal benefits such as student loans and grants, and a criminal record which may prevent an individual from entering certain career fields.

A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances, including marijuana, in open view in a room under circumstances demonstrating intent to prepare the substance for sale is presumptive evidence of knowing possession of such substance by anyone in close proximity.

**Criminal penalties also may result from the misuse of alcoholic beverages.** In New York, if someone gives or sells an alcoholic beverage to a person younger than 21 years old, he or she is committing a misdemeanor punishable by a fine, a jail term, or both. Any sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term, or both.

If someone is under the age of 21, he or she is prohibited from possessing an alcoholic beverage with the intent to consume it. Each violation is punishable by a fine of up to \$50 and/or completion of an alcohol awareness program and/or up to 30 hours of appropriate community service. The person can also be fined up to \$100 and/or be required to perform community service and/or be required to complete an alcohol awareness program if he or she is under 21 and presents falsified proof when purchasing or attempting to purchase alcoholic beverages. The person's driver license may be suspended for three months if he or she is under 21 and uses a driver license to try to purchase alcohol illegally. Fines and license suspension periods may increase with subsequent violations.

### **Loss of Student Eligibility for Federal Aid due to Drug Conviction**

Section 484 of the Higher Education Act of 1965 (as amended in 1998) provides that a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received. Federal aid can be grants, student loans, and/or college work study. The period of ineligibility begins on the date of conviction and lasts until the end of a statutorily specified period. The student may regain eligibility early by completing a drug rehabilitation program or if the conviction is overturned. The suspension of eligibility for financial aid due to drug-related offenses and rehabilitation is set forth in the following table:

**In general:** A student who has been convicted of any offense under any Federal or State law involving the possession or sale of a controlled substance shall not be eligible to receive any grant, loan, or work assistance under this title during the period beginning on the date of such conviction and ending after the interval specified in the following table:

1.

If convicted of an offense involving:		
The possession of a controlled substance:		
Ineligibility period is	First offense	1 year
	Second offense	2 years
	Third offense	Indefinite
The sale of a controlled substance:		
Ineligibility period is:	First offense	2 year
	Second offense	Indefinite

2.

**Rehabilitation:** A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph if

- a) The student satisfactorily completes a drug rehabilitation program that complies with such criteria as the Secretary shall prescribe in regulations for purposes of this paragraph; and includes two unannounced drug tests; or
- b) The conviction is reversed, set aside, or otherwise rendered nugatory.

NOTE: In this subsection, the term "controlled substance" has the meaning given the term in section 102(6) of the Controlled Substances Act (21 U.S.C.802(6)).

## ***ACADEMIC POLICIES***

### **GRADING SYSTEM**

Grades assigned at the completion of a course are as follows:

LETTER GRADE	NUMBER EQUIVALENT	QUALITY POINTS
A	90 - 100	4.0
B+	85 - 89	3.5

B	80 - 84	3.0
C+	75 - 79	2.5
C	70 - 74	2.0
D	65 - 69	1.0
F	Below 65	0.0
I	Incomplete Work	None
W	Withdrawal	None
U	Unofficial	None
Withdrawal/Dismissal		

Minimum Passing Grade: 65%

Final grades are based upon the following components:

Examination Grades	50 Percent
Class Participation	30 Percent
Project Work	20 Percent

During each course, students are required to complete quizzes, tests, and projects assignments by the due dates established by the Instructor. All course requirements that count toward the final grade must be completed by the last day of the course.

## ***COURSE RESULTS***

A student's final grade may be obtained from the Instructor as of the last day of the course. Students are issued a *Student Academic Progress Report* after each evaluation pointing the program.

### ***Add Drop Period***

This is the time period in which students may drop a subject from their GPA calculation during their SAP evaluation, if they have an incomplete grade. Course work for incomplete subjects must be completed within the Add/Drop Period, which is 60 days from the start of the term. After course requirements are completed, the appropriate letter grade is assigned to incomplete courses and added back into the GPA calculation for the subsequent SAP evaluation point.

### ***Incomplete***

When a student does not complete the work assigned in a course (including the final exam, project, Ability To Progress test, etc.) and in the view of the instructor still has a reasonable chance to pass the course, the student shall be given the grade I (incomplete). The student must explain the reason of not completing the work to the instructor or to the Department Coordinator. Students may repeat a course or sessions of a course in which an I (incomplete) grade was received (subject to space availability). If the course is part of a sequence, it should be repeated before continuing the sequence.

An Incomplete (I) in a course will be counted as a course attempted for purposes of determining successful course completion percentage for satisfactory academic progress requirements. Incomplete work must be resolved before the next program evaluation point, at which time the Instructor will assign a letter grade for the course whether or not the student has completed the work. There is no extra charge for the attendance of additional hours.

#### ***Exceptions:***

- 1) An Incomplete may not be assigned for sequential courses.
- 2) A student in a TAP eligible program may only be given an Incomplete subject to the limitations imposed by Program Pursuit requirements.



- 3) An Incomplete may not be given if the student will be unable to pass the course even if the course requirements are completed.

### ***Low and Failing Grades***

To graduate, a student is required to pass each course in the program of study; therefore, any failed courses must be repeated and passed. In this case the student will be attending school beyond the contracted program hours but within the maximum timeframe allowed.

A student who misses a complete course in the program sequence and who does not make up the hours and academic work will automatically receive a failing grade (F) in the course. A student who receives a failing grade (F) in a sequential course must repeat and pass the course before continuing the same course sequence for credit. A student who receives a failing grade (F) in a non-sequential course may continue the program but must repeat and pass the course either at an appropriate point to be determined by the Office of Academic Affairs or at the end of the program sequence and within the maximum timeframe to satisfy the requirement for graduation. Repeated courses count as hours attempted.

A student who did not request an incomplete grade, because the course was a sequential course or because of Program Pursuit considerations, and who received a low grade, may apply to the course Instructor to complete any outstanding work if the student's low grade was a result of extenuating circumstances.

Grades earned or skills developed as a regular student or during the continuation period as a non-regular student may replace previous low or failing grades in the calculation of the student's grade point average. However, the initial grade(s) will also appear on the transcript.

### ***Non-Punitive Grades***

The following grades are assigned to courses that a student was taking at the time of withdrawal or dismissal from school: "**W**" (Withdrawal) and "**U**" (Unofficial withdrawal/dismissal). They are non-punitive grades, are not considered as coursework successfully completed, and do not count in the Grade Point Average (GPA). These grades will be counted as courses attempted for purposes of determining successful course completion percentage for satisfactory academic progress requirements.

### ***Pass/Fail Grades***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY does not offer courses on a pass/fail basis.

### ***Remedial Courses***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY does not offer remedial courses at this time.

### ***Final Examinations and Disputed Grades***

After the Instructor reviews the results of the final examination with the class group, the Office of Academic Affairs retains the final examinations of the students for at least 21 days following the end of the term/quarter. In the event that a student believes that his or her final grade for a course is in error, the student must submit a written notice regarding the grade(s) in question to his or her instructor and the Office of Academic Affairs within the 21-day period.

Following the 21-day period, students may claim their final examinations by presenting their (school) photo ID. The Office of Academic Affairs will discard final examinations that students have not claimed by the end of the following term/quarter.



## ***SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS***

SAP evaluations are conducted at the midpoint and endpoint of each term/quarter; ensuring that each point is no longer than 25% of the program or academic year, whichever is less. At these SAP evaluation points; students are informed of their progress and receive written notification from Student Records. Students will receive official SAP Warnings, or be placed on SAP Probation, or be dismissed if they fail to make their SAP requirements at these evaluation points.

Each SAP evaluation will include an assessment of the qualitative and quantitative measure of the student's rate of progress. These measures are:

- A. Academic: Grade Point Average (a minimum of 2.00)
- B. Attendance: A cumulative attendance of 85% is required.

### ***SAP Evaluation Points***

Progress is evaluated at the following points:

<b>Medical Allied Health Programs</b>					
<b>Program Code(s)</b>	<b>Program Length</b>	<b># of Terms/Quarters</b>	<b>Term/Quarter Length</b>	<b>Term/Quarter Midpoint</b>	<b>Term/Quarter Endpoint</b>
<b>MOS-E 1875</b>	<b>1875 Hours (75 Weeks)</b>	<b>5 Terms</b>	<b>15 Weeks</b>	After Week 7	After Week 15
<b>MOS 1500 MOSOH 1500</b>	<b>1500 Hours (60 Weeks)</b>	<b>4 Terms</b>	<b>15 Weeks</b>	After Week 7	After Week 15
<b>MBASOH 900</b>	<b>900 Hours (36 Weeks)</b>	<b>4 Quarters</b>	<b>9 Weeks</b>	After Week 4	After Week 9
<b>MAOH 750</b>	<b>750 Hours (30 Weeks)</b>	<b>2 Terms</b>	<b>15 Weeks</b>	After Week 7	After Week 15
<b>CTOH 600</b>	<b>600 Hours (24 Weeks)</b>	<b>2 Quarters</b>	<b>12 Weeks</b>	After Week 6	After Week 12
<b>Accounting Programs</b>					
<b>Program Code(s)</b>	<b>Program Length</b>	<b># of Terms/Quarters</b>	<b>Term/Quarter Length</b>	<b>Term/Quarter Midpoint</b>	<b>Term/Quarter Endpoint</b>
<b>AX 1500</b>	<b>1500 Hours (60 Weeks)</b>	<b>4 Terms</b>	<b>15 Weeks</b>	After Week 7	After Week 15
<b>BKPO 900</b>	<b>900 Hours (36 Weeks)</b>	<b>4 Quarters</b>	<b>9 Weeks</b>	After Week 4	After Week 9
<b>English as a Second Language (ESL) Programs</b>					
<b>Program Code(s)</b>	<b>Program Length</b>	<b># of Terms/Quarters</b>	<b>Term/Quarter Length</b>	<b>Term/Quarter Midpoint</b>	<b>Term/Quarter Endpoint</b>
<b>(Weekend) ESL 600 ESLO 600</b>	<b>600 Hours (38 Weeks)</b>	<b>2 Terms</b>	<b>19 Weeks</b>	After Week 9	After Week 19

<b>(Weekday)</b> <b>ESL 600</b> <b>ESLO 600</b>	<b>600</b> <b>Hours</b> <b>(30</b> <b>Weeks)</b>	<b>2 Terms</b>	<b>15 Weeks</b>	After Week 7	After Week 15
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### ***Application of Standards***

Satisfactory academic progress standards apply to all students, full-time and part-time, in all programs and regardless of whether or not the student is in receipt of financial aid.

### ***Normal Timeframe***

The normal timeframe to complete a program is the timeframe of the program as offered. The normal clock hour timeframes are the program hours as specified under Program Hours in the Career Specialty sections , and below:

<b>IF: The Program Hour is</b>	<b>THEN: Normal Time is</b>
1875	1875
1500	1500
900	900
750	750
600	600

### ***Maximum Time for Program Completion***

The maximum time allowed for a student to complete an entire program of study may not exceed 1.5 times the normal program length, as measured by total program clock hours. The following shows the maximum clock hour timeframes:

<b>IF:</b> Normal Time is	<b>THEN:</b> Maximum Time is
1875	2812
1500	2250
900	1350
750	1125
600	900

Failure to complete the program during the maximum time allowed will result in dismissal. The time granted for an approved leave of absence or any that occurs while a student waits to join the first appropriate class group following a leave of absence is not included in the calculation of the maximum time allowed to complete the program. However; the hours spent repeating a failed course is included in the calculation of the maximum time allowed to complete the program.

