

# Trocaire



# College

## 2012 – 2013 College Catalog



## General Information and Curriculum

# INQUIRIES

## Mailing Addresses:

### Main Campus:

Trocaire College  
360 Choate Avenue  
Buffalo, NY 14220-2094

### Extension Center:

Russell J. Salvatore School of  
Hospitality & Business  
6681 Transit Road  
Williamsville, NY 14221

### Trocaire on Seneca

2262 Seneca Street  
Buffalo, NY 14210

### Website:

[www.trocaire.edu](http://www.trocaire.edu)

## Telephone Directory

Dial direct to the desired office. Area Code: 716

<b>General Information (Switchboard)</b> .....	826-1200	<b>Academic Programs</b>	
Academic Affairs Office .....	827-2471	Computer Network Administration .....	827-2566
Admissions Office .....	827-2545	Diagnostic Medical Sonography .....	827-2497
Advisement Office .....	827-2433	Dietetic Technology .....	827-2519
Alumni Services .....	827-4341	Echocardiography .....	827-2497
Bookstore .....	827-2437	General Studies .....	827-2578
Career and Transfer Center .....	827-2444	Health Information Technology .....	827-2560
Counseling, Student .....	827-2445	Healthcare Informatics (Interim) .....	827-2431
Development Office .....	827-4341	Hospitality Management .....	827-4304
Educational Technology Director .....	827-2557	Human Resource Management .....	827-4309
Financial Aid Office .....	827-2416	Massage Therapy .....	827-2492
Help Desk .....	827-4331	Medical Assistant .....	827-2560
Human Resource Office .....	827-2559	Nursing (A.A.S.) .....	827-2462
Library, Rachel R. Savarino .....	827-2434	Nursing (B.S.) .....	827-4342
Opportunity Program (TOP) .....	827-2562	Practical Nursing .....	827-2475
Palisano Center for Academic Success .....	827-2521	Radiologic Technology (A.A.S.) .....	827-2443
President .....	827-2423	Radiologic Technology (B.S.) .....	827-2443
Public Relations Office .....	827-4343	Surgical Technology .....	827-2454
Registrar .....	827-2485		
Registration Office .....	827-2415		
Russell J. Salvatore School of Hospitality and Business .....	827-4300		
Special Events (Fundraising) .....	827-4341		
Student Accounts Office / Billing .....	827-2400		
Student Affairs Office .....	827-2481		
Student Life / Activities Office .....	827-2547		
Testing (Accuplacer) .....	827-2545		
Tours, Campus .....	827-2545		
Transcripts .....	827-2469		
Transitional Studies Director .....	827-2467		
Trocaire on Seneca .....	827-4320		
Veteran's Coordinator .....	827-2553		
Workforce Development/Life Long Learning ...	827-2558		

For updated information please consult the Trocaire College Website.

# President's Welcome



Welcome to the Mercy College of Western New York. Trocaire College is proud to be a member of the 16 Mercy colleges and universities in the Conference for Mercy Higher Education (CMHE). By enrolling at Trocaire College, you are taking an important step in charting your course for future success. The many challenges awaiting you at Trocaire College will prepare you for the opportunities you will encounter in the working world.

Trocaire College offers an ideal, intimate learning environment, whether you are coming here directly from high school or returning to the classroom. Our main campus in South Buffalo has been available since the college was founded in 1958. In recent years we have branched out with our Extension Center on Transit Road in Lancaster, housing the Russell J. Salvatore School of Hospitality & Business. In addition, the college has located its Massage Therapy program at Seneca Street, walking distance from the Choate location.

Our decision to remain a small, private institution enables us to give quality care and consideration to every student. The decided faculty and small class sizes promote creative teaching/learning experiences while our concerned staff members seek to accommodate your academic, personal and financial needs.

Trocaire College has developed quality two-year and shorter certificate programs, which have long been recognized as providing superior skills in a variety of careers. The college is now offering 2+2 Bachelor of Science degree programs majoring in both Nursing and Radiologic Technology. These new baccalaureate programs complement Trocaire's existing AAS two-year programs and are a good fit for students coming from other two-year colleges with a degree in RT or Nursing. We have also been approved to offer an exciting new program in Health Care Informatics, which is underway during this academic year.

