



MANHATTAN SCHOOL OF COMPUTER TECHNOLOGY

Training that moves you forward



SCHOOL CATALOG

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GENERAL INFORMATION

Manhattan School of Computer Technology



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. 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 87 of this catalog. The on-site Director is the School's Campus Executive Director 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 34th 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.

Students 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 they need an accommodation they should contact the Student Services Coordinator 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 they 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 the 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. Applicants will be required to demonstrate that they meet the entrance requirements for the program selected.

General Admission Requirements

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:

- A copy of the High School Diploma or equivalent (GED).
- A High School Transcript documenting high school completion.
- 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.
- Students without a U.S. high school diploma applying for TAP must take the Ability to Benefit (ATB) test.

Procedure Concerning Enrollees with Foreign High School Diplomas

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:

- 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.
- 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.



- 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.
- 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 their 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.

ATB Program Entrance Requirements

Program Name	USA HS Diploma / GED / TASC	Foreign HS Diploma / *SWS (Sworn Statement if No Diploma on Hand)	No High School Diploma
Medical Office Specialist (MOS); MOS Online / Hybrid;	No ATB Required	Diploma on Hand - CELSA (97) *SWS – CELSA (97) WONDERLIC Math 210	ACCUPLACER Reading 233, Writing 235 Arithmetic 230
MOS with ESL	CELSA ESL Entrance Exam	Diploma on Hand - CELSA (97) *SWS – CELSA (97) WONDERLIC Math 210	ACCUPLACER Reading 233, Writing 235 Arithmetic 230
Comprehensive Accounting with Computer Operations; Comprehensive Accounting with Computer Operations (Hybrid)	No ATB Required	Diploma on Hand - CELSA (97) *SWS – CELSA (97) WONDERLIC Math 210	ACCUPLACER Reading 233, Writing 235 Arithmetic 230
English as a Second Language (ESL), ESL Online	CELSA ESL Entrance Exam	CELSA ESL Entrance Exam	N/A
Bookkeeping Online; Medical Billing & Admin. Specialist (OH); Medical Assistant (Online Hybrid); Clinical Technician (Online Hybrid)	No ATB Required	No ATB Required	ACCUPLACER Reading 233, Writing 235 Arithmetic 230



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 their 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 67 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** section of this catalog (page 79).

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 their 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 without notifying MSCT of the reason for the absences. 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, they 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 which uses a third-party Financial Aid Processor, Global Financial Aid Services, for all Title IV processes.

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 digital ledger 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:

- the non-refundable registration fee;
- the cost of any textbooks or supplies accepted or needed for that term/quarter; and
- 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 1875, 1500, 900, 750, and ESL/ESLO 600 clock hour programs is the Term type. The refund determination used for the CTOH 600 clock hour program is the Quarter type.

Although term/quarter refund calculations may be used, the school also uses the Federal "Treatment of Title IV Funds When A Student Withdraws from A Clock Hour Program (Return of Title IV Funds)" calculation for students who applied and received Title IV funds.

The Return to Title IV Funds

The determination is based on the amount of Title IV funds a student has earned as of the date the student ceases attendance. If the academic attendance period in each payment period is 60% or less, a pro rata schedule is used to determine the amount of Title IV funds the student has earned. After the 60% point in the payment period, the student has earned 100% of the Title IV funds.

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.

Refund Policy — Quarters

- 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 quarters in the program.** Total tuition liability is limited to the quarter during which the student withdrew or was terminated and any previous quarters completed.



Student Tuition Liability per BPSS Refund Policy

Term Refund Policy

Term	If Termination Occurs	School May Retain
First Term	Prior to or during the 1st week	0%
	During the 2nd week	20%
	During the 3rd week	35%
	During the 4th week	50%
	During the 5th week	70%
	After completing the 5th week	100%
Subsequent Terms	During the 1st week	10%
	During the 2nd week	35%
	During the 3rd week	50%
	During the 4th week	70%
	After completing the 4th week	100%

Quarter Refund Policy

Quarter	If Termination Occurs	School May Retain
First Quarter	Prior to or during the 1st week	0%
	During the 2nd week	25%
	During the 3rd week	50%
	During the 4th week	75%
	After completing the 4th week	100%
Subsequent Quarters	During the 1st week	25%
	During the 2nd week	50%
	During the 3rd week	75%
	After completing the 3rd week	100%

Student's Tuition Liability per ACCET Refund Policy

Student's Tuition Liability per ACCET Refund Policy — First and all subsequent periods of financial obligation (terms or quarters as applicable) if termination occurs:

Term	If Termination Occurs	School May Retain
19 Week Term	During the 1st week	10%
	During the 2nd week	10.5%
	During the 3rd week	15.8%



Term	If Termination Occurs	School May Retain
19 Week Term (<i>cont.</i>)	During the 4th week	21.1%
	During the 5th week	26.3%
	During the 6th week	31.6%
	During the 7th week	36.8%
	During the 8th week	42.1%
	During the 9th week	47.4%
	Beginning week 10	100%.

Term	If Termination Occurs	School May Retain
18 Week Term	During the 1st week	10.0%
	During the 2nd week	11.1%
	During the 3rd week	16.7%
	During the 4th week	22.2%
	During the 5th week	27.8%
	During the 6th week	33.3%
	During the 7th week	38.9%
	During the 8th week	44.4%
	During the 9th week	50.0%
	Beginning week 10	100%.

Term	If Termination Occurs	School May Retain
15 Week Term	During the 1st week	10.0%
	During the 2nd week	13.3%
	During the 3rd week	20.0%
	During the 4th week	26.7%
	During the 5th week	33.3%
	During the 6th week	40.0%
	During the 7th week	46.7%
	Beginning week 8	100%.

Quarter	If Termination Occurs	School May Retain
12 Week Quarter	During the 1st week	10.0%
	During the 2nd week	16.7%



Quarter	If Termination Occurs	School May Retain
12 Week Quarter (<i>cont.</i>)	During the 3rd week	25.0%
	During the 4th week	33.3%
	During the 5th week	41.7%
	During the 6th week	50.0%
	Beginning week 7	100%.

In addition, the school can retain 10% of unearned tuition for the term or quarter that was not completed. 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.

Refund Policy — Mini (6 or Less Weeks in Duration)

- 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 the
 2. 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 Retain
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 their 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 before completing the web based FAFSA that is available at 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 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

Student Rights and Responsibilities

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:

Rights:

- An explanation of all 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 all 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 their 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 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 (2025/26) maximum award a student may receive is \$7,395.

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.

1875 clock hours:				
1 – 450;	451 – 900;	901 – 1350;	1351 – 1800;	1801 – 1875.
1500 clock hours:				
1 – 450;	451 – 900;	901 – 1200;	1201 – 1500.	
900 clock hours:				
1 – 450;	451 – 900.			
750 clock hours:				
1 – 375;	376 – 750.			
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 \$2,250 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.

Students may apply online for TAP approximately three weeks after submitting the FAFSA. To apply online the student must go to 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.

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.

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.

To check eligibility for benefits, call 1-888-GIBILL-1. Applications can be completed on-line at 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 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
- Transfer of Post-9/11 GI Bill ® Benefits to Dependents (TEB)
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
- Montgomery GI Bill ® – Active Duty (Chapter 30)
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
- 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
- National Call to Service Program (NCS)
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



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 they 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 virtual 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. Faculty and staff are available to provide reference services to students, to teach students and to reinforce their knowledge on using the virtual 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.

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

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 their 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 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 their 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 their 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.

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 their 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 they were 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/quarter 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 their attendance to 85% by the next term or quarter's end.

In addition to attendance monitoring at the end of the term/quarter, 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/quarter; 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 they 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 student whose attendance is deficient because of problems beyond the student's control may apply through the Office of Student Services for permission to make up 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 they 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 their 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 their 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, skintight 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 their 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 Website: 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.access.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 their 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 Website: 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 they reach 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 their 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, they are 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, is they are 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 they are 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 they are 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 years
	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 point in 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:

- An Incomplete may not be assigned for sequential courses.
- A student in a TAP eligible program may only be given an Incomplete subject to the limitations imposed by Program Pursuit requirements.
- 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 their final grade for a course is in error, the student must submit a written notice regarding the grade(s) in question to their 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

A student's progress is measured throughout the program of study at specific Satisfactory Academic Progress (SAP) evaluation points. These 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. If they are not meeting their SAP requirements, these SAP evaluation forms must be signed by both the student and the School Director. 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:

Program Code(s)	Program Length	# of Terms/Quarters	Term/Quarter Length	Term/Quarter Midpoint	Term/Quarter Endpoint
Medical Allied Health Programs					
MOS-E 1875	1,875 Hours (75 Weeks)	5 Terms	15 Weeks	After Week 7	After Week 15
MOS 1500 / MOS-OH 1500	1,500 Hours (60 Weeks)	4 Terms	15 Weeks	After Week 7	After Week 15
MBASOH 900	900 Hours (36 Weeks)	2 Terms	18 Weeks	After Week 9	After Week 18
MAOH 750	750 Hours (30 Weeks)	2 Terms	15 Weeks	After Week 7	After Week 15
CTOH 600	600 Hours (24 Weeks)	2 Quarters	12 Weeks	After Week 6	After Week 12
Accounting Programs					
AX 1500 / AXH 1500	1,500 Hours (60 Weeks)	4 Terms	15 Weeks	After Week 7	After Week 15
BKPO 900	900 Hours (36 Weeks)	2 Terms	18 Weeks	After Week 9	After Week 18
MAOH 750	750 Hours (30 Weeks)	2 Terms	15 Weeks	After Week 7	After Week 15
CTOH 600	600 Hours (24 Weeks)	2 Quarters	12 Weeks	After Week 6	After Week 12
English as a Second Language (ESL) Programs					
(Weekend) ESL 600 / ESLO 600	600 Hours (38 Weeks)	2 Terms	19 Weeks	After Week 9	After Week 19
(Weekday) ESL 600 / ESLO 600	600 Hours (30 Weeks)	2 Terms	15 Weeks	After Week 7	After Week 15