### ***Course Completion Requirements***

To show that students are progressing successfully toward meeting the academic requirements of the program within the maximum time allowed to complete the program, students must pass a given percentage of the courses they attempt to prevent dismissal, as seen in the table below.

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY requires that all courses be successfully completed in order to graduate from the program of study.

After 50% of the maximum timeframe allowed to complete the program, the student must have a minimum GPA of 2.00. The minimum successful course completion must be 80% for program lengths greater than an academic year and 65% for program lengths shorter than or equal to an academic year. A student not meeting the standards may apply for extended enrollment and may remain in an extended enrollment status.

At 100% of the maximum timeframe to complete the program, the student must have a minimum GPA of 2.0 (number equivalent of 70-74) and must pass all courses required for graduation.

In addition to the above evaluation points, academic progress will be measured when a student continues in a program beyond the end of a second academic year. At the end of the second academic year or at the end of any subsequent academic year, a student not making SAP cannot be placed on probation, and must be dismissed unless there are mitigating circumstances.

Students must have a minimum successful course completion rate as follows:

For a Program Length of:	At: # of Hours	Percentage Required	At: # of Hours	Percentage Required	At: # of Hours	Percentage Required
1875	1350	80%	1575	80%	1875	80%
1500	1200	80%	1350	80%	1500	80%
900	750	65%	900	65%		
750	600	65%	750	65%		
600	450	65%	600	65%		

### ***Grade Point Average (GPA) Requirements***

Grade Point Average (GPA) is calculated at the midpoint and endpoint of every term/quarter. The total quality points divided by the total number of subjects equals the cumulative GPA.

A student whose GPA is below 2.00 at the end of their first SAP evaluation point will be given an official SAP Warning.

### ***Official SAP Warning***

At the midpoint and endpoint of every term/quarter, students must make the required Satisfactory Academic Progress that is evaluated at each evaluation point.

Attendance must be maintained at least at 85% at every SAP evaluation point for all programs.

If students fail to make SAP requirements for any evaluation point, they will be placed on official SAP Warning for the next SAP evaluation period. The student is eligible for financial aid while on warning.

Students will receive written notification from Student Records when they are placed on warning and they will be given the steps necessary to be removed from warning status. Students will also receive attendance or academic counseling, from the School Director, as appropriate, when they are placed on warning.

Students who fail to meet their SAP requirements at the end of the warning period will be given a chance to appeal their dismissal. \*See Appeal Process below.

### ***Appeal Process***

Under extraordinary circumstances only, the school's Administrative Committee may waive the standards of academic progress for significant occurrences outside the control of the student such as major health, family, or other crises. The student may submit a written appeal of their dismissal to the School Director accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress.

The student not meeting SAP who has an appeal approved for extenuating (mitigating) circumstances will be placed on SAP Probation and is eligible for financial aid.

Before an appeal may be granted, a written academic plan will be provided to the student which clearly identifies a viable plan for the student to successfully complete the program within the maximum timeframe allowed.

The School Director will assess all appeals, and determine whether the student may be permitted to continue in school on a probationary status, despite not meeting the satisfactory progress requirements. The student will be sent the written decision within ten days of the school's receipt of the appeal. The decision of the School Director is final. No appeals will be granted for graduation requirements.

### ***SAP Probation***

Students granted an appeal are on a probationary status for the next minimum mandatory evaluation period, during which time they must meet the terms and conditions set out in the School Director's letter granting the appeal. The student may continue on probation as long as he or she meets the terms of the academic plan approved at the time the student's appeal was granted, until such time as satisfactory academic progress status is regained.

They will receive counseling and be offered tutoring assistance and/or makeup hours. A student on probation is eligible for financial aid. The probationary term remains in effect until the end of the minimum mandatory evaluation period. When a probationary student fails to meet the required minimum SAP at the end of the probationary term, he or she will lose their financial aid eligibility and be dismissed from school for a minimum of a term.

### ***Grade and Coursework Appeal***

A student has the right to request additional work to improve the results of their grades and coursework by addressing the matter with the appropriate instructor(s). The instructor, when practical, may provide the student with additional coursework, which, when completed and checked may be counted toward the GPA. If the student still believes that the standards may have been misapplied in his or her case, he or she may submit a written appeal for reconsideration to the Department Coordinator, prior to the start of the next term. The Department Coordinator, when practical, may help the instructor in developing the learning plan that would suit the student's individual needs (such as tutoring, additional lab time, etc.) and help improve the student's GPA. The Academic/Faculty Director's decision is final and may not be further appealed.

### ***Financial Aid Eligibility and Satisfactory Progress***

A student who fails to meet satisfactory academic progress standards after their official SAP Warning and/or their SAP Probation period will no longer be eligible for Federal and State financial aid.

### ***Request to Continue in School (Non-Regular Enrollment Status)***

A student who was dismissed for not meeting satisfactory progress standards and who is able to demonstrate that extenuating circumstances hindered him or her from meeting the requirements, may make a written request to be allowed to continue in school in the non-regular enrollment status. Subject to approval of and conditions set by the school's Administrative Committee, the student may be granted non-regular enrollment status for a maximum period of one term/quarter to redress academic, attendance and skill deficiencies in order to re-establish satisfactory academic progress. During the period of non-regular enrollment, a student is not eligible for federal and state student aid. In support of the student, the school will not charge tuition for the non-regular enrollment period. However, if the student is not adequately meeting the Administrative Committee's conditions, permission to continue non-regular enrollment status will be withdrawn after one warning. A student in non-regular enrollment status with minimal attendance deficiencies, when mathematically possible, may be given permission to make up the missed hours if there is a break between terms/quarters and may be able to continue with the same class group.

### ***Reinstatement Following the Non-Regular Enrollment Status***

A student who has established satisfactory progress during the period of non-regular enrollment may apply to return as a regular student and reinstate his or her eligibility for financial aid. A student who is reinstated as a regular student will be on probation until at least the next evaluation point.

A student who is reinstated will be required to meet the provisions stated in this catalog that is in effect on the date of the reinstatement.

### ***PROVISION FOR THE STUDENTS WHO SEEK ADDITIONAL CREDENTIAL, CHANGE PROGRAMS, OR TRANSFER CLOCK HOURS***

In the case when a student seeks an additional credential, change programs, or transfer clock hours into a program, the following steps are taken:

1. All previous successfully completed courses (when applicable) will be credited along with the clock hours toward the SAP calculation of a new program.
2. The student will enter the new program at the new program's SAP measurement point. During the waiting period, the student has to make up any deficiencies before entering the new program.
3. The SAP has to be measured before the student joins the new program. Providing the student is in SAP, his/her SAP will be calculated at the respective measurement point of the new program.

### ***PROGRAM PURSUIT***

For TAP eligible programs, there is also an element, program pursuit, which is considered in assessing a student's academic standing. Program pursuit is determined independently from satisfactory academic progress and represents a measure of effort (i.e., course work completed, rather than achievement).

The assessment of program pursuit is based on the length of time that a student has been receiving TAP assistance, including assistance received previously at former schools. At each evaluation point a student must receive a passing or failing grade. In 50% or more of the course load during the first year in receipt of TAP assistance, in 75% or more of their course load during the second year in receipt of TAP assistance, and in 100% of the course load in each year thereafter.

## ***Waiver***

The Regulations of the New York State Commissioner of Education permit a TAP grant waiver of good academic standing requirements in certain circumstances.

In cases, when situations caused a student to lose good academic standing was beyond the student's control (not chronic circumstances that cannot be remedied), MSCT appointed a waiver officer, the Registrar, and she will make a decision based on the documents provided by the student, whether the TAP waiver for a particular term should be granted. With the additional term that results from approval of the waiver, a student should be able to regain good standing.

The good academic standing requirements can only be waived once during the program of study if the Registrar can certify and maintain documentation that such waiver is in the best interests of the student.

In order to apply for a waiver, a student must present written documentation of exceptional or extraordinary circumstances to the Office of Academic Affairs for consideration. The Registrar will address the matter and a decision will be given within 14 calendar days.

## ***LEAVE OF ABSENCE***

In the case of prolonged illness, accident, death in the family or other special conditions that render attendance impossible or impractical, a student may request/apply for a leave of absence. A leave of absence is a temporary break in a student's attendance during which s/he is considered to be continuously enrolled.

There are special leave of absence requirements that apply to students who are receiving financial aid through the New York State Tuition Assistance Program (TAP) or Title IV funds. These special requirements may be discussed with a staff member from the Financial Aid Office. No monetary charges or accumulated absences will be assessed to the student during the leave period. The effective date of the leave of absence is the date that the leave is granted.

: 1. A student must request the leave of absence in writing in advance of the beginning date of the leave of absence, unless unforeseen circumstances prevent the student from doing so. If a student does not request a leave of absence within a timeframe consistent with the institution's consecutive absence policy, s/he must be withdrawn.

2. Except under the circumstances identified in #3 below, the leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.

3. A student enrolled under an F-1 (for academic and language avocational programs) or M-1 (for vocational or technical programs) visa may be granted leaves of absence or vacations in accordance with the regulations of the Department of Homeland Security and the following guidelines: (a) in emergency situations such as a serious illness or a death in the immediate family. Unless otherwise stipulated and documented, the leave is not to extend beyond 50% of the length of period for which the student enrolled (b) a vacation policy that allows students to accumulate vacation over an extended period of study. Length and frequency of vacations must not impede student progress and must be reasonable within the context of the institution's curriculum; (c) an extended absence whether it be for a leave of absence or vacation (more than four weeks) may require retesting upon reentry into the program.

4. The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified in order for the institution to have a reasonable expectation of the student's return within the timeframe of the leave of absence as requested.



5. The student must attest to understanding the procedures and implications for returning or failing to return to his/her course of study.
  6. The institution must document its approval of the leave of absence request in accordance with its published policy.
  7. The institution may not assess the student any additional charges as a result of the leave of absence.
  8. An approved leave of absence may be extended for an additional period of time provided that the extension request meets all of the above requirements, and the total length of the leave of absence does not exceed the specified limit, as noted in item # 2 or # 3.
- A student is required to return on the due date. Failure to return from a leave of absence will result in dismissal.

A student returning from a leave of absence must join the first class available that provides the student with the appropriate number of hours needed to complete the program. Sometimes this will mean that the student will have to wait until the school has a class that reaches the point appropriate to the student's requirements. During the waiting period and subject to available space, the student may be encouraged to audit classes already taken to review the material at no charge.

A student, whose leave of absence is in excess of thirty (30) days and whose leave occurred during a course(s) that the student had not received a final grade(s), will be evaluated in the course material covered prior to the leave. This process allows the Office of Academic Affairs to determine the appropriate reentry point in the course(s). If a student has not retained the material satisfactorily, the student will be required to repeat the appropriate number of course hours as determined by the Office of Academic Affairs. The additional hours will be counted toward the program hours, which means the student, will (necessarily), continue beyond the standard program length.