As I begin my first year as President of Trocaire, I am excited about the type of commitment that our faculty, staff and administrators make every day to support your educational goals. You should be proud of being a member of such a caring higher educational community that embodies the Mercy traditions of our founders. I wish you much educational and personal success during this upcoming year.

Sincerely,

A handwritten signature in black ink, appearing to read "Bassam M. Deeb".

Dr. Bassam M. Deeb  
President  
Trocaire College

# Trocaire at a Glance

<b>History:</b>	A private coeducational college with a strong liberal arts core, established by the Buffalo Regional Community of the Sisters of Mercy in 1958. Accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools, and chartered by the Board of Regents of the University of the State of New York.
<b>Student Enrollment:</b>	Approximately 1, 423 students
<b>Student / Faculty Ratio:</b>	10 / 1
<b>Location:</b>	<p><b>Main Campus:</b> 360 Choate Avenue, Buffalo, NY 14220 – behind Mercy Hospital and adjacent to Cazenovia Park.</p> <p><b>Extension Center:</b> 6881 Transit Road, Williamsville, NY 14221 (Mailing Address)</p> <p><b>Trocaire on Seneca:</b> 2262 Seneca Street, Buffalo, NY 14210</p>
<b>Residence:</b>	<p>92% of students are from Erie County</p> <p>8% of students are from surrounding counties</p>
<b>Financial Aid:</b>	Over 96% of Trocaire Students receive some form of financial assistance.
<b>Programs of Study:</b>	<p><b><i>Bachelor Degree Programs:</i></b>            Healthcare Informatics*            Nursing            Radiologic Technology</p> <p><b><i>Associate Degree Programs:</i></b>            Computer Network Administration*            Dietetic Technology*            General Studies            Health Information Technology            Healthcare Informatics*            Hospitality Management*            Human Resource Management*            Massage Therapy            Medical Assistant            Nursing            Radiologic Technology            Surgical Technology</p> <p><b><i>Certificate Programs:</i></b>            Computer Network Administration*            Diagnostic Medical Sonography            Echocardiography            Healthcare Informatics*            Hospitality Management*            Human Resource Management*            Massage Therapy            Practical Nursing</p> <p>*All courses except one are held at the Extension Center</p>
<b>Workforce Development / Life Long Learning:</b>	Offering a variety of professional, credit-free and CEU courses.

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## **NONDISCRIMINATION POLICY**

*Trocaire College does not discriminate in admission, employment, in the administration of its educational policies, scholarship and loan programs, and other institutionally administered programs on the basis of race, color, age, national and ethnic origin, religion, creed or sect, gender, marital status, veteran or military status, sexual orientation, predisposing genetic characteristics, victims of domestic abuse, or disability. Inquiries concerning affirmative action should be directed to the Title IX Affirmative Action Officer, the Executive Director of Human Resources and College Support Services, Room 321B. For further information regarding services, activities and facilities that are accessible to and usable by persons with special needs, contact the Compliance Officer for Americans with Disabilities Act, Coordinator of Services for Students with Special Needs, Palisano Center for Academic Success.*

## **SEXUAL HARASSMENT STATEMENT**

*It is the policy of Trocaire College to establish an environment in which the dignity and worth of all members of the institutional community are respected. In keeping with this principle, the sexual harassment of any member of the campus community is considered unacceptable conduct and will not be tolerated. Retaliation against anyone who lodges a complaint or participates in an investigation will not be tolerated.*

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY**

*Under the law, the College assures the student of access rights as specified in the Family Educational Rights and Privacy Act. Students may waive their rights of accessibility to references or records. In accordance with legislation governing privacy, the College does not make available any information regarding students, without written consent, other than verification of dates of attendance and directory information.*

**While the catalog was prepared on the basis of the best information available at the time of publication, all information including statements of fees, course offerings, admissions and graduation requirements is subject to change without notice or obligation.**