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:

If the Program Hours are:	Then Normal Time is:
1,875	1,875
1,500	1,500
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:

Normal Program Length	Maximum Time Allowed (150%)
1,875 Clock Hours	2,812 Clock Hours
1,500 Clock Hours	2,250 Clock Hours
900 Clock Hours	1,350 Clock Hours
750 Clock Hours	1,125 Clock Hours
600 Clock Hours	900 Clock Hours

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
1,875	1350	80%	1575	80%	1875	80%
1,500	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 SAP 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 they meet 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 SAP evaluation period. When a probationary student fails to meet the required minimum SAP at the end of the probationary period, they will lose their financial aid eligibility and be dismissed from school for a minimum of a term/quarter.

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 their case, they 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 them 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 their 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 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, their 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 their 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.
2. 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 their 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.
6. The institution must assess a student's language proficiency upon the student's reentry to the language program.
7. 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 they were 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

- Students must request transfers one week before the first day of program;
- 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;
- MSCT does not award credits for ESL courses;
- The Office of Academic Affairs will evaluate requests and grant appropriate credit;
- The student can only transfer a course with a grade "C" or higher;
- A written request, transcripts, and course syllabi must be provided to the Director of Admissions;
- 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.;
- The content of the transferred course should be 80% compatible with the content of the course offered at MSCT;



- The Financial Aid Office will provide grant appropriate credit and proportional tuition reduction for credit-hours accepted by MSCT;
- Appeals must be presented in writing to the school Director within ten days of denial;
- No fees are assessed for evaluating or granting credit transfers;
- The transferability of credits you earn at MSCT is at the complete discretion of an institution to which you may seek to transfer;
- 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 with Computer Operations (AX), Comprehensive Accounting with Computer Operations (Hybrid) (AXH), Bookkeeping Online (BKPO), Medical Office Specialist (MOS), Medical Office Specialist Online/Hybrid (MOSOH), Medical Billing & Administrative Specialist (Online Hybrid) (MBASOH), Medical Assistant (Online Hybrid) (MAOH), Clinical Technician (Online Hybrid) (CTOH), and Medical Office Specialist with ESL (MOS-E). Upon successful completion of the English as a Second Language (ESL) Program and the English as a Second Language Online (ESLO) 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 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 their 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 four most recent years are:

Program Name — Year	Completion Rate	Placement Rate
Comprehensive Accounting with Computer Operations — 2021	No Graduate Cohort	No Graduate Cohort
Comprehensive Accounting with Computer Operations — 2022	No Graduate Cohort	No Graduate Cohort
Comprehensive Accounting with Computer Operations — 2023	No Graduate Cohort	No Graduate Cohort
Comprehensive Accounting with Computer Operations — 2024	80.00%	100.00%



English as a Second Language — 2021	71.20%	76.00%
English as a Second Language — 2022	67.25%	70.10%
English as a Second Language — 2023	74.36%	77.27%
English as a Second Language — 2024	73.18%	82.30%
Medical Office Specialist — 2021	69.16%	71.43%
Medical Office Specialist — 2022	67.96%	70.69%
Medical Office Specialist — 2023	67.27%	71.43%
Medical Office Specialist — 2024	76.34%	75.44%



PROGRAM INFORMATION

Program Information

Program Outlines – Resources & General Policies

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 ESL Online Program: 1:20

For Stand-Alone in-person ESL Program Only:

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



CAREER SPECIALTIES

Accounting Programs

AX1500 (1,500 Hours)

Comprehensive Accounting with Computer Operations

AXH1500 (1,500 Hours)

Comprehensive Accounting with Computer Operations (Hybrid)

BKPO900 (900 Hours)

Bookkeeping Online

Medical Allied Health Programs

MOS1500 (1,500 Hours)

Medical Office Specialist

MOS-OH1500 (1,500 Hours)

Medical Office Specialist Online/Hybrid

MOS-E1875 (1,875 Hours)

Medical Office Specialist with ESL

MBASOH900 (900 Hours)

Medical Billing & Administrative Specialist (Online Hybrid)

MAOH750 (750 Hours)

Medical Assistant (Online Hybrid)

CTOH600 (600 Hours)

Clinical Technician (Online Hybrid)

LEARN ENGLISH

English as a Second Language Programs

ESL600 (600 Hours)

English as a Second Language

ESLO600 (600 Hours)

English as a Second Language Online



ACCOUNTING PROGRAMS (Detailed)

Comprehensive Accounting with Computer Operations

Program Code: AX1500

CIP Code: 52.0302

Program Hours: 1,500 (Lecture 825 hours, Lab 300 hours, Internship 375 hours)

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

Sessions: 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 375 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

B211 Math for Business 75 hrs

B200 Business Organization and Management 75 hrs

A200 Manual Accounting I 75 hrs

G008 Modern Office Technology 75 hrs

B241 Microsoft Word 75 hrs

A270 Payroll Accounting 75 hrs

B203 Writing for Business 75 hrs

A220 Manual Accounting II 75 hrs

A210 Computerized Accounting with Excel 75 hrs

A240 Manual Accounting III 75 hrs

G003 Career Preparation 75 hrs

A230 Computerized Accounting with QuickBooks 75 hrs

A260 Income Tax Procedures 75 hrs

G005 Computer Concepts 75 hrs

I110 Internship 375 hrs



Comprehensive Accounting with Computer Operations (Hybrid)

Program Code: AXH1500

CIP Code: 52.0302

Program Hours: 1,500 (Lecture 825 hours, Lab 300 hours, Internship 375 hours)

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

Sessions: 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 375 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

B211 Math for Business 75 hrs

B200 Business Organization and Management 75 hrs

A200 Manual Accounting I 75 hrs

G008 Modern Office Technology 75 hrs

B241 Microsoft Word 75 hrs

A270 Payroll Accounting 75 hrs

B203 Writing for Business 75 hrs

A220 Manual Accounting II 75 hrs

A210 Computerized Accounting with Excel 75 hrs

A240 Manual Accounting III 75 hrs

G003 Career Preparation 75 hrs

A230 Computerized Accounting with QuickBooks 75 hrs

A260 Income Tax Procedures 75 hrs

G005 Computer Concepts 75 hrs

I110 Internship 375 hrs



Bookkeeping Online

Program Code: BKPO900

CIP Code: 52.0302

Program Hours: 900 (Lecture 675 hours, Internship 225 hours)

Completion Time: 36 weeks (two terms of 18 weeks each) Full Time

Sessions: Morning and Evening

Program Description

This program provides 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, including payroll and fundamentals of preparing State and Federal tax returns as well as training in customized accounting software packages such as QuickBooks, which are used nationwide.

The program concludes with 225 hours of Internship where students apply their knowledge learned in the classroom in a real business environment.

Program Objective

The occupational objective of this program is to train the students to seek employment with skills as Bookkeepers in business or accounting industries; as Accounting and Auditing Clerks, as Payroll clerks; as Accountant's Assistants working in merchandise inventory, plant assets and depreciations, or generally as Assistants in industries dealing with payroll, auditing, banking, insurance, tax preparation, accounting, and real estate.

Job Opportunities

Graduates of the Bookkeeping Online program will be ready to assume the 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 accountants' assistants. Additionally, there is the possibility of finding employment with any firms dealing with merchandise inventory, plant assets and depreciations.