### ***Additional SAP Policy for International Student F-1 Visa Status***

All students must meet the published satisfactory academic progress requirements. In addition, international students in F-1 student visa status must have learning plans prepared by the academic department. Learning plans are made available to repeat levels as necessary. However, a student's maximum cumulative total length of language training may not exceed more than 36 months.

#### **International Student F-1 Visa Status Leave of Absence Policy:**

All students must follow the published leave of absence policy. The institution may not assess the student any additional charges as a result of the leave of absence. In addition, an international F student must be out of the United States, but considered to be continuously enrolled during this temporary break of study. The leave of absence must not exceed five months, consistent with federal requirements.

#### **Medical Leave (Reduced Course Load) Policy:**

A medical leave is a temporary break in study for documented medical purposes during which time an international F student remains in the United States and is considered to be continuously enrolled with a reduced course load, consistent with federal regulations.

1. A student must submit a written request for the medical leave (reduced course load) along with required supporting medical documentation in advance of the beginning date of the leave, unless unforeseen circumstances prevent the student from doing so. If a student does not request a medical leave within a timeframe consistent with the institution's consecutive absence policy, s/he must be withdrawn.

3. The institution must not assess the student any additional charges as a result of the medical leave.
4. The length and frequency of the medical leave must not impede student progress and must be reasonable within the context of the institution's curriculum.
5. The institution must assess a student's language proficiency upon the student's reentry to the language program.
6. An international student may only be granted a medical leave if it is in compliance with federal, State, and ACCET regulations.

**Vacation Policy:**

An international F student may be granted a vacation, which is a temporary break in the student's attendance during which s/he is considered to be continuously enrolled.

1. The length and frequency of vacation(s) and school breaks must not impede student progress and must be: (a) reasonable within the context of the institution's curriculum; (b) consistent with sound educational practice; (c) reasonable relative to the period of study completed by the student; and (d) consistent with the published leave of absence policy.
2. A vacation may only be granted after a student completes an extended period of study (at least 12 consecutive weeks of attendance). A vacation only occurs at the completion of a student's term or session.
3. The student must request a vacation in writing in advance of the beginning date of the vacation and attest to understanding the procedures and implications for returning or failing to return to his/her course of study following the vacation.
4. The institution must have a reasonable expectation of the student's return within the timeframe of the vacation as requested.
5. The institution must not assess the student any additional charges as a result of the vacation nor charge tuition for the vacation period.
7. The institution must assess a student's language proficiency upon the student's reentry to the language program.
8. An international student may only be granted a vacation if it is in compliance with federal, State, and ACCET regulations, including those of the Student Exchange Visitors Program (SEVP).

## ***ACADEMIC SUPPORT***

MANHATTAN SCHOOL OF COMPUTER TECHNOLOGY recognizes that students have different learning styles and are able to understand and assimilate complex material at different rates. To support students who miss material because of unavoidable absence or who need more time to understand and apply key concepts to their assigned project work, tutoring services are provided through the Office of Academic Affairs. The tutoring program is an important part of the institution's efforts to provide the means for every student to adequately prepare for employment.

In the event that a class group has a problem with specific portions of a course, and this is brought to the attention of the Office of Academic Affairs either by the Instructor or the students, additional hours of class group tutoring may be recommended to address the problems in the understanding and/or application of the material.

## ***READMISSION***

A student who withdrew from school or was dismissed for reasons other than unacceptable conduct or failure to meet satisfactory progress standards may apply for readmission. However, consideration may be given based on a student's desire and academic ability to succeed in the program of study. A written request to be readmitted must be made to the attention of the School Director.

The Administrative Committee will meet and review the student's request and will make a determination on the request within 14 calendar days of its receipt. The student will be advised of the decision in writing, including any Administrative Committee's stipulations regarding the student's readmission and continuation in the program of study.

If readmission is granted by the Administrative Committee, the student will be assessed only the balance of tuition and other charges; which remains on the original enrollment agreement and is required to meet the provisions of the school's catalog that are in effect on the date of the readmission.

Any student granted readmission who previously received financial aid, will have to complete any remaining hours for which he or she was paid from grant and/or loan funds, and must meet applicable satisfactory progress requirements before being eligible for any additional financial aid monies.

### ***INSTRUCTIONAL (CLOCK) HOURS***

Each fifty-minute class period of a term or quarter is equivalent to one instructional hour, and one instructional hour is equivalent to one clock hour.

### ***TRANSFER OF INSTRUCTIONAL (CLOCK) HOURS***

MSCT is a licensed private vocational school. MSCT offers curricula measured in clock hours, not credit hours. Certificates of completion (such as school diplomas) are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed a program at Manhattan School of Computer Technology is solely at the discretion of the institution of higher education that the student may subsequently attend. MSCT is not a degree granting institution. Therefore, prior post-secondary credits are not transferable to this institution. However, subject to certain conditions, MSCT may allow applicants to transfer instructional hours for courses or curricula taken at another postsecondary school which is licensed, registered or accredited by State, Federal or nationally recognized accrediting agency.

The student interested in transferring instructional hours from a different institution must first meet MSCT admissions requirements. All requests for the transfer of instructional hours must be submitted in writing to the Admissions Director accompanied by a catalog, course content and official transcript from the originating institution. It is the student's responsibility to provide MSCT with the required documentation mentioned above. MSCT Admissions Department must receive the request for evaluation of clock-hours from new enrollees with the required documentation within one week from the start date of the program and forward it for the approval to the Office of Academic Affairs (OAA). Only courses with grade "C" or higher will be accepted for transfer. No more than 20% from the total number of program's instructional hours can be transferred to MSCT. The student will be notified of the results of the transfer request before the start day of the program.

If the request to transfer instructional hours is denied by the OAA, the student may appeal to the MSCT Director within 10 days from the date of determination by the OAA. The Director reviews the student's records and makes a final determination.

At the beginning of the process, the student is informed that acceptance of any transfer credits may affect the amount of financial aid eligibility for vocational training at MSCT. If the instructional hours are transferred, the tuition will be proportionally reduced based on the number of clock-hours transferred to the new program.

## **POLICY FOR TRANSFERRING CREDITS**

1. Students must request transfers one week before the first day of program;
2. Students will be awarded credits for comparable work completed at other accredited colleges and postsecondary vocational institutions, subject to submission of a valid transcript showing work completed;
3. MSCT does not award credits for ESL courses;
4. The Office of Academic Affairs will evaluate requests and grant appropriate credit;
5. The student can only transfer a course with a grade "C" or higher;
6. A written request, transcripts, and course syllabi must be provided to the Director of Admissions;
7. The maximum number of clock-hours that may be transferred from another institution to MSCT cannot exceed 20% from the total number of instructional hours of the program.
8. The content of the transferred course should be 80% compatible with the content of the course offered at MSCT;
9. The Financial Aid Office will provide grant appropriate credit and proportional tuition reduction for credit-hours accepted by MSCT;
10. Appeals must be presented in writing to the school Director within ten days of denial;
11. No fees are assessed for evaluating or granting credit transfers;
12. The transferability of credits you earn at MSCT is at the complete discretion of an institution to which you may seek to transfer;
13. MSCT will provide guidance, counseling, an official transcript, syllabi, and course outlines if requested by a student or the receiving institution.

## ***CREDENTIAL AWARDED***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY awards a Diploma upon successful completion of the following programs: Comprehensive Accounting and Office Automation with ESL (AE); Comprehensive Accounting with Computer Operations (AX); Medical Office Specialist (MOS), Medical Office Specialist Online/Hybrid (MOS-OH), and Medical Office Specialist with ESL (MOS-E). Upon successful completion of the English as a Second Language (ESL) Program, a Certificate is awarded.

## ***GRADUATION REQUIREMENTS***

Students will be able to graduate if they meet the following conditions:

- Earned at least a 2.0 Grade Point Average, (number equivalent of 70-74)
- Received at least the minimum of a passing grade in each course in the program,
- There is an 80% cumulative attendance requirement for graduation;
- Fulfilled all financial obligations to MANHATTAN SCHOOL of COMPUTER TECHNOLOGY, and
- If a student is a student loan borrower, the student must attend a Student Loan Exit Interview.

Students who didn't meet attendance and (or) GPA graduation requirements within the regular timeframe of the program are allowed to complete their deficiencies within the maximum timeframe of his/her program at no extra charge.

Requests for official transcripts from other schools or organizations must be accompanied by a signed release from the student for whom the transcript is requested and must be accompanied by a five (5) dollar fee.

Official transcripts will not be provided on behalf of any student who has not fulfilled all financial obligations to MANHATTAN SCHOOL of COMPUTER TECHNOLOGY.

## ***Retention; Completion/Graduation; & Job Placement Rates***

Manhattan School of Computer Technology's Retention, Completion/Graduation, and Job Placement Rates for the two most recent years are:

<b>Program name - Year</b>	<b>Completion</b>	<b>Placement</b>
AX1500 - 2015	68.75%	75.00%
AX1500 - 2016	No Graduate Cohort	
AX1500 – 2017	71.43%	75%
ESL600(morning and evening schedule) - 2015	67.41%	70.00%
ESL600(morning and evening schedule) - 2016	67.33%	71.05%
ESL600(morning and evening schedule) - 2017	67.34%	71.01%
ESL600(Weekend schedule) 2015	67.57%	71.79%
ESL600(Weekend schedule) 2016	68.97%	71.43%

ESL600(Weekend schedule) 2017	69.05%	71.43%
MOS1500 2015	67.77%	70.15%
MOS1500 2016	68.42%	70.51%
MOS1500 2017	67.13%	70.83%

## ***PROGRAM INFORMATION***

### ***PROGRAM OUTLINES***

#### ***Program Resources***

To give students the broadest range of employment opportunities within their elected career field, MANHATTAN SCHOOL of COMPUTER TECHNOLOGY offers programs that are supported by up-to-date computer hardware and software resources.

In preparing for the job market, students who enrolled in Accounting and Medical specialties focus on both manual and computerized skills using popular integrated software packages found in both small and large businesses. Students have the opportunity to learn word-processing skills related to their specialties. Students also have access to state-of-the-art computer labs. Software is selected on the basis of its importance in the career fields and includes recent releases.

To accommodate applicants with limited English proficiency, MANHATTAN SCHOOL of COMPUTER TECHNOLOGY offers career specialty programs that begin with intensive English as a Second Language.

#### ***General Policies***

MANHATTAN SCHOOL of COMPUTER TECHNOLOGY reserves the right to vary the order that courses are offered in each program, subject to State Education Department guidelines. Prerequisite courses will be offered in the appropriate order. MANHATTAN SCHOOL of COMPUTER TECHNOLOGY reserves the right to update the subject matter, course texts and materials, and equipment with the approval of the appropriate agencies.

Teacher licensing regulation of the New York State Education Department governs the teaching of each course within each program of study. Instructors may teach only courses for which they are licensed. The overall needs of the school, the Instructors, and all students are taken into consideration when Instructors are scheduled for courses.