# 2012-2013 Academic Calendar

<b>FALL 2012</b>			<b>SPRING 2013</b>		
August	2 27	Scheduled RN Classes Begin Regular Classes Begin	January	2 14 21 22	Scheduled RN Classes Begin Regular Classes Begin Martin Luther King Holiday – No Classes Add & Drop Period Ends
September	3 4	Day & Evening Classes in Session Add & Drop Period Ends	February	18-20	Holidays – No Classes
October	8-9 15-20	Columbus Holidays – No Classes Mid Term Week	March	4-9 22 28-30	Mid Term Week Last Day for Official Withdrawal Holy Week Observances – No Classes
November	2 21-24	Last Day for Official Withdrawal Thanksgiving Holidays – No Classes	April	1-6	Spring / Easter Break
December	15 15	Fall Semester Ends After Last Class Fall Graduation	May	14 17	Spring Semester Ends After Last Class Spring Graduation
			<b>SUMMER 2013</b>		
			May	20	Summer Session I Begins
			June	20 24	Summer Session I Ends Summer Session II Begins
			July	25	Summer Session II Ends

## Bachelors of Science in Nursing Academic Calendar

<b>FALL 2012</b>			<b>SUMMER 2013</b>		
August	27	First Day of Term	April	29	First Day of Term
September	5	Last Day for Add & Drop	May	6	Last Day for Add & Drop
October	8-12	Mid Term Week	June	10-14	Mid Term Week
November	2	Last Day for Official Withdrawal	July	5	Last Day for Official Withdrawal
December	7	Last Day of Term	August	9	Last Day of Term
			<b>FALL 2013</b>		
January	2 9	First Day of Term Last Day for Add & Drop	August	26	First Day of Term
February	11-15	Mid Term Week	September	4	Last Day for Add & Drop
March	8	Last Day for Official Withdrawal	October	7-11	Mid Term Week
April	12	Last Day of Term	November	1	Last Day for Official Withdrawal
			December	6	Last Day of Term

# General Information

## History

Trocaire College, a private coeducational college with a strong liberal arts core, was established by the Buffalo Regional Community of the Sisters of Mercy in 1958 and is a member of The Association of Mercy Colleges and Universities. The College is governed by a Board of Trustees. It has a liberal arts core curriculum which provides the essential backdrop against which all programs of study take shape. Trocaire is chartered by the Regents of the University of the State of New York and confers the degrees of Bachelor of Science, Associate in Arts, Associate in Applied Science, and Associate in Science. It is also authorized to confer Certificates in business, computers, health related areas and hospitality.

Chartered in 1958, the former Sancta Maria College opened with an enrollment of young religious women preparing to be educators. The status of the college changed in 1965 when the State Education Department extended the charter to permit the admission of lay women. The curriculum was enlarged to include career, as well as transfer programs to meet the needs of the community which demanded increased opportunities for postsecondary education.

In June 1967, Trocaire College graduated its first lay students. A few months before, the name Sancta Maria had been changed to Trocaire, the Gaelic word for Mercy. The change gave to the college a distinctive name and one significant for a Community dedicated by its foundress, Catherine McAuley, to the works of mercy.

In 1971, Trocaire became a coeducational institution. The first male students were admitted in the Fall of 1972.

In the late 1990s, Trocaire undertook major renovations under the *Support Hope* capital campaign. A new four story wing was built at 360 Choate Avenue. All classrooms, the library, and other offices housed at 110 Red Jacket Parkway were moved to Choate Avenue. State of the art computer and science labs were added to respond to the needs of the 21<sup>st</sup> century.

In 2005, the *Inspire Hope* capital campaign was launched. Through the generosity of Russell J. Salvatore, the *Russell J. Salvatore School of Hospitality and Business* at 6681 Transit Road, Williamsville, NY 14221 opened in 2007. The site expanded with a second floor in 2009. Trocaire's charter was again amended by the Regents of the University of the State of New York in 2009 to confer the degree of Bachelor of Science.

Academic offerings at Trocaire have continued to expand in response to community needs as determined through community surveys.