Course Requirements

B211 Math for Business 75 hrs

B200 Business Organization and Management 75 hrs

G008 Modern Office Technology 75 hrs

A270 Payroll Accounting 75 hrs

B203 Writing for Business 75 hrs

A210 Computerized Accounting with Excel 75 hrs

G003 Career Preparation 75 hrs

A230 Computerized Accounting with QuickBooks 75 hrs

A260 Income Tax Procedures 75 hrs

I100 Internship 225 hrs



MEDICAL ALLIED HEALTH PROGRAMS (Detailed)



Medical Office Specialist

Program Code: MOS1500

CIP Code: 51.0801

Program Hours: 1,500 (Lecture 750 hours, Lab 375 hours, Internship 375 hours)

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

Sessions: 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
- 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
- B250** Bioethics 35 hrs
- B260** Health Policy and Law 40 hrs
- B204** Business English: Spoken Communication 75 hrs
- A100** Principles of Accounting 75 hrs
- M202** Anatomy & Physiology & Medical Terminology II 75 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



Medical Office Specialist Online/Hybrid

Program Code: MOS-OH1500

CIP Code: 51.0801

Program Hours: 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: 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

B211 Mathematics for Business 75 hrs

M200 Anatomy & Physiology & Medical Terminology 75 hrs

G002 Medical Office Procedures 75 hrs

B241 Microsoft Word 75 hrs

B250 Bioethics 35 hrs

B260 Health Policy and Law 40 hrs

B204 Business English: Spoken Communication 75 hrs

A210 Computerized Accounting with EXCEL 75 hrs

M202 Anatomy & Physiology & Medical Terminology II 75 hrs

G003 Career Preparation 75 hrs

M122 Medical Insurance & Billing 75 hrs

M207 Electronic Health Records 75 hrs

M206 Medical Clinical Practices 75 hrs

M231 Phlebotomy Technician (In-Person) or **M121** Medical Word Processing & Transcription 75 hrs

M226 Electrocardiography Technician (In-Person) or **G005** Computer Concepts 75 hrs

I100 Internship 375 hrs



Medical Office Specialist with ESL

Program Code: MOS-E1875

CIP Code: 51.0801

Program Hours: 1,875 (Lecture 1,125 hours, Lab 375 hours, Internship 375 hours)

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

Sessions: 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



Medical Billing & Administrative Specialist (Online Hybrid)

Program Code: MBASOH900

CIP Code: 51.0714

Program Hours: 900 (Lecture 675 hours, Internship 225 hours)

Completion Time: 36 weeks (two terms of at least 18 weeks each) Full Time

Sessions: Morning and Evening

Program Description

This 900-hour Medical Billing & Administrative Specialist online / hybrid program is designed to prepare students to assist medical provider by performing administrative duties in doctor's office, clinics and /or medical center. Administrative duties may include scheduling appointments, maintaining medical records, billing and coding for insurance purposes. Students will develop confidence and practical experience that employers value such as learn how to manage an efficient healthcare office environment, enhance professional communication skills for a variety of medical practices, become proficient with the technology used to manage patients and their health records. They will understand the framework of healthcare and learn to work with various healthcare systems and develop skills to prepare and process medical claim forms.

The program includes 225 hours of Internship training supervised by a medical facility. Students who complete the program meet the requirements for testing as a Nationally Certified Medical Administrative Assistant.

Program Objective

The occupational objectives of the program are listed below:

- Discuss the daily activities of a Medical Administrative Assistant
- Demonstrate professional communication in the medical workplace
- Identify ethical issues related to Medical Administrative Assisting
- Awareness of HIPAA and other patient privacy regulations and guidelines
- Engage in proper professional relationships with patients and clients
- Demonstrate the ability to navigate medical records and office equipment
- Familiar with CPT Coding changes and updates
- Familiar with insurance claims forms
- Demonstrate the ability to engage in proper bookkeeping practices
- Apply medical terminology to the Medical Assisting process.

Job Opportunities

Graduates of the Medical Billing & Administrative Specialist program will be ready for employment in related allied health positions; typically, in doctor's offices and /or hospitals, as well as standalone facilities, insurance companies, or billing/coding companies. Students will be able to work as a Medical Assistant, Medical Information Clerk, or Patient Concierge. 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

B211 Mathematics for Business 75 hrs

M200 Anatomy & Physiology & Medical Terminology 75 hrs

G002 Medical Office Procedures 75 hrs

B250 Bioethics 35 hrs

B260 Health Policy and Law 40 hrs

G003 Career Preparation 75 hrs

M207 Electronic Health Records 75 hrs

M122 Medical Insurance & Billing 75 hrs

M206 Medical Clinical Practices 75 hrs

I100 Internship 225 hrs



Medical Assistant (Online Hybrid)

Program Code: MAOH750

CIP Code: 51.0801

Program Hours: 750 (Lecture 375 hours, Lab 150 hours, Internship 225 hours)

Completion Time: 30 weeks (two terms of at least 15 weeks each) Full Time

Sessions: Morning and Evening

Program Description

This 750-hour Medical Assistant online hybrid program is designed to prepare students to work as multi-skilled health professionals, and perform administrative and designated clinical duties under the direction of a physician. Administrative duties may include scheduling appointments, maintaining medical records. Clinical duties may include taking and recording vital signs and medical histories, preparing patients for examinations, drawing blood and recording EKG as directed by a physician. With the integration of these two skills students will gain sufficient knowledge to perform a variety of medical assistant tasks and to prepare individuals for the national certification examination. Most medical assistants work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities. We offer a 225-hour internship to give you work experience in the field.

Program Objective

The occupational objective of this program is to prepare a graduate to serve as a trusted partner to the physicians and staff at the clinic; or medical office. The MAOH750 program will assist with clinical roles in the Medical Office complemented with basic administrative knowledge. The entry level positions can include: Medical Clinical Specialist, Patient Insurance Clerk, Medical Transcriber, Phlebotomist or ECG Technician.

Job Opportunities

The graduates will be able to work in a diverse range of specializations, but there are three primary types: clinical, registered/certified, and administrative. The graduates of MOA will be able to use their skills in following areas:

- Phlebotomy
- Scheduling;
- Appointment setting;
- Customer service;
- Patient care;
- Medical terminology;
- Data entry;
- Electronic medical records.

The positions will include work as a Medical Assistant, Medical Front Office Assistant or Medical Information Clerk, or Patient Concierge. The students 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

M200 Anatomy & Physiology & Medical Terminology 75 hrs

G002 Medical Office Procedures 75 hrs

G003 Career Preparation 75 hrs

M207 Electronic Health Records 75 hrs

M206 Medical Clinical Practices 75 hrs

M231 Phlebotomy Technician (In-Person) 75 hrs

M226 Electrocardiograph Technician (In-Person) 75 hrs

I100 Internship 225 hrs



Clinical Technician (Online Hybrid)

Program Code: CTOH600

CIP Code: 51.0801

Program Hours: 600 (Lecture 225 hours, Lab 150 hours, Internship 225 hours)

Completion Time: 24 weeks (two quarters of at least 12 weeks each) Full Time

Sessions: Morning and Evening

Program Description

The 600 hours Clinical Technician program provides training in clinical procedures used by entry-level Medical Assistants working in doctor's offices, clinics, hospitals, and other healthcare settings. Medical Assistants have always been critical employees in the healthcare system, but they are becoming even more important as the industry expands, technology advances, and the population ages. Our Clinical Technician program designed to prepare students in clinical medical assistant skills which may include taking and recording vital signs and medical histories, preparing patients for examinations, drawing blood and recording EKG. The Clinical Technician program also includes 225-hours of internship to give you work experience in the field.

Program Objective

At the completion of the CTOH600 program, graduates will be able to function as clinical medical assistants who are competent in the following:

- Manage and care for patients as individuals; recognize and attend to their needs
- Recognize ethical and legal responsibilities
- Perform a variety of clinical procedures
- Manage care of office property
- Communicate effectively
- Demonstrate professional characteristics
- Understand the importance of a first impression and a safe office environment
- Summarize the HIPAA Privacy Rule and HIPAA Security Rule
- Demonstrate basic medical terminology knowledge
- Demonstrate how to write a chief complaint and obtain a patient history
- Discuss the importance of medical and surgical asepsis
- Identify the three methods used to perform venipuncture.

Job Opportunities

Graduates of the Clinical Technician 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. Students will be able to work as a Medical Assistant, Clinical Technician, 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

M200 Anatomy & Physiology & Medical Terminology 75 hrs

G003 Career Preparation 75 hrs

M206 Medical Clinical Practices 75 hrs

M231 Phlebotomy Technician (In-Person) 75 hrs

M226 Electrocardiography Technician (In-Person) 75 hrs

I100 Internship 225 hrs



ESL PROGRAMS (Detailed)



English as a Second Language (ESL600)

Program Code: ESL600

CIP Code: 23.0101

Program Hours: 600 Hours (Lecture 600 hours)

Student/Teacher Ratio: ESL-BEGINNING I AND ESL-BEGINNING II 1:15, ALL OTHER LEVELS, 1:20

Completion Time: 30 weeks (two terms of at least 15 weeks each) Full Time Weekday Schedule

38 weeks (two terms of at least 19 weeks each) Full Time Weekend Schedule

Sessions: 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 II 75 hrs
- E135** ESL- Advanced III 75 hrs

English as a Second Language Online (ESLO600)

Program Code: ESL600

CIP Code: 23.0101

Program Hours: 600 Hours (Lecture 600 hours)

Student/Teacher Ratio: ALL LEVELS, 1:20

Completion Time: 30 weeks (two terms of at least 15 weeks each) Full Time Weekday Schedule

38 weeks (two terms of at least 19 weeks each) Full Time Weekend Schedule

Sessions: 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 II 75 hrs
- E135** ESL- Advanced III 75 hrs



COURSE DESCRIPTIONS

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: 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: L125

Anatomy & Physiology & Medical Terminology **M200 — 75 Hours, Lecture**

Intended for the MBASOH 900, MAOH750, or CTOH 600 programs. 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

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; 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

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/ MOS-OH1500/ MBASOH 900; 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/AXH1500; L135 for MOS-E1875

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

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; 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

**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; L135 for MOS-E1875

Computer Concepts**G005 — 75 Hours, Lecture**

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

Computerized Accounting with Excel**A210 — 75 Hours, Lecture**

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

Computerized Accounting with QuickBooks**A230 — 75 Hours, Lecture**

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

Electrocardiography Technician**M226 — 75 Hours, Lecture**

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/ MOS-E1875; M200 or equivalent for MOS-OH1500/ MAOH 750/ CTOH 600