In the event that class or lab hours of a subject need to be cancelled due to the absence of Instructor or for other unavoidable reasons, the missed subject hour(s) will be rescheduled. For

day students, where practical, cancelled hours will be rescheduled within the scheduled range of hours with the same Instructor who cancelled the hours. However, if the Instructor has other teaching commitments or there is no classroom available, the school reserves the right to use an alternate Instructor or to reschedule cancelled hours outside of the scheduled range of hours. The school also reserves the right to use the break time between terms/quarters to reschedule cancelled classes. For evening students, depending on what is most practical, cancelled hours may be rescheduled on the weekend, or during the break between terms/quarters, or added to the end of a course in which case the course end-date and program graduation date may be extended. Students must check with the Office of Academic Affairs as to whether classes need to be rescheduled during the term or quarter break before making any arrangements such as vacation.

The New York State Education Department sets the student/teacher ratio for the classroom and lab (for each program of study) based on the type of program. Student/teacher ratio is also determined by the size of the room or lab. Within the prescribed limits, the school reserves the right to utilize facilities and resources effectively for the benefit of the school as a whole and may regroup students with the same start date or who are at the same point in a course sequence or curriculum.

The Following student/teacher ratios are approved by the New York State Education Department:

lecture 1:30, lab 1:20, Internship 1:10

ESL component of career programs: 1:20

For Stand-Alone ESL Program Only:

ESL-Beginning I and ESL-Beginning II 1:15, all other levels 1:20

## ***CAREER SPECIALTIES***

### ***ACCOUNTING PROGRAMS***

AE1500 (1500 Hours)  
Comprehensive Accounting and Office Automation with ESL

AX 1500 (1500 Hours)  
Comprehensive Accounting with Computer Operations

### ***MEDICAL OFFICE SPECIALIST PROGRAMS***

MOS 1500 (1500 Hours)  
Medical Office Specialist

MOS-OH 1500 (1500 Hours)



Medical Office Specialist Online/Hybrid

MOS-E 1875 (1875 Hours)  
Medical Office Specialist with ESL

## *LEARN ENGLISH*

### **ENGLISH AS A SECOND LANGUAGE**

ESL600 (600 Hours)  
English as a Second Language  
ESLO600 (600 Hours)  
English as a Second Language Online

## *CAREER SPECIALTY*

### **COMPREHENSIVE ACCOUNTING AND OFFICE AUTOMATION WITH ESL**

#### **PROGRAM HOURS**

**CIP CODE 52.0302**

1500(LECTURE 1125 HOURS, LAB 375 HOURS)

#### **COMPLETION TIME**

60 weeks (four terms of 15 weeks each) Full Time

**CODE: AE1500**

#### **SESSIONS**

Available: Morning, Afternoon, and Evening.

#### **PROGRAM DESCRIPTION**

This program is designed for individuals who need intensive English prior to their career studies. This program provides the necessary knowledge and skills to compete in today's accounting industry. The program offers in-depth instruction in manual and computerized accounting and provides training in a variety of office skills such as data entry, work processing, Excel spreadsheet, data analysis.

Students receive a thorough foundation in business math and principles of accounting, including payroll and fundamentals of preparing State and Federal tax returns as well as training in customized accounting software packages such as Peachtree and QuickBooks, which are used nationwide.

#### **PROGRAM OBJECTIVE**

The overall objective of the program is to prepare students for such positions as:  
Bookkeeper, Accounting and Auditing Clerk, Accountant's Assistant, Payroll clerk.

### **JOB OPPORTUNITIES**

Graduates of Comprehensive Accounting and Office Automation with a term of intense vocational English studies are ready to assume roles of bookkeepers in business or accounting industries. Graduates are also able to work in industries dealing with payroll, auditing, banking, insurance, tax preparation, accounting and real estate. They also have the opportunity of being employed as an accountant's assistants.

Additionally, there is the possibility of finding employment with any firms dealing with merchandise inventory, plant assets and depreciations.

### **COURSE REQUIREMENTS**

L100	Intermediate ESL-I	75 hrs		with QuickBooks	75 hrs
L105	Intermediate ESL-II	75 hrs	G003	Career Preparation	75 hrs
L115	Intermediate ESL-III	75 hrs	A240	Manual Accounting III	75 hrs
L125	Advanced ESL-I	75 hrs	A260	Income Tax Procedures	75 hrs
L135	Advanced ESL-II	75 hrs	A250	Computerized Accounting	
B200	Business Organization and Management	75 hrs		with Peachtree	75 hrs
A200	Manual Accounting I	75 hrs	B204	Business English (Spoken Communication) – 75 hrs.	
G005	Computer Concepts	75 hrs	A270	Payroll Accounting – 75 hrs.	
A210	Computerized Accounting with Excel	75 hrs	B211	Math for Business – 75 hrs.	
A220	Manual Accounting II	75 hrs	B241	Microsoft Word – 75 hrs.	
A230	Computerized Accounting		B203	Writing for Business – 75 hrs.	

## ***COMPREHENSIVE ACCOUNTING with COMPUTER OPERATIONS***

**PROGRAM HOURS**

**CODE: AX1500**

**CIP CODE 52.0302**

1500(LECTURE 825 HOURS, LAB 375 HOURS) INTERNSHIP 300 HOURS)

### **COMPLETION TIME**

60 weeks (four terms of 15 weeks each) Full Time

### **SESSIONS**

Available: Morning, Afternoon, and Evening.

### **PROGRAM DESCRIPTION**

This program provides the necessary knowledge and skills to compete in today's accounting industry. The program offers in-depth instruction in manual and computerized accounting and provides training in a variety of office skills such as data entry, work processing, Excel spreadsheet, data analysis.

Students receive a thorough foundation in business math and principles of accounting, including payroll and fundamentals of preparing State and Federal tax returns as well as training in customized accounting software packages such as Peachtree and QuickBooks, which are used nationwide.

The program concludes with 300 hours of Internship where students apply their knowledge learned in the classroom in a real business environment.

### **PROGRAM OBJECTIVE**

The overall objective of the program is to prepare students for such positions as: Bookkeeper, Accounting and Auditing Clerk, Accountant's Assistant, Payroll clerk.

### **JOB OPPORTUNITIES**

Graduates from Comprehensive Accounting with Computer Operations program are ready to assume roles of bookkeepers in business or accounting industries. Graduates are also able to work in industries dealing with payroll, auditing, banking, insurance, tax preparation, accounting and real estate. They also have the opportunity of being employed as an accountant's assistants. Additionally, there is the possibility of finding employment with any firms dealing with merchandise inventory, plant assets and depreciations.

### **COURSE REQUIREMENTS**

B204	Business English (Spoken Communication) – 75 hrs.	A210	Computerized Accounting with Excel – 75 hrs.
B211	Math for Business – 75 hrs.	A240	Manual Accounting III – 75 hrs.
B200	Business Organization and Management – 75 hrs.	G003	Career Preparation – 75 hrs.
A200	Manual Accounting I – 75 hrs.	A230	Computerized Accounting with QuickBooks – 75 hrs.
G008	Modern Office Technology – 75 hrs.	A250	Computerized Accounting with Peachtree 75 hrs.
B241	Microsoft Word – 75 hrs.	A260	Income Tax Procedures 75 hrs.
A270	Payroll Accounting – 75 hrs.	G005	Computer Concepts – 75 hrs.
B203	Writing for Business – 75 hrs.	I110	Internship – 300 hrs.
A220	Manual Accounting II – 75 hrs.		

## ***MEDICAL PROGRAMS***

### ***MEDICAL OFFICE SPECIALIST***

**PROGRAM HOURS****CODE: MOS1500****CIP CODE 51.0801**

1500(LECTURE 750 HOURS, LAB 375 HOURS, INTERNSHIP 375 HOURS)

**COMPLETION TIME**

60 weeks (four terms of at least 15 weeks each) Full Time

**SESSIONS**

Available: Morning, Afternoon, and Evening.

**PROGRAM DESCRIPTION**

This program is designed for those students who desire knowledge and skills in both, administrative front office and clinical back office. Students receive thorough knowledge in principles of medical office work, including ECG, Phlebotomy and clinical procedures, as well as training in customized medical billing software packages used nationwide.

The program includes 375 hours of Internship training in a medical facility in order to meet the requirements for testing as a Nationally Certified Medical Assistant. Study of clinical skills and procedures provide the students with the required skills to work with patients.

**PROGRAM OBJECTIVE**

The occupational objective of this program is to prepare a graduate for entry level positions as a Medical Office Specialist (in physicians' offices or other health care facilities); Medical Records Clerk; Billing Clerk; Patient Insurance Clerk; or a Medical Transcriber, as well as back office Medical Assistant, Phlebotomist or ECG Technician, Junior Medical Manager and Medical Secretary.

**JOB OPPORTUNITIES**

Graduates of the Medical Office Specialist program will be ready for employment in all related positions; typically in doctor's offices and /or hospitals, as well as clinical laboratories within medical centers or standalone facilities, insurance companies, or billing/coding companies. Students will be able to work as a Phlebotomy Technician or ECG Technician, Medical Assistant, Medical Front Office Assistant or Medical Information Clerk, or Patient Concierge. They could as well apply their skills learned during their course of study to work in related areas such as a Pharmacy Clerk, Office Clerk, Physical/ Massage Therapist, etc.; those wishing to take the optional National Certification Examination (NCCT) may become nationally certified as a Certified Medical Assistant (CMA). The program provides a foundation for graduates interested in all types of settings listed above.

**COURSE REQUIREMENTS**

B203	Writing for Business	75 hrs			& Medical Terminology I	75 hrs
B211	Mathematics for Business	75hrs		G002	Medical Office	
M201	Anatomy & Physiology				Procedures	75 hrs

B241	Microsoft Word	75 hrs	G009	Career Development	35 hrs
B250	Bioethics	35 hrs	M211	Client Relations	40 hrs
B260	Health Policy and Law	40 hrs	M121	Medical Word Processing & Transcription	75 hrs
B204	Business English: Spoken Communication	75 hrs	M122	Medical Insurance & Billing	75 hrs
A100	Principles of Accounting	75 hrs	M206	Medical Clinical Practices	75 hrs
			M231	Phlebotomy Technician	75 hrs
M202	Anatomy & Physiology & Medical Terminology II	75 hrs	M226	Electrocardiography Technician	75 hrs
			I100	Internship	375 hrs

## **MEDICAL OFFICE SPECIALIST ONLINE/HYBRID**

### **PROGRAM HOURS**

**CODE: MOS-**

OH1500

### **CIP CODE 51.0801**

1500(THEORY 975 HOURS, SKILLS 150 HOURS, INTERNSHIP 375 HOURS)

*\*With Electives - Electrocardiography Technician and Phlebotomy Technician*

or

1500(THEORY 1125 HOURS, INTERNSHIP 375 HOURS)

*\*Not including - Electrocardiography Technician and Phlebotomy Technician*

### **COMPLETION TIME**

60 weeks (four terms of at least 15 weeks each) Full Time

### **SESSIONS**

Available: Morning and Evening.

### **PROGRAM DESCRIPTION**

This program is designed for those students who desire knowledge and skills in both, administrative front office and/or clinical back office. Students can receive a thorough knowledge in principles of medical office work, including ECG, Phlebotomy and clinical procedures, as well as training in customized medical billing software packages used nationwide.

The program includes 375 hours of Internship training in a medical facility in order to meet the requirements for testing as a Nationally Certified Medical Assistant. Study of clinical skills and procedures provide the students with the required skills to work with patients.