## Accreditation

Trocaire is fully accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools; the Nursing Programs are accredited by the National League for Nursing Accrediting Commission; the Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology; the Phlebotomy course is accredited through the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS); the Surgical Technology Program is accredited by the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting (ARC/STSA); the Health Information Technology Program is accredited by the Committee on Accreditation for Allied Health Education Programs (CAAHEP) in cooperation with the American Health Information Management Association; and the Medical Assistant Program is accredited by the Committee on Accreditation for Allied Health Education Programs (CAAHEP).

## Philosophy

Catholic in tradition, Trocaire College is informed by the Christian belief in the innate dignity of the human person and a desire to further the growth potential of the student seeking the personal attention of a small college.

We believe our commitment to education may be best demonstrated by excellence in teaching. We believe it is significant to provide a flexible structure in which students may explore their capabilities. Thus, they may become more fully aware of themselves, of their potentialities and limitations as they encounter the complexities of a rapidly evolving world.

## Trocaire College Mission Statement

Trocaire College, a private career-oriented Catholic College, in the spirit of the Sisters of Mercy, strives to empower students toward personal enrichment, dignity and self-worth through education in a variety of professions and in the Liberal Arts.

Recognizing the individual needs of a diverse student body, Trocaire college provides life learning and development within a community-based environment. Trocaire College prepares students for service in the universal community.

## Consumer Information

The Consumer Information page provides prospective students, current students and employees with information about Trocaire College in accordance with the Higher Education Opportunity Act. Visit the HEOA

website for more information.

[www.trocaire.edu/about/consumer-information](http://www.trocaire.edu/about/consumer-information)

## **Buffalo**

Greater Buffalo, situated at the mouth of the Niagara River and the east shore of Lake Erie, stands as the Empire State's Gateway to the West and the jumping off point for Canadian travel.

Metropolitan Buffalo is home to the world famous Albright-Knox Art Gallery, the Buffalo and Erie County Historical Society, the Buffalo Museum of Science, Kleinhans Music Hall, the Buffalo Philharmonic Orchestra, Shea's Buffalo Center for the Performing Arts and twelve Colleges and Universities.

Action abounds and surrounds, the "Queen City of the Lakes" – "The City of Good Neighbors" – the titles earned and worn proudly by Buffalo.

## **TROCAIRE'S MAIN CAMPUS**

Trocaire is located in a residential area of South Buffalo adjacent to Mercy Hospital and Cazenovia Park. It is readily accessible: three bus lines serve the campus; exits 54 and 55 of the New York State Thruway are a few blocks away; the Tiff Street exit from the Buffalo Skyway brings one to Trocaire's back door.

The South Buffalo locale is well noted for its proximity to the Buffalo and Erie County Botanical Gardens and Conservatory, Our Lady of Victory Basilica, Erie Basin Marina, Coca-Cola Field, Ralph C. Wilson Stadium, First Niagara Center and the world famous Father Baker's institutions.

Trocaire College, located at 360 Choate Avenue, is a vibrant addition to the South Buffalo Community.

### ***Learning Facilities: Main Campus***

The main campus is situated on the campus of Mercy Hospital in an approximately 89,000 sq. ft. building.

The centerpiece of Trocaire's main building is the Rachel R. Savarino Library on the fourth floor of the front wing. The Palisano Center for Academic Success is also located in this area. This wing also houses administrative offices, classrooms, language, computer and science laboratories, Margaret L. Wendt Center, Admissions Office and Academic Advisement Office.

The central wing of the college houses the College Bookstore, the Registrar's Office, Financial Aid Office, Health Office, Student Accounts Office, the Career Center, the McAuley Meditation Room, Trocaire Opportunity Program Office, Veteran's Affairs Office, classrooms, laboratories and a student lounge.

The rear wing of the college houses classrooms, a computer help desk, the Nursing Laboratories, the Radiologic Technology Laboratory, faculty offices, staff offices, student cafeteria, and Student Affairs Offices.

### ***Computer Facilities: Main Campus***

Trocaire College provides its students with a high quality computing environment. There are over 100 PCs

available for student use. The PCs are located in four computer labs, the Palisano Center for Academic Success, and the Library. For instructional effectiveness, all of the classrooms and labs have state-of-the-art projection technology that allows the instructor's screen to be viewed by the class. All PCs in the labs are networked to the campus-wide network. All student PCs run the Microsoft Windows operating system. Student PCs provide excellent high-speed Internet access through the college's 10MB internet connections. For those with mobile devices, wireless access is also available throughout the campus.