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: E125

ESL — Advanced II**E100 — 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: 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**E100 — 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: 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: 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: 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: E120

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/ MOS-OH1500/ MBASOH 900; L135 for MOS-E1875

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

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: L105

Internship
I100 — 375 Hours, Internship for:
MOS1500/ MOSOH1500/ MOSE-1875;
225 Hours, Internship for:
MBAS900/ MAOH750/ CTOH600

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 — 375 Hours, Internship for:
AX1500 & AXH1500;
225 Hours, Internship for:
BKPO900

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

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

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: A220

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/ MOS-OH1500/ MBASOH 900 and AX1500/ AXH1500/ BKPO900; L135 for MOS-E1875

Medical Clinical Practices
M206 — 75 Hours, Lecture

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/ MOS-E1875; M200 or equivalent for MOSOH1500/ MBASOH 900/ MAOH750/ CTOH 600

Medical Insurance & Billing
M122 — 75 Hours, Lecture

The student learns 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/ 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/ MOS-OH1500/ MBASOH 900/ MAOH750; 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/ MOS-OH1500; L135 for MOS-E1875

Microsoft Word
B241 — 75 Hours, Lecture

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/ MOS-OH1500 and AX1500/ AXH1500; L135 for MOS-E1875

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

**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

Phlebotomy Technician
M231 — 75 Hours, Lecture

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/ MOS-E1875; M200 or equivalent for MOS-OH1500/ MAOH 750/ CTOH 600

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; 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/ MOS-OH1500/ MBASOH 900 and AX1500/ AXH1500/ BKPO900; L135 for MOS-E1875

**ACADEMIC CALENDAR 2026–2029**

1,500 Hour Program Start	375 Hours		750 Hours		1125 Hours		1500 Hours	
	Term I Start	Term I End	Term II Start	Term II End	Term III Start	Term III End	Term IV Start	Term IV End
01/20/2026	01/20/2026	05/19/2026	05/22/2026	09/24/2026	09/29/2026	02/04/2027	02/19/2027	06/09/2027
02/12/2026	02/12/2026	06/15/2026	06/18/2026	10/20/2026	10/23/2026	03/02/2027	03/17/2027	07/06/2027
03/10/2026	03/19/2026	07/10/2026	07/15/2026	11/16/2026	11/19/2026	03/29/2027	04/12/2027	07/29/2027
04/06/2026	04/06/2026	08/04/2026	08/07/2026	12/11/2026	12/16/2026	04/21/2027	05/05/2027	08/23/2027
04/29/2026	04/29/2026	08/27/2026	09/01/2026	01/11/2027	01/14/2027	05/14/2027	06/01/2027	09/16/2027
05/22/2026	05/22/2026	09/24/2026	09/29/2026	02/04/2027	02/09/2027	06/10/2027	06/25/2027	10/14/2027
06/18/2026	06/18/2026	10/20/2026	10/23/2026	03/02/2027	03/05/2027	07/07/2027	07/21/2027	11/09/2027
07/15/2026	07/15/2026	11/16/2026	11/19/2026	03/29/2027	04/01/2027	07/30/2027	08/13/2027	12/07/2027
08/07/2026	08/07/2026	12/11/2026	12/16/2026	04/21/2027	04/26/2027	08/24/2027	09/10/2027	01/04/2028
09/01/2026	09/01/2026	01/11/2027	01/14/2027	05/14/2027	05/20/2027	09/17/2027	10/04/2027	01/26/2028
09/29/2026	09/29/2026	02/04/2027	02/09/2027	06/10/2027	06/15/2027	10/15/2027	10/26/2027	02/13/2028
10/23/2026	10/23/2026	03/02/2027	03/05/2027	07/07/2027	07/12/2027	11/10/2027	11/23/2027	03/10/2028
11/19/2026	11/19/2026	03/29/2027	04/01/2027	07/30/2027	08/04/2027	12/08/2027	12/20/2027	04/04/2028
12/16/2026	12/16/2026	04/21/2027	04/26/2027	08/24/2027	08/27/2027	01/10/2028	01/21/2028	05/08/2028
01/14/2027	01/14/2027	05/14/2027	05/20/2027	09/17/2027	09/23/2027	02/09/2028	02/22/2028	06/07/2028
02/09/2027	02/09/2027	06/10/2027	06/15/2027	10/15/2027	10/20/2027	03/13/2028	03/24/2028	07/10/2028
03/05/2027	03/05/2027	07/07/2027	07/12/2027	11/10/2027	11/16/2027	04/10/2028	04/19/2028	08/04/2028
04/01/2027	04/01/2027	07/30/2027	08/04/2027	12/08/2027	12/13/2027	05/11/2028	05/25/2028	09/06/2028
04/26/2027	04/26/2027	08/24/2027	08/27/2027	01/10/2028	01/13/2028	06/13/2028	06/26/2028	10/10/2028
05/20/2027	05/20/2027	09/17/2027	09/23/2027	02/09/2028	02/14/2028	07/10/2028	07/24/2028	11/13/2028
06/15/2027	06/15/2027	10/15/2027	10/20/2027	03/13/2028	03/16/2028	08/11/2028	08/23/2028	12/11/2028
07/12/2027	07/12/2027	11/10/2027	11/16/2027	04/10/2028	04/13/2028	09/08/2028	09/19/2028	01/10/2029
08/04/2027	08/04/2027	12/08/2027	12/13/2027	05/11/2028	05/16/2028	10/06/2028	10/17/2028	02/06/2029
08/27/2027	08/27/2027	01/10/2028	01/13/2028	06/13/2028	06/16/2028	11/03/2028	11/17/2028	03/06/2029
09/23/2027	09/23/2027	02/09/2028	02/14/2028	07/10/2028	07/13/2028	12/01/2028	12/16/2028	04/04/2029
10/20/2027	10/20/2027	03/13/2028	03/16/2028	08/11/2028	08/16/2028	01/04/2029	01/16/2029	05/07/2029
11/16/2027	11/16/2027	04/10/2028	04/13/2028	09/08/2028	09/13/2028	02/06/2029	02/20/2029	06/11/2029
12/13/2027	12/13/2027	05/11/2028	05/16/2028	10/06/2028	10/12/2028	03/07/2029	03/19/2029	07/13/2029
01/13/2028	01/13/2028	06/13/2028	06/16/2028	11/03/2028	11/09/2028	04/09/2029	04/23/2029	08/14/2029
02/14/2028	02/14/2028	07/10/2028	07/13/2028	12/01/2028	12/06/2028	05/07/2029	05/18/2029	09/13/2029
03/16/2028	03/16/2028	08/11/2028	08/16/2028	01/04/2029	01/09/2029	06/08/2029	06/20/2029	10/08/2029
04/13/2028	04/13/2028	09/08/2028	09/13/2028	02/06/2029	02/09/2029	07/06/2029	07/16/2029	11/12/2029
05/16/2028	05/16/2028	10/06/2028	10/12/2028	03/07/2029	03/12/2029	08/08/2029	08/20/2029	12/14/2029



900 Hour Program Start	450 Hours		900 Hours	
	Term I Start	Term I End	Term II Start	Term II End
01/20/2026	01/20/2026	06/15/2026	06/18/2026	11/16/2026
02/12/2026	02/12/2026	07/10/2026	07/15/2026	12/11/2026
03/10/2026	03/19/2026	08/04/2026	08/07/2026	01/11/2027
04/06/2026	04/06/2026	08/27/2026	09/01/2026	02/04/2027
04/29/2026	04/29/2026	09/24/2026	09/29/2026	03/02/2027
05/22/2026	05/22/2026	10/20/2026	10/23/2026	03/29/2027
06/18/2026	06/18/2026	11/16/2026	11/19/2026	04/21/2027
07/15/2026	07/15/2026	12/11/2026	12/16/2026	05/14/2027
08/07/2026	08/07/2026	01/11/2027	01/14/2027	06/10/2027
09/01/2026	09/01/2026	02/04/2027	02/09/2027	07/07/2027
09/29/2026	09/29/2026	03/02/2027	03/05/2027	07/30/2027
10/23/2026	10/23/2026	03/29/2027	04/01/2027	08/24/2027
11/19/2026	11/19/2026	04/21/2027	04/26/2027	09/17/2027
12/16/2026	12/16/2026	05/14/2027	05/20/2027	10/15/2027
01/14/2027	01/14/2027	06/10/2027	06/15/2027	11/10/2027
02/09/2027	02/09/2027	07/07/2027	07/12/2027	12/08/2027
03/05/2027	03/05/2027	07/30/2027	08/04/2027	12/30/2027
04/01/2027	04/01/2027	08/24/2027	08/27/2027	01/26/2028
04/26/2027	04/26/2027	09/17/2027	09/23/2027	02/22/2028
05/20/2027	05/20/2027	10/15/2027	10/20/2027	03/16/2028
06/15/2027	06/15/2027	11/10/2027	11/16/2027	04/10/2028
07/12/2027	07/12/2027	12/08/2027	12/13/2027	05/08/2028
08/04/2027	08/04/2027	12/30/2027	01/06/2028	05/30/2028
08/27/2027	08/27/2027	01/26/2028	01/31/2028	06/27/2028
09/23/2027	09/23/2027	02/22/2028	02/25/2028	07/24/2028
10/20/2027	10/20/2027	03/16/2028	03/21/2028	08/18/2028
11/16/2027	11/16/2027	04/10/2028	04/13/2028	09/07/2028
12/13/2027	12/13/2027	05/08/2028	05/11/2028	10/03/2028
01/13/2028	01/13/2028	05/30/2028	06/02/2028	10/27/2028
02/14/2028	02/14/2028	06/27/2028	06/30/2028	11/22/2028
03/16/2028	03/16/2028	07/24/2028	07/27/2028	12/19/2028
04/13/2028	04/13/2028	08/18/2028	08/23/2028	01/16/2029
05/16/2028	05/16/2028	09/07/2028	09/12/2028	02/05/2029
06/07/2028	06/07/2028	10/03/2028	10/06/2028	02/28/2029
06/30/2028	06/30/2028	10/31/2028	11/03/2028	03/05/2029
07/26/2028	07/26/2028	11/28/2028	12/01/2028	03/29/2029
08/17/2028	08/17/2028	12/19/2028	12/22/2028	04/18/2029