### **PROGRAM OBJECTIVE**

The occupational objective of this program is to prepare a graduate for entry level positions as a Medical Office Specialist (in physicians' offices or other health care facilities); Medical Records Clerk; Billing Clerk; Patient Insurance Clerk; or a Medical Transcriber, as well as back office Medical Assistant, Phlebotomist or ECG Technician, Junior Medical Manager and Medical Secretary.

## **JOB OPPORTUNITIES**

Graduates of the Medical Office Specialist program will be ready for employment in related allied health positions; typically in doctor's offices and /or hospitals, as well as clinical laboratories within medical centers or standalone facilities, insurance companies, or billing/coding companies. Students will be able to work as a Medical Assistant, Medical Front Office Assistant or Medical Information Clerk, or Patient Concierge. Students who elect to take and complete the Phlebotomy Technician course and Electrocardiograph Technician course will also be able to work as a Phlebotomy Technician or ECG Technician. Students could as well apply their skills learned during their course of study to work in related areas such as a Pharmacy Clerk, Office Clerk, Physical/ Massage Therapist, etc.; those wishing to take the optional National Certification Examination (NCCT) may become nationally certified as a Certified Medical Assistant (CMA). The program provides a foundation for graduates interested in all types of settings listed above.

## **COURSE REQUIREMENTS**

B203	Writing for Business	75 hrs	M211	Client Relations	40 hrs
B211	Mathematics for Business	75hrs	M122	Medical Insurance & Billing	75 hrs
M201	Anatomy & Physiology & Medical Terminology I	75 hrs	M207	Electronic Health Records	75 hrs
G002	Medical Office Procedures	75 hrs	M206	Medical Clinical Practices	75 hrs
B241	Microsoft Word	75 hrs	M231	Phlebotomy Technician ( <b>In-Person</b> )/ or	
B250	Bioethics	35 hrs	M121	Medical Word Processing & Transcription	75 hrs
B260	Health Policy and Law	40 hrs	M226	Electrocardiography Technician ( <b>In- Person</b> )/ or	
B204	Business English: Spoken Communication	75 hrs	G005	Computer Concepts	75 hrs
A100	Principles of Accounting	75 hrs	I100	Internship	375 hrs
M202	Anatomy & Physiology & Medical Terminology II	75 hrs			
G009	Career Development	35 hrs			

## ***MEDICAL OFFICE SPECIALIST WITH ESL***

### **PROGRAM HOURS**

**CODE MOS-E1875**

**CIP CODE 51.0801**

1875(LECTURE 1125 HOURS, LAB 375 HOURS, INTERNSHIP 375 HOURS)

### **COMPLETION TIME**

75 weeks (five terms of at least 15 weeks each) Full Time

### **SESSIONS**

Available: Morning, Afternoon, and Evening.

### **PROGRAM DESCRIPTION**

This program is designed for individuals who need intensive English instructions prior to their career studies. Students are provided with knowledge and skills in both

administrative front office and clinical back office. Students receive thorough knowledge in principles of medical office work, including ECG, Phlebotomy and clinical procedures, as well as training in customized medical billing software packages used nationwide. The program includes 375 hours of Internship training in a medical facility in order to meet the requirements for testing as a Nationally Certified Medical Assistant. Study of clinical skills and procedures provide the students with the required skills to work with patients.

## **PROGRAM OBJECTIVE**

The occupational objective of this program is to prepare a graduate for entry level positions as a Medical Office Specialist (in physicians' offices or other health care facilities); Medical Records Clerk; Billing Clerk; Patient Insurance Clerk; or a Medical Transcriber, as well as back office Medical Assistant, Phlebotomist or ECG Technician, Junior Medical Manager and Medical Secretary.

## **JOB OPPORTUNITIES**

Graduates from the Medical Office Specialist with a term of intensive English studies will be ready for employment in all related positions; typically in doctor's offices and /or hospitals, as well as clinical laboratories within medical centers or standalone facilities, insurance companies, or billing/coding companies. Students will be able to work as a Phlebotomy Technician or EKG Technician, Medical Assistant, Medical Front Office Assistant or Medical Information Clerk, or Patient Concierge. They could as well apply their skills learned during their course of study to work in related areas such as a Pharmacy Clerk, Office Clerk, Physical/ Massage Therapist, etc.; those wishing to take the optional National Certification Examination (NCCT) may become nationally certified as a Certified Medical Assistant (CMA). The program provides a foundation for graduates interested in all types of settings listed above.

## **COURSE REQUIREMENTS**

L100	Intermediate ESL-I	75 hrs		
L105	Intermediate ESL-II	75 hrs		
L115	Intermediate ESL-III	75 hrs		
L125	Advanced ESL-I	75 hrs		
L135	Advanced ESL-II	75 hrs		
B203	Writing for Business	75 hrs		
B211	Mathematics for Business	75 hrs		
M201	Anatomy & Physiology & Medical Terminology I	75 hrs		
G002	Medical Office Procedures	75 hrs		
B241	Microsoft Word	75 hrs		
B204	Business English: Spoken Communication	75 hrs		
A100	Principles of Accounting	75 hrs		
			M202	Anatomy & Physiology & Medical Terminology II 75 hrs
			B250	Bioethics 35 hrs
			B260	Health Policy and Law 40 hrs
			G009	Career Development 35 hrs
			M211	Client Relations 40 hrs
			M121	Medical Word Processing & Transcription 75 hrs
			M122	Medical Insurance & Billing 75 hrs
			M206	Medical Clinical Practices 75 hrs
			M231	Phlebotomy Technician 75 hrs
			M226	Electrocardiography Technician 75 hrs
			I100	Internship 375 hrs



# LEARN ENGLISH

## ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

### PROGRAM HOURS

CODE ESL600

CIP CODE 23.0101

600(LECTURE 600 HOURS)

**STUDENT/TEACHER RATIO:** ESL-BEGINNING I AND ESL-BEGINNING II 1:15,  
ALL OTHER LEVELS, 1:20

### COMPLETION TIME

30 weeks Full Time

### SESSIONS

Available: Morning, Afternoon, Evening, and Weekend.

### PROGRAM DESCRIPTION

The program focuses on vocational preparation through emphasizing everyday conversation skills that are needed to secure employment. Students also learn socialization skills, reading comprehension, and functional grammar in a highly developed program that integrates speaking with listening, reading, and writing, all of which are required in a job market. However, MSCT recognizes that not all individuals wish or need to obtain that degree of proficiency. Foreign students or individuals who wish to study VESL for personal enrichment are allowed to enroll in this program and will be placed according to their level of language proficiency.

### PROGRAM OBJECTIVE

This program provides students with the language skills necessary to become successful members of American society

### JOB OPPORTUNITIES

Graduates of English as a Second Language program, who have not expressed a desire for further career-specific training, generally seek employment within their communities in local businesses using skills and experience acquired before enrolling in our program. This program of study prepares students to function on a high level in this context as it trains them to communicate in English on a higher level, and allows them to be able to read and think critically, communicate effectively verbally and in writing, and also creates a strong English foundation that will allow them to succeed should they seek further professional training.

## **COURSE REQUIREMENTS**

E100	ESL-Beginning I	75 hrs
E105	ESL-Beginning II	75 hrs
E110	ESL-Beginning III	75 hrs
E115	ESL-Intermediate I	75 hrs
E120	ESL-Intermediate II	75 hrs
E125	ESL-Intermediate III	75 hrs
E130	ESL-Advanced I	75 hrs
E135	ESL-Advanced II	75 hrs

## ***ENGLISH AS A SECOND LANGUAGE (ESL) ONLINE PROGRAM***

### **PROGRAM HOURS**

**CODE ESLO600**

**CIP CODE 23.0101**

**600(LECTURE 600 HOURS)**

**STUDENT/TEACHER RATIO: ALL LEVELS 1:20**

### **COMPLETION TIME**

30 weeks Full Time

### **SESSIONS**

Available: Morning and Evening.

### **PROGRAM DESCRIPTION**

The program focuses on vocational preparation through emphasizing everyday conversation skills that are needed to secure employment. Students also learn socialization skills, reading comprehension, and functional grammar in a highly developed program that integrates speaking with listening, reading, and writing, all of which are required in a job market. However, MSCT recognizes that not all individuals wish or need to obtain that degree of proficiency. Foreign students or individuals who wish to study VESL for personal enrichment are allowed to enroll in this program and will be placed according to their level of language proficiency.

### **PROGRAM OBJECTIVE**

This program provides students with the language skills necessary to become successful members of American society.

### **JOB OPPORTUNITIES**

Graduates of English as a Second Language program, who have not expressed a desire for further career-specific training, generally seek employment within their communities in local businesses using skills and experience acquired before enrolling in our program. This program of study prepares students to function on a high level in this context as it trains them to communicate in English on a higher level, and allows them to be able to read and think critically, communicate effectively verbally and in writing, and also creates a strong English foundation that will allow them to succeed should they seek further professional training.

## **COURSE REQUIREMENTS**

E100	ESL-Beginning I	75 hrs
E105	ESL-Beginning II	75 hrs
E110	ESL-Beginning III	75 hrs
E115	ESL-Intermediate I	75 hrs
E120	ESL-Intermediate II	75 hrs
E125	ESL-Intermediate III	75 hrs
E130	ESL-Advanced I	75 hrs
E135	ESL-Advanced II	75 hrs

## ***COURSE DESCRIPTIONS***

### **ADVANCED ESL - I**

**L125** **75 Hours, Lecture**

This course is designed to introduce the students to various types of English language sentences and develop ability to translate their previously acquired grammar and reading skills to paper in the form of an essay using various sentence types.

**Prerequisite:** L100, L105 and L115

### **ADVANCED ESL - II**

**L135** **75 Hours, Lecture**

This course emphasizes further development in reading comprehension spelling, and the writing of paragraphs on selected topics. Conversational skills are also stimulated through group discussions and short oral presentations. Vocabulary and terminology related to the work environment are also introduced.

**Prerequisite:** L100, L105, L115, and L125

### **ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY I**

**M201** **75 Hours, Lecture**

This course entails the study of the structure and function of the human body in health and disease. The course covers the organization of the body and disorders. It teaches the units of metric measurement in common medical use, and applicable medical terminologies.

**Prerequisite:** None for MOS1500; L100, L105, L115, 125, and L135 for MOS-E1875

### **ANATOMY & PHYSIOLOGY & MEDICAL TERMINOLOGY II**

**M202** **75 Hours, Lecture**

This course entails the study of the structure and function of the human body in relation to the body systems, sense organs, and body fluids. The course covers the organization of the body and body systems and processes, common diseases and disorders.

**Prerequisite:** M201 for MOS1500; M201, L100, L105, L115, 125, and L135 for MOS-E1875

### **BUSINESS ENGLISH: SPOKEN COMMUNICATION**

**B204** **75 Hours, Lecture**

This course is designed to develop effective oral communication skills. The course features business speaking,

effective listening skills, effective telephone communication, non-verbal communication, and preparing a business speech.

**Prerequisite:** None for MOS1500 and AX1500; L100, L105, L115, 125, and L135 for MOS-E1875 and AE1500

### **BUSINESS ORGANIZATION AND MANAGEMENT**

**B200** **75 Hours, Lecture**

This course provides an understanding of the business environment including management, human resources, marketing, finance, and a general overview of computer system hardware and vocabulary.

**Prerequisite:** None None for AX1500; L100, L105, L115, 125, and L135 for AE1500

### **CAREER DEVELOPMENT**

**G009** **35 Hours, Lecture**

This course gives the student the necessary preparation skills for developing a successful career. The course focuses on analyzing personal assets and liabilities in obtaining work in a particular field. Attention is given to job search, resume and cover letter preparation, job interview techniques, and getting ahead on the job.

**Prerequisite:** None for MOS1500; L100, L105, L115, 125, and L135 for MOS-E1875

### **CAREER PREPARATION**

**G003** **75 Hours, Lecture**

This course polishes the student's skills by focusing on, and analyzing, the personal qualifications of the student to obtain work in a particular field. Special attention is given to proper grooming and dress, resume and cover letter preparation, and job interview techniques.

**Prerequisite:** None for AX1500; L100, L105, L115, 125, and L135 for AE1500

### **CLIENT RELATIONS**

**M211** **40 Hours, Lecture**

This course gives the student the ability to have effective customer interaction, develop ability to handle difficult encounters, provide effective customer service, identify

effective and ineffective responses, interacting with diverse customers, and guidelines for customer satisfaction.

**Prerequisite:** None for MOS1500; L100, L105, L115, 125, and L135 for MOS-E1875

## **COMPUTER CONCEPTS**

### **G005**

**75 Hours, Lab**

This course introduces students to computers and information processing and their impact on business and industry. The course covers computer functions and applications, the characteristics of information system components, problem solving, and ethics issues and future trends.

**Prerequisite:** None for AX1500; L100, L105, L115, 125, and L135 for AE1500

## **COMPUTERIZED ACCOUNTING WITH EXCEL**

### **A210**

**75 Hours, Lab**

This course provides an introduction to Excel. After studying spreadsheet concepts, students learn how to enter numbers and text, use Excel menus, create and save spreadsheets, and build a financial model. Students are also introduced to the Excel Database and graphic capabilities.

**Prerequisite:** None for AX1500; L100, L105, L115, 125, and L135 for AE1500

## **COMPUTERIZED ACCOUNTING WITH PEACHTREE**

### **A250**

**75 Hours, Lab**

This course introduces students to a popular, integrated software accounting package, Peachtree. The course covers the Peachtree command structure and modules, and students learn how to create files, and enter data to produce journals, reports, and financial statements.

**Prerequisite:** None for AX1500; L100, L105, L115, 125, and L135 for AE1500

## **COMPUTERIZED ACCOUNTING WITH QUICKBOOKS**

### **A230**

**75 Hours, Lab**

This course introduces students to a popular, integrated software accounting package, QuickBooks. The course covers the QuickBooks command structure and modules, and students learn how to create files, and enter data to produce journals, reports, and financial statements.

**Prerequisite:** None for AX1500; L100, L105, L115, 125, and L135 for AE1500

## **PAYROLL ACCOUNTING**

### **A270**

**75 Hours, Lecture**

This course covers all aspects of the payroll department job by clearly defining the most efficient and effective means for running a payroll department.

**Prerequisite:** None for AX1500; L100, L105, L115, 125, and L135 for AE1500

## **ELECTROCARDIOGRAPHY TECHNICIAN**

### **M226**

**75 Hours, Lab**

The students will be introduced to and learn the structure, function and conduction system of the heart and electrocardiographic procedures, identify parts and functions of

a single and multi-channel EKG machines and describe their proper use and maintenance. Prepare a patient for and perform an EKG test. Describe functions and routine procedures for telemetric EKG and Holter monitor, stress tests and ultrasound cardiography and define types of radiographic studies of the heart.

**Prerequisite:** M201 or equivalent for MOS1500; M201 or equivalent, L100, L105, L115, 125, and L135 for MOS-E1875

## **ELECTRONIC HEALTH RECORDS**

### **M207**

**75 Hours, Lecture**

This course will instruct the student how to input data, update patient information, schedule, and document medical records; Including the definition, benefits, standards, functionality, confidentiality and security, and impact of the EHR in the healthcare environment. The course will explore implementation of the EHR including infrastructure required, project management techniques, information technology systems, workflow processes and redesign in various health care settings. Legal issues created by implementation of the HER will be discussed.

**Prerequisite:** None

## **ESL – ADVANCED I**

### **E130**

**75 Hours, Lecture**

This course will prepare students for composition in a variety of academic situations. This course will include a paragraph and essay writing using graphs and statistics, cause and effect essays, argumentative essays, and compare and contrast compositions.

**Prerequisite:** E100, E105, E110, E115, E120, E125

## **ESL – ADVANCED II**

### **E135**

**75 Hours, Lecture**

This course gives students the opportunity to practice listening to advanced level speech for main ideas and specific information. Using various dialogues taken from social and academic contexts, they will examine and practice using idioms common to North American English. Students will participate in discussions and give short presentations.

**Prerequisite:** E100, E105, E110, E115, E120, E125, E130

## **ESL – BEGINNING I**

### **E100**

**75 Hours, Lecture**

This course is designed to develop necessary skills to orally converse with communicative and linguistic competence. The course emphasizes the consonant and vowel sounds.

**Prerequisite:** None

## **ESL – BEGINNING II**

### **E105**

**75 Hours, Lecture**

This course is designed to enable students to fulfill basic communication needs including giving personal information and describing their daily routines and the world around them.

**Prerequisite:** E100

## **ESL – BEGINNING III**

### **E110**

**75 Hours, Lecture**

This course is designed to improve students' daily life interrogative and discourse capabilities; basic person and place

descriptive abilities; number, time, quantity, and cost use; daily life receptive understanding skills.

**Prerequisite:** E100, E105

#### **ESL – INTERMEDIATE I**

**E115 75 Hours, Lecture**

This course reviews basic English grammar usage and introduces advanced grammar forms. It also emphasizes the parts of speech, spelling, and the types of sentence construction.

**Prerequisite:** E100, E105, E110

#### **ESL – INTERMEDIATE II**

**E120 75 Hours, Lecture**

This course emphasizes English writing skills, and the goal of the course is to enable students to write effective sentences and paragraphs on selected topics

**Prerequisite:** E100, E105, E110, E115

#### **ESL – INTERMEDIATE III**

**E125 75 Hours, Lecture**

This is a reading course that builds and refines reading skills. It integrates advanced-level reading and critical thinking skills. Students will select and apply appropriate reading strategies to complete academic work.

**Prerequisite:** E100, E105, E110, E115, E120

#### **INCOME TAX PROCEDURES**

**A260 75 Hours, Lecture**

This course covers reporting procedures, individual tax preparation, business and professional returns, special tax situations, partnerships, corporations, and tax-exempt status.

**Prerequisite:** None for AX1500; L100, L105, L115, 125, and L135 for AE1500

#### **BIOETHICS**

**B250 35 Hours, Lecture**

The course provides introduction to foundational principles, theories and issues in the study of medical and biological ethics. Students are introduced to bioethics from the ground up before being invited to consider some of the most controversial but important questions facing us today. This course teaches the student to care for patients within ethical boundaries.

**Prerequisite:** None for MOS1500; L100, L105, L115, 125, and L135 for MOS-E1875

#### **HEALTH POLICY AND LAW**

**B260 40 Hours, Lecture**

Health Policy and Law course provides students with a firm foundation of the basics of American health policy and law, explains important place that health care and public health holds in our life and medical field specifically.

**Prerequisite:** None for MOS1500; L100, L105, L115, 125, and L135 for MOS-E1875

#### **INTERMEDIATE ESL - I**

**L100 75 Hours, Lecture**

This course is designed for non-native English language speakers with solid knowledge of basic/high-beginner grammar and vocabulary which are reviewed in the form of reading, listening, speaking to emphasize the students' understanding

of the part of speech, spelling, punctuation and the types of sentences.

**Prerequisite:** None

#### **INTERMEDIATE ESL - II**

**L105 75 Hours, Lecture**

This course emphasizes conversation and ability to analyze a Situation and find the best possible solution to a simple Problem at hand. The course expands the students' basic/high-beginner vocabulary, speaking skills through role-play classroom activities and games.

**Prerequisite:** L100

#### **INTERMEDIATE ESL - III**

**L115 75 Hours, Lecture**

The course continues the development of conversation, listening skills, and pronunciation and emphasizes the development of clear, logical writing skills.

**Prerequisite:** L100 and L105

#### **INTERNSHIP**

**I100 375 Hours, Internship**

The internship gives the student practical experience in the Medical Office Specialist career. The student is assigned to an internship site (designated by MSCT) upon successful completion of all competencies for the program. The student must have successfully completed all program courses prior to an internship assignment.

**Prerequisite:** Completion of all program courses.

#### **INTERNSHIP**

**I110 300 Hours, Internship**

The student should be able to assist the Bookkeeper with the following tasks: purchase supplies and equipment as authorized by management, monitor office supply levels and reorder as necessary, tag and monitor fixed assets, pay supplier invoices in a timely manner, take reasonable discounts on supplier invoices, pay any debt as it comes due for payment, issue invoices to customers, collect sales taxes from customers and remit them to the government, ensure that receivables are collected promptly, record cash receipts and make bank deposits, conduct a monthly reconciliation, maintain the petty cash fund, issue financial statements, provide information to the external accountant who creates the company's financial statements, assemble information for external auditors for the annual audit, process payroll in a timely manner, provide clerical and administrative support to management as requested.

**Prerequisite:** Completion of all program courses.

#### **MANUAL ACCOUNTING I**

**A200 75 Hours, Lecture**

This course is an introduction to accounting with math review. The course covers the accounting cycle, chart of accounts, journals, worksheets with adjustments, financial reports and closing entries.

**Prerequisite:** None for AX1500; L100, L105, L115, 125, and L135 for AE1500



## MANUAL ACCOUNTING II

### A220 75 Hours, Lecture

This course includes banking procedures and control of cash, payroll concepts and procedures, the employer's tax responsibilities, handling sales and purchases, preparing a worksheet for a merchandise company, and completion of the accounting cycle for a merchandise company.

**Prerequisite:** A200 for AX1500; A200, L100, L105, L115, 125, and L135 for AE1500

## MANUAL ACCOUNTING III

### A240 75 Hours, Lecture

This includes receivables, bad debt expense, inventory, fixed assets, and current and long term liabilities, and partnerships, corporations with stock, cash flow statements, and financial statement analysis.

**Prerequisite:** A200 and A220 for AX1500; A200, A220, L100, L105, L115, 125, and L135 for AE1500

## MATHEMATICS FOR BUSINESS

### B211 75 Hours, Lecture

This course provides an overview of common business applications, and the use of a calculator to solve problems in these areas: fractions, decimals, bank and sales records, markup and mark down, interest, credit, discounts, insurance and taxes.

**Prerequisite:** None for MOS1500 and AX1500; L100, L105, L115, 125, and L135 for MOS-E1875 and AE1500

## MEDICAL CLINICAL PRACTICES

### M206 75 Hours, Lab

Students will be able to list guidelines of the AMA Principles and AAMA Code of Ethics and describe ethical aspects of professional behavior, legal relationship of doctor and patient, define patient rights and the concept of quality assurance. The students learn about asepsis in the medical office, assisting at examination and treatment, measuring vital signs, administering common clinical tests, regulations and procedures involving patient medication, drug classification, and the types of medical emergencies and first aid.