900 Hour Program Start	450 Hours		900 Hours	
	Term I Start	Term I End	Term II Start	Term II End
09/12/2028	09/12/2028	01/16/2029	01/19/2029	05/14/2029
10/06/2028	10/06/2028	02/05/2029	02/08/2029	05/31/2029
11/01/2028	11/01/2028	02/28/2029	03/05/2029	06/01/2029
12/01/2028	12/01/2028	03/26/2029	03/29/2029	07/27/2029
12/27/2028	12/27/2028	04/27/2029	05/02/2029	09/06/2029
01/23/2029	01/23/2029	05/14/2029	05/17/2029	10/17/2029
02/16/2029	02/16/2029	05/31/2029	06/05/2029	11/21/2029
03/14/2029	03/14/2029	06/27/2029	07/02/2020	12/17/2029

750 Hour Program Start	375 Hours		750 Hours	
	Term I Start	Term I End	Term II Start	Term II End
01/20/2026	01/20/2026	05/19/2026	05/22/2026	09/24/2026
02/12/2026	02/12/2026	06/15/2026	06/18/2026	10/20/2026
03/10/2026	03/10/2026	07/10/2026	07/15/2026	11/16/2026
04/06/2026	04/06/2026	08/04/2026	08/07/2026	12/11/2026
04/29/2026	04/29/2026	08/27/2026	09/01/2026	01/11/2027
05/22/2026	05/22/2026	09/24/2026	09/29/2026	02/04/2027
06/18/2026	06/18/2026	10/20/2026	10/23/2026	03/02/2027
07/15/2026	07/15/2026	11/16/2026	11/19/2026	03/29/2027
08/07/2026	08/07/2026	12/11/2026	12/16/2026	04/21/2027
09/01/2026	09/01/2026	01/11/2027	01/14/2027	05/14/2027
09/29/2026	09/29/2026	02/04/2027	02/09/2027	06/10/2027
10/23/2026	10/23/2026	03/02/2027	03/05/2027	07/07/2027
11/19/2026	11/19/2026	03/29/2027	04/01/2027	07/30/2027
12/16/2026	12/16/2026	04/21/2027	04/26/2027	08/24/2027
01/14/2027	01/14/2027	05/14/2027	05/20/2027	09/17/2027
02/09/2027	02/09/2027	06/10/2027	06/15/2027	10/15/2027
03/05/2027	03/05/2027	07/07/2027	07/12/2027	11/10/2027
04/01/2027	04/01/2027	07/30/2027	08/04/2027	12/08/2027
04/26/2027	04/26/2027	08/24/2027	08/27/2027	01/04/2028
05/20/2027	05/20/2027	09/17/2027	09/23/2027	01/20/2028
06/15/2027	06/15/2027	10/15/2027	10/20/2027	02/14/2028
07/12/2027	07/12/2027	11/10/2027	11/16/2027	03/10/2028
08/04/2027	08/04/2027	12/08/2027	12/13/2027	04/06/2028
08/27/2027	08/27/2027	01/10/2028	01/13/2028	05/01/2028
09/23/2027	09/23/2027	02/09/2028	02/14/2028	05/31/2028



750 Hour Program Start	375 Hours		750 Hours	
	Term I Start	Term I End	Term II Start	Term II End
10/20/2027	10/20/2027	03/13/2028	03/16/2028	06/23/2028
11/16/2027	11/16/2027	04/10/2028	04/13/2028	07/11/2028
12/13/2027	12/13/2027	05/11/2028	05/16/2028	08/08/2028
01/13/2028	01/13/2028	06/13/2028	06/16/2028	09/06/2028
02/14/2028	02/14/2028	07/10/2028	07/13/2028	10/03/2028
03/16/2028	03/16/2028	08/11/2028	08/16/2028	11/01/2028
04/13/2028	04/13/2028	09/08/2028	09/13/2028	12/07/2028
05/16/2028	05/16/2028	10/06/2028	10/12/2028	01/04/2029
06/07/2028	06/07/2028	11/01/2028	11/05/2028	02/07/2029
06/30/2028	06/30/2028	11/29/2028	12/04/2028	03/05/2029
07/26/2028	07/26/2028	12/28/2028	01/03/2029	04/02/2029
08/17/2028	08/17/2028	01/14/2029	01/20/2029	05/01/2029
09/12/2028	09/12/2028	02/09/2029	02/14/2029	06/01/2029
10/06/2028	10/06/2028	03/05/2029	03/08/2029	06/29/2029
11/01/2028	11/01/2028	03/29/2029	04/04/2029	07/11/2029
12/01/2028	12/01/2028	04/23/2029	04/27/2029	08/03/2029
12/27/2028	12/27/2028	05/22/2029	05/25/2029	08/31/2029
01/23/2029	01/23/2029	06/14/2029	06/20/2029	09/18/2029
02/16/2029	02/16/2029	07/12/2029	07/17/2029	10/10/2029
03/13/2029	03/13/2029	08/09/2029	08/14/2029	11/03/2029
04/06/2029	04/06/2029	09/03/2029	09/06/2029	11/29/2029
05/02/2029	05/02/2029	10/01/2029	10/04/2029	12/14/2029

600 Hour Program Start	300 Hours		600 Hours	
	Term I Start	Term I End	Term II Start	Term II End
01/20/2026	01/20/2026	04/24/2026	04/29/2026	08/04/2026
02/12/2026	02/12/2026	05/19/2026	05/22/2026	08/27/2026
03/10/2026	03/10/2026	06/15/2026	06/18/2026	09/24/2026
04/06/2026	04/06/2026	07/10/2026	07/15/2026	10/20/2026
04/29/2026	04/29/2026	08/04/2026	08/07/2026	11/16/2026
05/22/2026	05/22/2026	08/27/2026	09/01/2026	12/11/2026
06/18/2026	06/18/2026	09/24/2026	09/29/2026	01/11/2027
07/15/2026	07/15/2026	10/20/2026	10/23/2026	02/04/2027
08/07/2026	08/07/2026	11/16/2026	11/19/2026	03/02/2027
09/01/2026	09/01/2026	12/11/2026	12/16/2026	03/29/2027
09/29/2026	09/29/2026	01/11/2027	01/14/2027	04/21/2027
10/23/2026	10/23/2026	02/04/2027	02/09/2027	05/14/2027



600 Hour Program Start	300 Hours		600 Hours	
	Term I Start	Term I End	Term II Start	Term II End
11/19/2026	11/19/2026	03/02/2027	03/05/2027	06/10/2027
12/16/2026	12/16/2026	03/29/2027	04/01/2027	07/07/2027
01/14/2027	01/14/2027	04/21/2027	04/26/2027	07/30/2027
02/09/2027	02/09/2027	05/14/2027	05/20/2027	08/24/2027
03/05/2027	03/05/2027	06/10/2027	06/15/2027	09/17/2027
04/01/2027	04/01/2027	07/07/2027	07/12/2027	10/15/2027
04/26/2027	04/26/2027	07/30/2027	08/04/2027	11/10/2027
05/20/2027	05/20/2027	08/24/2027	08/27/2027	12/08/2027
06/15/2027	06/15/2027	09/17/2027	09/23/2027	01/04/2028
07/12/2027	07/12/2027	10/15/2027	11/23/2027	01/20/2028
08/04/2027	08/04/2027	11/10/2027	11/16/2027	02/14/2028
08/27/2027	08/27/2027	12/08/2027	12/13/2027	03/10/2028
09/23/2027	09/23/2027	01/04/2028	01/07/2028	04/06/2028
10/20/2027	10/20/2027	01/20/2028	01/25/2028	05/01/2028
11/16/2027	11/16/2027	02/14/2028	02/17/2028	05/31/2028
12/13/2027	12/13/2027	03/10/2028	03/15/2028	06/23/2028
01/13/2028	01/13/2028	04/06/2028	04/11/2028	07/11/2028
02/14/2028	02/14/2028	05/01/2028	05/04/2028	08/08/2028
03/16/2028	03/16/2028	05/31/2028	06/05/2028	09/06/2028
04/13/2028	04/13/2028	06/23/2028	06/28/2028	10/03/2028
05/16/2028	05/16/2028	07/11/2028	07/14/2028	11/01/2028
06/07/2028	06/07/2028	08/08/2028	08/11/2028	12/07/2028
06/30/2028	06/30/2028	09/06/2028	09/11/2028	01/04/2029
07/26/2028	07/26/2028	10/03/2028	10/06/2028	02/07/2029
08/17/2028	08/17/2028	11/01/2028	11/06/2028	03/05/2029
09/12/2028	09/12/2028	12/07/2028	12/12/2028	04/02/2029
10/06/2028	10/06/2028	01/04/2029	01/09/2029	05/01/2029
11/01/2028	11/01/2028	02/07/2029	02/12/2029	06/01/2029
12/01/2028	12/01/2028	03/05/2029	03/08/2029	06/29/2029
12/27/2028	12/27/2028	04/02/2029	04/05/2029	07/11/2029
01/23/2029	01/23/2029	05/01/2029	05/04/2029	08/03/2029
02/16/2029	02/16/2029	06/01/2029	06/06/2029	08/31/2029
03/13/2029	03/13/2029	06/29/2029	07/05/2029	09/18/2029
04/06/2029	04/06/2029	07/11/2029	07/16/2029	10/10/2029
05/02/2029	05/02/2029	08/03/2029	08/08/2029	11/03/2029
05/25/2029	05/25/2029	08/31/2029	09/05/2029	11/29/2029
06/20/2029	06/20/2029	09/18/2029	09/24/2029	12/14/2029



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

ESL 600 Start	ESL 600 Graduation	CTOH 600 Start	CTOH 600 Graduation
01/23/2026	09/25/2026	01/20/2026	08/04/2026
02/20/2026	10/08/2026	02/12/2026	08/27/2026
03/17/2026	11/05/2026	03/10/2026	09/24/2026
04/13/2026	12/02/2026	04/06/2026	10/20/2026
05/06/2026	12/29/2026	04/29/2026	11/16/2026
06/02/2026	01/26/2027	05/22/2026	12/11/2026
06/26/2026	02/19/2027	06/18/2026	01/11/2027
07/22/2026	03/17/2027	07/15/2026	02/04/2027
08/14/2026	04/12/2027	08/07/2026	03/02/2027
09/09/2026	05/06/2027	09/01/2026	03/29/2027
10/06/2026	06/02/2027	09/29/2026	04/21/2027
10/22/2026	07/07/2027	10/23/2026	05/14/2027
11/23/2026	08/04/2027	11/19/2026	06/10/2027
12/21/2026	09/14/2027	12/16/2026	07/07/2027
01/19/2027	10/04/2027	01/14/2027	07/30/2027
02/16/2027	10/29/2027	02/09/2027	08/24/2027
03/11/2027	11/17/2027	03/05/2027	09/17/2027
03/31/2027	12/09/2027	04/01/2027	10/15/2027
04/21/2027	12/30/2027	04/26/2027	11/10/2027
05/11/2027	01/21/2028	05/20/2027	12/08/2027
06/03/2027	02/05/2028	06/15/2027	01/04/2028
06/30/2027	02/11/2028	07/12/2027	01/20/2028
07/16/2027	03/03/2028	08/04/2027	02/14/2028
08/04/2027	03/29/2028	08/27/2027	03/10/2028
08/30/2027	04/20/2028	09/23/2027	04/06/2028
09/21/2027	05/11/2028	10/20/2027	05/01/2028
10/14/2027	05/31/2028	11/16/2027	05/31/2028
11/01/2027	06/22/2028	12/13/2027	06/23/2028
11/29/2027	07/17/2028	01/13/2028	07/11/2028
12/21/2027	08/09/2028	02/14/2028	08/08/2028
01/14/2028	09/01/2028	03/16/2028	09/06/2028
02/03/2028	09/26/2028	04/13/2028	10/03/2028
02/29/2028	10/11/2028	05/16/2028	11/01/2028



ESL 600 Start	ESL 600 Graduation	CTOH 600 Start	CTOH 600 Graduation
03/16/2028	10/31/2028	06/07/2028	12/07/2028
04/03/2028	11/16/2028	06/30/2028	01/04/2029
04/27/2028	12/05/2028	07/26/2028	02/07/2029
05/19/2028	12/28/2028	08/17/2028	03/05/2029
06/01/2028	01/17/2029	09/12/2028	04/02/2029
06/23/2028	02/26/2029	10/06/2028	05/01/2029
07/14/2028	03/20/2029	11/01/2028	06/01/2029
08/11/2028	04/19/2029	12/01/2028	06/29/2029
09/08/2028	05/11/2029	12/27/2028	07/11/2029
10/06/2028	06/08/2029	01/23/2029	08/03/2029
11/09/2028	07/12/2029	02/16/2029	08/31/2029
12/01/2028	07/31/2029	03/13/2029	09/18/2029
01/12/2029	08/10/2029	04/06/2029	10/10/2029
02/09/2029	09/06/2029	05/02/2029	11/03/2029
03/02/2029	10/05/2029	05/25/2029	11/29/2029
03/29/2029	10/26/2029	06/20/2029	12/14/2029
04/20/2029	11/28/2029		
05/11/2029	12/21/2029		

900-Hr Program Start	900-Hr Program Graduation	750-Hr Program Start	750-Hr Program Graduation
01/20/2026	11/16/2026	01/20/2026	09/24/2026
02/12/2026	12/11/2026	02/12/2026	10/20/2026
03/10/2026	01/11/2027	03/10/2026	11/16/2026
04/06/2026	02/04/2027	04/06/2026	12/11/2026
04/29/2026	03/02/2027	04/29/2026	01/11/2027
05/22/2026	03/29/2027	05/22/2026	02/04/2027
06/18/2026	04/21/2027	06/18/2026	03/02/2027
07/15/2026	05/14/2027	07/15/2026	03/29/2027
08/07/2026	06/10/2027	08/07/2026	04/21/2027
09/01/2026	07/07/2027	09/01/2026	05/14/2027
09/29/2026	07/30/2027	09/29/2026	06/10/2027
10/23/2026	08/24/2027	10/23/2026	07/07/2027
11/19/2026	09/17/2027	11/19/2026	07/30/2027
12/16/2026	10/15/2027	12/16/2026	08/24/2027
01/14/2027	11/10/2027	01/14/2027	09/17/2027
02/09/2027	12/08/2027	02/09/2027	10/15/2027



900-Hr Program Start	900-Hr Program Graduation	750-Hr Program Start	750-Hr Program Graduation
03/05/2027	12/30/2027	03/05/2027	11/10/2027
04/01/2027	01/26/2028	04/01/2027	12/08/2027
04/26/2027	02/22/2028	04/26/2027	01/04/2028
05/20/2027	03/16/2028	05/20/2027	01/20/2028
06/15/2027	04/10/2028	06/15/2027	02/14/2028
07/12/2027	05/08/2028	07/12/2027	03/10/2028
08/04/2027	05/30/2028	08/04/2027	04/06/2028
08/27/2027	06/27/2028	08/27/2027	05/01/2028
09/23/2027	07/24/2028	09/23/2027	05/31/2028
10/20/2027	08/18/2028	10/20/2027	06/23/2028
11/16/2027	09/07/2028	11/16/2027	07/11/2028
12/13/2027	10/03/2028	12/13/2027	08/08/2028
01/13/2028	10/27/2028	01/13/2028	09/06/2028
02/14/2028	11/22/2028	02/14/2028	10/03/2028
03/16/2028	12/19/2028	03/16/2028	11/01/2028
04/13/2028	01/16/2029	04/13/2028	12/07/2028
05/16/2028	02/05/2029	05/16/2028	01/04/2029
06/07/2028	02/28/2029	06/07/2028	02/07/2029
06/30/2028	03/05/2029	06/30/2028	03/05/2029
07/26/2028	03/29/2029	07/26/2028	04/02/2029
08/17/2028	06/15/2029	08/17/2028	05/01/2029
09/12/2028	07/12/2029	09/12/2028	06/01/2029
10/06/2028	08/01/2029	10/06/2028	06/29/2029
11/01/2028	09/03/2029	11/01/2028	07/11/2029
12/01/2028	09/28/2029	12/01/2028	08/03/2029
12/27/2028	10/16/2029	12/27/2028	08/31/2029
01/23/2029	11/13/2029	01/23/2029	09/18/2029
02/16/2029	12/14/2029	02/16/2029	10/10/2029
		03/13/2029	11/03/2029
		04/06/2029	11/29/2029
		05/02/2029	12/14/2029



1500-Hr Program Start	1500-Hr Program Graduation
01/20/2026	06/09/2027
02/12/2026	07/06/2027
03/10/2026	07/29/2027
04/06/2026	08/23/2027
04/29/2026	09/16/2027
05/22/2026	10/14/2027
06/18/2026	11/09/2027
07/15/2026	12/07/2027
08/07/2026	01/04/2028
09/01/2026	01/26/2028
09/29/2026	02/13/2028
10/23/2026	03/10/2028
11/19/2026	04/04/2028
12/16/2026	05/08/2028
01/14/2027	06/07/2028
02/09/2027	07/10/2028
03/05/2027	08/04/2028
04/01/2027	09/06/2028
04/26/2027	10/10/2028
05/20/2027	11/13/2028
06/15/2027	12/11/2028
07/12/2027	01/10/2029
08/04/2027	02/06/2029
08/27/2027	03/06/2029
09/23/2027	04/04/2029
10/20/2027	05/07/2029
11/16/2027	06/11/2029
12/13/2027	07/13/2029
01/13/2028	08/14/2029
02/14/2028	09/13/2029
03/16/2028	10/08/2029
04/13/2028	11/12/2029
05/16/2028	12/14/2029