**Prerequisite:** M201 or equivalent for MOS1500; L100, L105, L115, 125, and L135 for MOS-E1875

## MEDICAL INSURANCE & BILLING

### M122 75 Hours, Lab

The student learn the career of a medical insurance biller, the guidelines for handling medical records, types of medical insurance policies, the basic process for handling medical insurance claims, coding and insurance billing procedures.

**Prerequisite:** M201 or equivalent for MOS1500; M201 or equivalent, L100, L105, L115, 125, and L135 for MOS-E1875

## MEDICAL OFFICE PROCEDURES

### G002 75 Hours, Lecture

This course develops the components of a professional office that includes front desk procedures, office operations, records management, billing and payments, scheduling meetings and developing agendas.

**Prerequisite:** None for MOS1500; L100, L105, L115, 125, and L135 for MOS-E1875

## MEDICAL WORD PROCESSING & TRANSCRIPTION

### M121 75 Hours, Lecture

The students are taught the identifying features, operating procedures and the transcription process of a transcribing machine. The students will learn how to transcribe medical dictations (proof and correct errors) with complete accuracy and in correct format. Practice emphasis will be placed on speed and accuracy drills and using medical office simulations that include a portfolio of required output using for example patient files, lab test requisitions, medical correspondence, etc.

**Prerequisite:** None for MOS1500; L100, L105, L115, 125, and L135 for MOS-E1875

## MICROSOFT WORD

### B241 75 Hours, Lab

This course introduces the students to the principles of word processing operations using Microsoft Word and the applications necessary for the modern office. Students learn how to use menus, toolbars, and dialog boxes, create and save documents, format and highlight text, use function keys, manipulate files, print documents, and use some of Microsoft Word's timesaving features.

**Prerequisite:** None for MOS1500 and AX1500; L100, L105, L115, 125, and L135 for MOS-E1875 and AE1500

## MODERN OFFICE TECHNOLOGY

### G008 75 Hours, Lecture

This course introduces students to modern office technology and its effect on business and industry. The course provides up-to-date instruction and practice with alphabetic, geographic, subject, and numeric filing systems as well as indexing and filing rules conforming to the latest ARMA guidelines. The course also covers the characteristics of technological devices in the rapidly changing modern office including problem solving and future trends.

**Prerequisite:** None

## PHLEBOTOMY TECHNICIAN

### M231 75 Hours, Lab

The course defines the meaning of phlebotomy and the role of the phlebotomist. Students will be able to perform routine phlebotomy procedures (routine blood collection) by both venipuncture and skin puncture and collection by syringe. They will be able to describe procedures for: blood collection, labeling, storage, transporting (centrifuge a sample), and blood glucose monitoring. In addition, the student will have the ability to perform quality control and assurance.

**Prerequisite:** M201 or equivalent for MOS1500; M201 or equivalent, L100, L105, L115, 125, and L135 for MOS-E1875

## PRINCIPLES OF ACCOUNTING

### A100 75 Hours, Lecture

The course introduces the students to accounting procedures and cycle that includes chart of accounts, general journals, worksheets with adjustments, financial reports, and closing procedures.

**Prerequisite:** None for MOS1500; L100, L105, L115, 125, and L135 for MOS-E1875

## WRITING FOR BUSINESS

### B203 75 Hours, Lecture

This course is designed to develop effective written communication skills. The course features the study of the correct usage of grammar, spelling, and punctuation.

**Prerequisite:** None for MOS1500 and AX1500; L100, L105, L115, 125, and L135 for MOS-E1875 and AE1500

# ACADEMIC CALENDAR

2022 through 2025

Program Start Dates	Term I		Term II		Term III		Term IV	
	375 hours		750 hours		1125 hours		1500 hours	
	Start	End	Start	End	Start	End	Start	End
9/13/2021	9/13/2021	1/5/2022	1/18/2022	5/5/2022	5/17/2022	08//31/2022	9/13/2022	1/9/2023
10/4/2021	10/4/2021	1/26/2022	2/7/2022	5/25/2022	6/7/2022	9/21/2022	10/6/2022	1/30/2023
11/9/2021	11/9/2021	3/4/2022	3/9/2022	6/28/2022	7/14/2022	11/2/2022	11/21/2022	3/13/2023
12/6/2021	12/6/2021	3/28/2022	3/31/2022	7/21/2022	8/5/2022	11/30/2022	12/15/2022	4/4/2023
12/6/2021	12/6/2021	3/28/2022	3/31/2022	7/21/2022	8/5/2022	11/30/2022	12/15/2022	4/4/2023
1/10/2022	1/10/2022	4/29/2022	5/5/2022	8/23/2022	9/8/2022	1/3/2023	1/19/2023	5/9/2023
2/2/2022	2/2/2022	5/24/2022	5/27/2022	9/15/2022	10/4/2022	1/26/2023	2/10/2023	6/1/2023
3/8/2022	3/8/2022	6/28/2022	7/1/2022	10/24/2022	11/9/2022	3/1/2023	3/16/2023	7/6/2023
3/30/2022	3/30/2022	7/21/2022	7/26/2022	11/17/2022	12/6/2022	3/23/2023	4/11/2023	7/28/2023
5/5/2022	5/5/2022	8/23/2022	8/26/2022	12/23/2022	1/10/2023	5/1/2023	5/16/2023	8/31/2023
5/27/2022	5/27/2022	9/15/2022	9/20/2022	1/18/2023	2/2/2023	5/23/2023	6/8/2023	9/27/2023
7/1/2022	7/1/2022	10/24/2022	10/27/2022	2/22/2023	3/9/2023	6/27/2023	7/14/2023	11/1/2023
7/26/2022	7/26/2022	11/17/2022	11/22/2022	3/16/2023	4/3/2023	7/21/2023	8/7/2023	11/28/2023
8/26/2022	8/26/2022	12/23/2022	12/29/2022	4/20/2023	5/8/2023	8/23/2023	9/8/2023	1/2/2024
9/20/2022	9/20/2022	1/18/2023	1/23/2023	5/15/2023	5/31/2023	9/18/2023	10/4/2023	1/25/2024
10/27/2022	10/27/2022	2/22/2023	2/27/2023	6/16/2023	7/5/2023	10/23/2023	11/8/2023	2/28/2024
11/22/2022	11/22/2022	3/16/2023	3/21/2023	7/12/2023	7/27/2023	11/15/2023	12/4/2023	3/21/2024
12/12/2022	12/12/2022	4/13/2023	4/18/2023	8/17/2023	8/22/2023	12/28/2023	1/14/2024	5/06/2024
1/09/2023	1/09/2023	5/09/2023	5/12/2023	9/12/2023	9/18/2023	1/26/2024	2/15/2024	6/1/2024
2/02/2023	2/02/2023	6/02/2023	6/07/2023	10/10/2023	10/13/2023	2/16/2024	3/05/2024	6/25/2024
2/28/2023	2/28/2023	6/29/2023	7/05/2023	11/02/2023	11/08/2023	3/11/2024	3/25/2024	7/18/2024
3/23/2023	3/23/2023	7/25/2023	7/28/2023	11/30/2023	12/05/2023	4/04/2024	4/18/2024	8/06/2024
4/18/2023	4/18/2023	8/17/2023	8/22/2023	12/26/2023	1/02/2024	4/29/2024	5/15/2024	8/29/2024
5/12/2023	5/12/2023	9/12/2023	9/18/2023	1/16/2024	1/20/2024	5/9/2024	5/24/2024	9/5/2024
6/07/2023	6/07/2023	10/10/2023	10/13/2023	2/16/2024	2/20/2024	6/18/2024	6/30/2024	10/9/2024
7/05/2023	7/05/2023	11/2/2023	11/08/2023	3/11/2024	3/14/2024	7/15/2024	7/29/2024	10/24/2024
7/28/2023	7/28/2023	11/30/2023	12/05/2023	4/4/2024	4/8/2024	8/7/2024	8/21/2024	12/8/2024
8/22/2023	8/22/2023	12/26/2023	1/02/2024	4/29/2024	5/02/2024	8/30/2024	9/13/2024	12/12/2024
9/18/2023	9/18/2023	1/26/2024	1/29/2024	5/22/2024	5/28/2024	9/25/2024	10/11/2024	1/16/2025
10/13/2023	10/13/2023	2/16/2024	2/20/2024	6/18/2024	6/24/2024	10/23/2024	11/09/2024	2/14/2025
11/08/2023	11/08/2023	3/11/2024	3/14/2024	7/15/2024	7/18/2024	11/19/2024	12/7/2024	3/10/2025
12/05/2023	12/05/2023	4/04/2024	4/08/2024	8/07/2024	8/12/2024	12/16/2024	1/02/2025	4/7/2025
1/02/2024	1/02/2024	4/29/2024	5/02/2024	8/30/2024	9/05/2024	1/14/2025	1/29/2025	5/12/2025
1/29/2024	1/29/2024	5/22/2024	5/28/2024	9/25/2024	9/30/2024	2/07/2025	2/21/2025	6/10/2025
2/20/2024	2/20/2024	6/18/2024	6/24/2025	10/23/2024	10/28/2024	3/05/2025	3/19/2025	7/08/2025
3/14/2024	3/14/2024	7/15/2024	7/18/2024	11/19/2024	11/22/2024	3/28/2025	4/12/2025	8/13/2025
4/8/2024	4/8/24	8/7/2024	8/12/2024	12/16/2024	12/19/2024	4/24/2025	5/11/2025	9/10/2025
5/2/2024	5/2/2024	8/30/2024	9/5/2024	1/14/2025	1/17/2025	5/19/2025	6/2/2025	10/8/2025
5/28/2024	5/28/2024	9/25/2024	9/30/2024	2/07/2025	2/12/2025	6/13/2025	6/30/2025	11/9/2025
6/24/2024	6/24/2024	10/23/2024	10/28/2024	3/5/2025	3/10/2025	7/10/2025	7/26/2025	12/12/2025
7/18/2024	7/18/2024	11/19/2024	11/22/2024	3/28/2025	4/3/2025	8/4/2025	8/20/2025	1/08/2026



Registration is continuous until the last day of the first week of each start date. Manhattan School of Computer Technology reserves the right to change starting dates and to schedule additional class starts when necessary. Applicants may confirm starting dates by

contacting the Admissions Office. The school reserves the right, if necessary, to reschedule cancelled hours during term breaks. Term end dates may be subject to change due to rescheduling of cancelled class hours.