SCHOOL HOLIDAYS

2026 School Holidays

Date	Day	Holiday
01/01/26	Thursday	New Year's Day
01/19/26	Monday	Martin Luther King's Day
02/16/26	Monday	President's Day
03/30/26	Friday	Eid-al-Fitr
04/03/26	Friday	Good Friday
05/25/26	Monday	Memorial Day
05/27/26	Wednesday	Eid-al-Adha
06/19/26	Friday	Juneteenth
07/03/26	Friday	Independence Day (observed)
09/07/26	Monday	Labor Day
09/11/26	Friday	Rosh Hashana
09/12/26	Saturday	Rosh Hashana
09/21/26	Monday	Yom Kippur
10/12/26	Monday	Columbus Day
11/03/26	Tuesday	Election Day
11/11/26	Wednesday	Veterans Day
11/26/26	Thursday	Thanksgiving
11/27/26	Friday	Thanksgiving
12/24/26	Thursday	Christmas Eve
12/25/26	Friday	Christmas Day
12/31/26	Thursday	New Year's Eve

2027 School Holidays

Date	Day	Holiday
01/01/27	Friday	New Year's Day
01/18/27	Monday	Martin Luther King's Day
02/15/27	Monday	President's Day
03/10/27	Wednesday	Eid-al-Fitr
03/26/27	Friday	Good Friday
05/17/27	Monday	Eid-al-Adha



05/31/27	Monday	Memorial Day
06/21/27	Friday	Juneteenth (observed)
07/05/27	Monday	Independence Day (observed)
09/06/27	Monday	Labor Day
10/01/27	Friday	Rosh Hashana
10/02/27	Saturday	Rosh Hashana
10/11/27	Monday	Columbus Day
10/12/27	Tuesday	Yom Kippur
11/02/27	Tuesday	Election Day
11/11/27	Thursday	Veterans Day
11/25/27	Thursday	Thanksgiving
11/26/27	Friday	Thanksgiving
12/24/27	Friday	Christmas Eve
12/27/27	Monday	Christmas Day (observed)
12/31/27	Friday	New Year's Eve

2028 School Holidays

Date	Day	Holiday
01/03/28	Monday	New Year's Day (observed)
01/17/28	Monday	Martin Luther King's Day
02/21/28	Monday	President's Day
02/26/28	Saturday	Eid-al-Fitr
04/14/28	Friday	Good Friday
05/05/28	Friday	Eid-al-Adha
05/29/28	Monday	Memorial Day
06/19/28	Monday	Juneteenth
07/04/28	Tuesday	Independence Day
09/04/28	Monday	Labor Day
09/20/28	Wednesday	Rosh Hashana
09/21/28	Thursday	Rosh Hashana
09/29/28	Friday	Yom Kippur
10/09/28	Monday	Columbus Day
11/07/28	Tuesday	Election Day
11/10/28	Friday	Veterans Day (observed)



11/23/28	Thursday	Thanksgiving
11/24/28	Friday	Thanksgiving
12/25/28	Monday	Christmas Eve (observed)
12/26/28	Tuesday	Christmas Day (observed)
12/29/28	Friday	New Year's Eve (observed)

2029 School Holidays

Date	Day	Holiday
01/01/29	Monday	New Year's Day
01/15/29	Monday	Martin Luther King's Day
02/15/29	Thursday	Eid-al-Fitr
02/19/29	Monday	President's Day
03/30/29	Friday	Good Friday
04/24/29	Saturday	Eid-al-Adha
05/28/29	Monday	Memorial Day
06/19/29	Tuesday	Juneteenth
07/04/29	Wednesday	Independence Day
09/03/29	Monday	Labor Day
09/10/29	Monday	Rosh Hashana
09/11/29	Tuesday	Rosh Hashana
09/19/29	Wednesday	Yom Kippur
10/08/29	Monday	Columbus Day
11/06/29	Tuesday	Election Day
11/11/29	Sunday	Veterans Day
11/22/29	Thursday	Thanksgiving
11/23/29	Friday	Thanksgiving
12/24/29	Monday	Christmas Eve
12/25/29	Tuesday	Christmas Day
12/31/29	Monday	New Year's Eve



PROGRAM TUITION & COSTS

Program Tuition & Costs

Accounting Programs

Comprehensive Accounting with Computer Operations / AX1500

&

Comprehensive Accounting with Computer Operations (Hybrid) / AXH1500

Item	Amount
Registration Fee	\$50.00
Term Tuition (per term)	\$5,292.00
Total Tuition (4 terms)	\$21,168.00
Supplies	\$200.00
Total Cost	\$21,418.00

Bookkeeping Online / BKPO900

Item	Amount
Registration Fee	\$50.00
Term Tuition (per term)	\$8,322.00
Total Tuition (2 terms)	\$16,644.00
Supplies	\$200.00
Total Cost	\$16,894.00

Tuition Liability Chart — 1,500-Hour Accounting Programs (AX1500/AXH1500)

Term	Hours	Weeks	% Refund	Tuition Refund
I	0–25	1st week	100%	\$5,292.00
	26–50	2nd week	80%	\$4,233.60
	51–75	3rd week	65%	\$3,439.80
	76–100	4th week	50%	\$2,646.00
	101–125	5th week	30%	\$1,587.60
	126–375	After 5th week	0%	\$0.00
II	376–400	1st week	90%	\$4,762.80
	401–425	2nd week	65%	\$3,439.80
	426–450	3rd week	50%	\$2,646.00



	451–475	4th week	30%	\$1,587.60
	476–750	After 4th week	0%	\$0.00
III	751–775	1st week	90%	\$4,762.80
	776–800	2nd week	65%	\$3,439.80
	801–825	3rd week	50%	\$2,646.00
	826–850	4th week	30%	\$1,587.60
	851–1125	After 4th week	0%	\$0.00
IV	1126–1150	1st week	90%	\$4,762.80
	1151–1175	2nd week	65%	\$3,439.80
	1176–1200	3rd week	50%	\$2,646.00
	1201–1225	4th week	30%	\$1,587.60
	1226–1500	After 4th week	0%	\$0.00

Tuition Liability Chart — 900-Hour Bookkeeping Program (BKPO900)

Term	Hours	Weeks	% Refund	Tuition Refund
I	0–25	1st week	100%	\$8,322.00
	26–50	2nd week	80%	\$6,657.60
	51–75	3rd week	65%	\$5,409.30
	76–100	4th week	50%	\$4,161.00
	101–125	5th week	30%	\$2,496.60
	126–450	After 5th week	0%	\$0.00
II	451–475	1st week	90%	\$7,489.80
	476–500	2nd week	65%	\$5,409.30
	501–525	3rd week	50%	\$4,161.00
	526–550	4th week	30%	\$2,496.60
	551–900	After 4th week	0%	\$0.00



Medical Allied Health Programs

Medical Office Specialist / MOS1500 & Medical Office Specialist Online/Hybrid / MOS-OH1500

Item	Amount
Registration Fee	\$50.00
Term Tuition (per term)	\$5,267.00
Total Tuition (4 terms)	\$21,068.00
Supplies	\$300.00
Total Cost	\$21,418.00

Medical Office Specialist with ESL / MOS-E1875

Item	Amount
Registration Fee	\$50.00
Term Tuition (per term)	\$5,267.00
Total Tuition (5 terms)	\$26,335.00
Supplies	\$375.00
Total Cost	\$26,760.00

Medical Billing & Administrative Specialist (Online Hybrid) / MBASOH900

Item	Amount
Registration Fee	\$50.00
Term Tuition (per term)	\$8,322.00
Total Tuition (2 terms)	\$16,644.00
Supplies	\$200.00
Total Cost	\$16,894.00

Medical Assistant (Online Hybrid) / MAOH750

Item	Amount
Registration Fee	\$50.00
Term Tuition (per term)	\$6,991.50
Total Tuition (2 terms)	\$13,983.00
Supplies	\$300.00
Total Cost	\$14,333.00

**Clinical Technician (Online Hybrid) / CTOH600**

Item	Amount
Registration Fee	\$50.00
Quarter Tuition (per quarter)	\$6,820.00
Total Tuition (2 quarters)	\$13,640.00
Supplies	\$300.00
Total Cost	\$13,990.00

Tuition Liability — 1,875-Hour MOS-E Program

Term	Hours	Weeks	% Refund	Tuition Refund
I	0–25	1st week	100%	\$5,267.00
	26–50	2nd week	80%	\$4,213.60
	51–75	3rd week	65%	\$3,423.55
	76–100	4th week	50%	\$2,633.50
	101–125	5th week	30%	\$1,580.10
	126–375	After 5th week	0%	\$0.00
II	376–400	1st week	90%	\$4,740.30
	401–425	2nd week	65%	\$3,423.55
	426–450	3rd week	50%	\$2,633.50
	451–475	4th week	30%	\$1,580.10
	476–750	After 4th week	0%	\$0.00
III	751–775	1st week	90%	\$4,740.30
	776–800	2nd week	65%	\$3,423.55
	801–825	3rd week	50%	\$2,633.50
	826–850	4th week	30%	\$1,580.10
	851–1125	After 4th week	0%	\$0.00
IV	1126–1150	1st week	90%	\$4,740.30
	1151–1175	2nd week	65%	\$3,423.55
	1176–1200	3rd week	50%	\$2,633.50
	1201–1225	4th week	30%	\$1,580.10
	1226–1500	After 4th week	0%	\$0.00
V	1501–1525	1st week	90%	\$4,740.30
	1526–1550	2nd week	65%	\$3,423.55
	1551–1575	3rd week	50%	\$2,633.50