## GRADUATION DATES

600 Hour Program		1500 Hour Programs	
Start	Graduation Date	Start	Graduation Date
5/16/2022	1/10/2023	9/13/2021	1/9/2023
5/31/2022	1/25/2023	10/4/2021	1/30/2023
6/13/2022	2/7/2023	11/9/2021	3/13/2023
6/27/2022	2/22/2023	12/6/2021	4/4/2023
7/11/2022	3/7/2023	12/6/2021	4/4/2023
7/25/2022	3/21/2023	1/10/2022	5/9/2023
8/8/2022	4/5/2023	2/2/2022	6/1/2023
8/15/2022	4/13/2023	3/8/2022	7/6/2023
8/29/2022	4/28/2023	3/30/2022	7/28/2023
9/12/2022	5/11/2023	5/5/2022	8/31/2023
9/26/2022	5/24/2023	5/27/2022	9/27/2023
10/11/2022	6/6/2023	7/1/2022	11/1/2023
10/24/2022	6/19/2023	7/26/2022	11/28/2023
11/7/2022	7/5/2023	8/26/2022	1/2/2024
11/21/2022	7/17/2023	9/20/2022	1/25/2024
12/5/2022	7/27/2023	10/27/2022	2/28/2024
12/19/2022	8/10/2023	11/22/2022	3/21/2024
1/4/2023	8/24/2023	12/12/2022	5/06/2024
1/18/2023	9/7/2023	1/09/2023	6/1/2024
1/30/2023	10/2/2023	2/02/2023	6/25/2024
2/28/2023	11/2/2023	2/28/2023	7/18/2024
3/23/2023	11/30/2023	3/23/2023	8/06/2024
4/18/2023	12/26/2023	4/18/2023	8/29/2024
5/12/2023	01/26/2024	5/12/2023	9/5/2024
6/07/2023	02/16/2024	6/07/2023	10/9/2024
7/05/2023	03/11/2024	7/05/2023	10/24/2024
7/28/2023	04/04/2024	7/28/2023	12/8/2024
8/22/2023	04/29/2024	8/22/2023	12/12/2024
9/18/2023	05/22/2024	9/18/2023	1/16/2025
10/13/2023	06/18/2024	10/13/2023	2/14/2025
11/08/2023	07/15/2024	11/08/2023	3/10/2025
12/05/2023	08/07/2024	12/05/2023	4/7/2025

1/02/2024	08/30/2024	1/02/2024	5/12/2025
1/29/2024	09/25/2024	1/29/2024	6/10/2025
2/20/2024	10/23/2024	2/20/2024	7/08/2025
3/14/2024	11/19/2024	3/14/2024	8/13/2025
4/8/2024	12/16/2024	4/8/2024	9/10/2025
5/2/2024	01/14/2025	5/2/2024	10/8/2025
5/28/2024	02/17/2025	5/28/2024	11/9/2025
6/24/2024	03/05/2025	6/24/2024	12/12/2025
7/18/2024	03/28/2025	7/18/2024	1/08/2026

## SCHOOL HOLIDAYS

2023		
01/01/23	Sunday	New Year
01/02/23	Monday	New Year
01/16/23	Monday	Martin Luther King's day
02/20/23	Monday	President's day
04/07/23	Friday	Good Friday
04/21/23	Saturday	Eid-al-Fitr
05/29/23	Monday	Memorial day
06/19/23	Monday	Juneteenth
06/28/23	Wednesday	Eid-al-Adha
07/04/23	Tuesday	Independence day
09/04/23	Monday	Labor day
09/15/23	Friday	Rosh Hashana
09/16/23	Saturday	Rosh Hashana
09/25/23	Monday	Yom Kippur
10/09/23	Monday	Columbus day
11/07/23	Tuesday	Election day
11/11/23	Saturday	Veterans day
11/23/23	Thursday	Thanksgiving
11/24/23	Friday	Thanksgiving
12/24/23	Sunday	Christmas eve
12/25/23	Monday	Christmas Day
12/31/23	Sunday	New Year's eve

2024		
01/01/24	Monday	New Year
01/15/24	Monday	Martin Luther King's day
02/19/24	Monday	President's day
03/29/24	Friday	Good Friday

04/10/24	Wednesday	Eid-al-Fitr
05/27/24	Monday	Memorial day
06/17/24	Monday	Eid-al-Adha
06/19/24	Wednesday	Juneteenth
07/04/24	Thursday	Independence day
09/02/24	Monday	Labor day
10/03/24	Thursday	Rosh Hashana
10/04/24	Friday	Rosh Hashana
10/12/24	Saturday	Yom Kippur
10/14/24	Monday	Columbus day
11/05/24	Tuesday	Election day
11/11/24	Friday	Veterans day
11/28/24	Thursday	Thanksgiving
11/29/24	Friday	Thanksgiving
12/24/24	Tuesday	Christmas eve
12/25/24	Wednesday	Christmas Day
12/31/24	Tuesday	New Year's eve

## ***PROGRAM TUITION & COSTS***

### ***ACCOUNTING PROGRAMS***

#### **Comprehensive Accounting & Office Automation with ESL**

##### **AE 1500**

##### **TUITION & COSTS**

Registration Fee	\$ 50.00
Tuition	<b>4,762.00</b>
Total Tuition (4 terms)	19,048.00
Supplies	300.00
<b>Total Cost</b>	<b>\$19,398.00</b>

#### **Comprehensive Accounting with Computer Operations**

##### **AX 1500**

##### **TUITION & COSTS**

Registration Fee	\$ 50.00
Term Tuition	<b>5,292.00</b>
Total Tuition (4 terms)	21,168.00
Supplies	200.00
<b>Total Cost</b>	<b>\$21,418.00</b>

### ***MEDICAL OFFICE SPECIALIST PROGRAMS***

#### **Medical Office Specialist (MOS1500) & Medical Office Specialist Online/Hybrid (MOS-OH1500)**

##### **TUITION & COSTS**

Registration Fee	\$ 50.00
Term Tuition	<b>5,267.00</b>
Total Tuition (4 terms)	21,068.00
Supplies	300.00
<b>Total Cost</b>	<b>\$21,418.00</b>

### Tuition Liability Chart for the 1500-Hour Programs

Term	Number of Hours	Number of Weeks	% Refund to Student	AX1500 Tuition Refund to Student	MOS/MOS-OH Tuition Refund to Student
I	0 - 25	Prior to or during the first week	100	5292.00	5267.00
	26 - 50	During the second week	80	4233.60	4213.60
	51 - 75	During the third week	65	3439.80	3423.55
	76 - 100	During the fourth week	50	2646.00	2633.50
	101 - 125	During the fifth week	30	1587.60	1580.10
	126 - 375	After the fifth week	0	0.00	0.00
II	376 - 400	During the first week	90	4762.80	4740.30
	401 - 425	During the second week	65	3439.80	3423.55
	426 - 450	During the third week	50	2646.00	2633.50
	451 - 475	During the fourth week	30	1587.60	1580.10
	476 - 750	After the fourth week	0	0.00	0.00
III	751 - 775	During the first week	90	4762.80	4740.30
	776 - 800	During the second week	65	3439.80	3423.55
	801 - 825	During the third week	50	2646.00	2633.50
	826 - 850	During the fourth week	30	1587.60	1580.10
	851 - 1125	After the fourth week	0	0.00	0.00
IV	1126 - 1150	During the first week	90	4762.80	4740.30
	1151 - 1175	During the second week	65	3439.80	3423.55
	1176 - 1200	During the third week	50	2646.00	2633.50
	1201 - 1225	During the fourth week	30	1587.60	1580.10
	1226 - 1500	After the fourth week	0	0.00	0.00

### Medical Office Specialist with ESL (MOS-E 1875)

#### TUITION & COSTS

Registration Fee	\$ 50.00
Term Tuition	<b>5,267.00</b>
Total Tuition (5 terms)	26,335.00
Supplies	375.00
<b>Total Cost</b>	<b>\$26,760.00</b>

### Tuition Liability Chart for the 1875-Hour Programs

Term	Number of Hours	Number of Weeks	% Refund to Student	Tuition Refund to Student
I	0 - 25	Prior to or during the first week	100	5267.00
	26 - 50	During the second week	80	4213.60
	51 - 75	During the third week	65	3423.55
	76 - 100	During the fourth week	50	2633.50
	101 - 125	During the fifth week	30	1580.10
	126 - 375	After the fifth week	0	0.00
II	376 - 400	During the first week	90	4740.30
	401 - 425	During the second week	65	3423.55
	426 - 450	During the third week	50	2633.50
	451 - 475	During the fourth week	30	1580.10
	476 - 750	After the fourth week	0	0.00

III	751 - 775	During the first week	90	4740.30
	776 - 800	During the second week	65	3423.55
	801 - 825	During the third week	50	2633.50
	826 - 850	During the fourth week	30	1580.10
	851 - 1125	After the fourth week	0	0.00
IV	1126 - 1150	During the first week	90	4740.30
	1151 - 1175	During the second week	65	3423.55
	1176 - 1200	During the third week	50	2633.50
	1201 - 1225	During the fourth week	30	1580.10
	1226 - 1500	After the fourth week	0	0.00
V	1501 - 1525	During the first week	90	4740.30
	1526 - 1550	During the second week	65	3423.55
	1551 - 1575	During the third week	50	2633.50
	1576 - 1600	During the fourth week	30	1580.10
	1601 - 1875	After the fourth week	0	0.00

## ***ENGLISH AS A SECOND LANGUAGE PROGRAMS***

### **English as a Second Language (ESL 600) & English as a Second Language Online (ESLO 600)**

#### **TUITION & COSTS**

Registration Fee	\$ 50.00
Term Tuition	2,335.00
Total Tuition (2 terms)	4,670.00
Supplies	230.00
<b>Total Cost</b>	<b>\$4,950.00</b>

#### **Tuition Liability Chart for the 600-Hour Program (Morning, Afternoon, and Evening Schedule)**

Term	Number of Hours	Number of Weeks	% Refund to Student	Tuition Refund to Student
I	0 - 20	Prior to or during the first week	100	2335.00
	21 - 40	During the second week	80	1868.00
	41 - 60	During the third week	65	1517.75
	61 - 80	During the fourth week	50	1167.50
	81 - 100	During the fifth week	30	700.50
	101 - 300	After the fifth week	0	0.00
II	301 - 320	During the first week	90	2101.50
	321 - 340	During the second week	65	1517.75
	341 - 360	During the third week	50	1167.50
	361 - 380	During the fourth week	30	700.50
	381 - 600	After the fourth week	0	0.00

#### **Tuition Liability Chart for the 600-Hour Program (Weekend Schedule)**

Term	Number of Hours	Number of Weeks	% Refund to Student	Tuition Refund to Student
I	0 - 16	Prior to or during the first week	100	2335.00

	17 – 32	During the second week	80	1868.00
	33 – 48	During the third week	65	1517.75
	49 – 64	During the fourth week	50	1167.50
	65 – 80	During the fifth week	30	700.50
	81 – 300	After the fifth week	0	0.00
II	301 – 316	During the first week	90	2101.50
	317 – 332	During the second week	65	1517.75
	333 – 348	During the third week	50	1167.50
	349 – 364	During the fourth week	30	700.50
	365 – 600	After the fourth week	0	0.00

## **ADVISORY COUNCIL**

*Sheyva Menkes, the Chair, Registered Nurse of P.S. /I.S. 206 and Girling Health Care facilities;*

*Lawrence Fish, Director, Adult Educational, Vocational and Citizenship services;*

*Dr. Michael Turano, Medical Doctor of Downtown Hospital;*

*Olga Chervonaya, Assistant Director, Adult Educational, Vocational and Citizenship services;*

*David Milman, METCA Representative*

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*Ana Santos, Admissions Director*

*Marjona Abdullaeva, Financial Aid Officer*

*Felicia Jones, Student Services/Retention Coordinator*

*Jennifer Pagan, Placement Coordinator*

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AAS Pace University, New York, NY  
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*Yemiliya Zeltser*

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Specialized in Teaching: Office Skills, General Academic

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