1576–1600	4th week	30%	\$1,580.10
1601–1875	After 4th week	0%	\$0.00

Tuition Liability — 1,500-Hour MOS & MOS-OH Programs

Term	Hours	Weeks	% Refund	Tuition Refund
I	0–25	1st week	100%	\$5,267.00
	26–50	2nd week	80%	\$4,213.60
	51–75	3rd week	65%	\$3,423.55
	76–100	4th week	50%	\$2,633.50
	101–125	5th week	30%	\$1,580.10
	126–375	After 5th week	0%	\$0.00
II	376–400	1st week	90%	\$4,740.30
	401–425	2nd week	65%	\$3,423.55
	426–450	3rd week	50%	\$2,633.50
	451–475	4th week	30%	\$1,580.10
	476–750	After 4th week	0%	\$0.00
III	751–775	1st week	90%	\$4,740.30
	776–800	2nd week	65%	\$3,423.55
	801–825	3rd week	50%	\$2,633.50
	826–850	4th week	30%	\$1,580.10
	851–1125	After 4th week	0%	\$0.00
IV	1126–1150	1st week	90%	\$4,740.30
	1151–1175	2nd week	65%	\$3,423.55
	1176–1200	3rd week	50%	\$2,633.50
	1201–1225	4th week	30%	\$1,580.10
	1226–1500	After 4th week	0%	\$0.00

Tuition Liability — 900-Hour MBASOH Program

Term	Hours	Weeks	% Refund	Tuition Refund
I	0–25	1st week	100%	\$8,322.00
	26–50	2nd week	80%	\$6,657.60
	51–75	3rd week	65%	\$5,409.30
	76–100	4th week	50%	\$4,161.00



	101–125	5th week	30%	\$2,496.60
	126–450	After 5th week	0%	\$0.00
II	451–475	1st week	90%	\$7,489.80
	476–500	2nd week	65%	\$5,409.30
	501–525	3rd week	50%	\$4,161.00
	526–550	4th week	30%	\$2,496.60
	551–900	After 4th week	0%	\$0.00

Tuition Liability — 750-Hour MAOH Program

Term	Hours	Weeks	% Refund	Tuition Refund
I	0–25	1st week	100%	\$6,991.50
	26–50	2nd week	80%	\$5,593.20
	51–75	3rd week	65%	\$4,544.48
	76–100	4th week	50%	\$3,495.75
	101–125	5th week	30%	\$2,097.45
	126–375	After 5th week	0%	\$0.00
II	376–400	1st week	90%	\$6,292.35
	401–425	2nd week	65%	\$4,544.48
	426–450	3rd week	50%	\$3,495.75
	451–475	4th week	30%	\$2,097.45
	476–750	After 4th week	0%	\$0.00

Tuition Liability — 600-Hour CTOH Program (Quarter-Based)

Quarter	Hours	Weeks	% Refund	Tuition Refund
I	0–25	1st week	100%	\$6,820.00
	26–50	2nd week	75%	\$5,115.00
	51–75	3rd week	50%	\$3,410.00
	76–100	4th week	25%	\$1,705.00
	101–300	After 4th week	0%	\$0.00
II	301–325	1st week	75%	\$5,115.00
	326–350	2nd week	50%	\$3,410.00
	351–375	3rd week	25%	\$1,705.00
	376–600	After 3rd week	0%	\$0.00



English as a Second Language Programs

English as a Second Language / ESL600 & English as a Second Language Online / ESLO600

Item	Amount
Registration Fee	\$50.00
Term Tuition (per term)	\$2,335.00
Total Tuition (2 terms)	\$4,670.00
Supplies	\$230.00
Total Cost	\$4,950.00

Tuition Liability — 600-Hour ESL Programs (Morning/Afternoon/Evening Schedule)

Term	Hours	Weeks	% Refund	Tuition Refund
I	0–20	1st week	100%	\$2,335.00
	21–40	2nd week	80%	\$1,868.00
	41–60	3rd week	65%	\$1,517.75
	61–80	4th week	50%	\$1,167.50
	81–100	5th week	30%	\$700.50
	101–300	After 5th week	0%	\$0.00
II	301–320	1st week	90%	\$2,101.50
	321–340	2nd week	65%	\$1,517.75
	341–360	3rd week	50%	\$1,167.50
	361–380	4th week	30%	\$700.50
	381–600	After 4th week	0%	\$0.00

Tuition Liability — 600-Hour ESL Programs (Weekend Schedule)

Term	Hours	Weeks	% Refund	Tuition Refund
I	0–16	1st week	100%	\$2,335.00
	17–32	2nd week	80%	\$1,868.00
	33–48	3rd week	65%	\$1,517.75
	49–64	4th week	50%	\$1,167.50
	65–80	5th week	30%	\$700.50
	81–300	After 5th week	0%	\$0.00
II	301–316	1st week	90%	\$2,101.50
	317–332	2nd week	65%	\$1,517.75
	333–348	3rd week	50%	\$1,167.50
	349–364	4th week	30%	\$700.50
	365–600	After 4th week	0%	\$0.00



ADMINISTRATION; STAFF & FACULTY



Advisory Council

Name	Role / Affiliation
Sheyva Menkes	Chair, Registered Nurse — P.S./I.S. 206 & Girling Health Care facilities
Lawrence Fish	Director, Adult Educational, Vocational & Citizenship Services
Dr. Michael Turano	Medical Doctor, Downtown Hospital
Olga Chervonaya	Asst. Director, Adult Educational, Vocational & Citizenship Services
David Milman	METCA Representative



Board of Trustees

Name	Title
Laura Polyakov	Chair
Michael Nechaevsky	Treasurer / Secretary
Joel Gumbiner	Member
Susan Pustilnikov	Member
Renee Tenenbaum	Member

Administrative Staff

Name	Title
Edward Rabinovich	Chief Executive Officer
Enmanuel Rodriguez	Campus Executive Director
Michael Rabinovich	HR Director of Compliance
Jean Dieudonne	Director of Education
Miryam Salimov	ESL Program Manager
Nina Matsko	Senior Campus Registrar
Tatiana Genkin	Academic Administrator / Assistant Registrar
Margarita Zaman	Director of Admissions
Iryna Ponunaieva	Admissions Representative
Kailah Garvin	Admissions Representative
Alberto Yapur	Admissions Representative
Inga Slobodnyuk	Campus Bursar
Danielle Bellacosa	Financial Aid Manager
Tetyana Chakhovska	Financial Aid Officer
Evgenia Anisimova	Career Services Coordinator
Umme Mim	Student Services / Retention Coordinator
Yemiliya Zeltser	Academic / Retention Coordinator, PDSO
Svetlana Morozova	Academic Systems Administrator
Boris Kamenetskiy	IT / Network Administrator



Faculty

Faculty Member	Credentials & NYSED Licensing
Tatiana Mironova	Diploma, Philology — Perm State Pedagogical University NYSED Licensed: English for Speakers of Other Languages
Talat Rozia	MD — Saint James School of Medicine NYSED Licensed: Medical Assistant-Clinical/Office (Whole program)
Fatima Shaukat	MBBS — Mohi-ud-din Islamic Medical College; MPH — Grand Canyon University NYSED Licensed: Medical Assistant-Clinical/Office (Whole program)
Nabila Chowdhury	MBBS — University of Dhaka, Bangladesh NYSED Licensed: Medical Assistant-Clinical (EKG & Phlebotomy)
Abdelhakim Ferrahi, Ph.D.	Ph.D. International Trade & Logistics; MA Commerce — University of Mostaganem NYSED Licensed: Computer Application, Office Skills, General Academic
Natalya Malakhova	Bachelor's and Master's in Applied Economics Kazakh National University, City of Almaty, Kazakhstan NYSED (BPSS) Licensed Teacher Certificates in Computer Applications, Office Skills, General Academic, Management and Marketing
Tatiana Genkin	M.S. Accounting/Finance — Sverdlovsk Institute of National Economy NYSED Licensed: General Academic & Accounting
Mike Garcia	MA TESOL — Molloy College; BA — City University of New York NYSED Licensed: English for Speakers of Other Languages
Juan Gomez	BA — City University of New York NYSED Licensed: English for Speakers of Other Languages
Tamar Jojishvili	MS ESOL — Touro College, New York NYSED Licensed: English for Speakers of Other Languages
Arturo Perez	BA — University of Los Andes, Venezuela NYSED Licensed: English for Speakers of Other Languages
Adam Reich	MA Creative Writing — Temple University; BA English — University of Massachusetts NYSED Licensed: English for Speakers of Other Languages



COLLEGE CREDIT — DISCLAIMER STATEMENT

College Credit — Disclaimer Statement

Licensed private career schools offer curricula measured in clock hours, not credit hours. Certificates of completion, i.e., 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 a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.



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