In addition, all academic PCs have a robust array of current software providing students with the up-to-date skills required by today's technically demanding workplace.

The Trocaire Academic Computing Help Desk provides student support and manages the academic computing resources of the college.

### ***Laboratory Facilities: Main Campus***

Trocaire College has fully equipped laboratories which support courses in the natural sciences, healthcare, and business. The Natural Science department maintains Biology, Microbiology, Anatomy & Physiology, and all-purpose labs. Healthcare program labs are equipped with program-specific equipment and are designed to replicate an actual work environment.

The Registered Nurse and Practical Nurse programs are each supported by state-of-the-art, multi-dimensional laboratories equipped with computer-assisted instructional programs, interactive software, teaching models, facilities and supplies for demonstration, practice and testing. There is also a nursing simulation lab.

The Diagnostic Imaging (Radiologic Technology) Suite consists of two energized control areas including safety features, lead lined walls, a dark room, and state-of-the-art operational units.

Massage Therapy courses, as well as hands-on training in the massage therapy laboratory and student-run clinic, are offered in a newly renovated facility at 2262 Seneca Street. This new location, just two minutes from the main campus, is a 7,500 square foot facility focusing on the needs of the Massage Therapy program. The space includes classroom / laboratory areas as well as six clinical massage rooms and a clinic office.

The Surgical Technology laboratory is designed to simulate an operating room setting. It is furnished with equipment, instrumentation, supplies and furniture.

The laboratory setting for the Health Information Technology program is designed to simulate the actual work environment of a hospital Medical Records Department. Equipped with computer work stations, the area is designed to facilitate skill building in functions common to management of health information.

The Medical Assistant laboratory simulates a physician's office setting. Equipment, instruments and supplies used in a medical office setting are available in the laboratory.



Most business courses are served by laboratories equipped with computer hardware, including web access. Software programs are regularly updated and each student has an individual station during class.

### **Learning Center**

The Palisano Center for Academic Success on the main campus currently shares space on the fourth floor front wing with the Rachel R. Savarino Library. The center offers students a variety of support services. The goal is to enable students to develop skills for success in their college experience at Trocaire. Computer software and study guides are available to strengthen the students' study habits, test-taking strategies, and critical thinking techniques. All students are encouraged to utilize the resources and services of the Palisano Center for Academic Success. Students at the Transit Road and Seneca Street locations may avail themselves of these services.

### **Testing**

The staff of the Palisano Center for Academic Success provides private and group testing facilities. Students test on the on-line ACCUPLACER Testing System upon admission to Trocaire. A computer literacy test is also given. Nursing students take the TEAS Test. Further testing is available on a continual basis for diagnostics and special needs.

### **Group Study and Tutoring**

Students are invited to use the Center for professional tutoring, peer tutoring, and student study groups. Students in need of academic re-enforcement in a particular course may request a Peer Tutor.

### **Students with Special Needs**

Trocaire College offers students with special needs reasonable accommodations and services to enable them to fully participate in the mainstream of the educational process.

In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1992, the College provides services on an individual basis for students with special needs, including those with specific learning disabilities.

Students with special needs are required to provide documentation to indicate need for services.

Students are encouraged to contact the Coordinator of Services for Students with Special Needs in the Palisano Center for Academic Success at the time of admission. The Coordinator will assist students with academic support and special accommodations, when necessary. Services will be based on individual needs and course requirements. This includes extension of time for testing, tutoring, note takers, readers and writers for examinations, tape recorders, and special learning equipment.

Trocaire has computer software and hardware to assist students with special needs as well as adaptive equipment.

Student Affairs will assist students with special parking and personal needs.

Inquiries regarding application of and compliance with Section 504 of the Rehabilitation Act of 1973 should be directed to the Coordinator of Services for Students with Special Needs.

### **Libraries@Trocaire**

The Libraries@Trocaire support the college's vision to transform lives and make our graduates the first choice of employers. We achieve that through our own mission to ensure our users attain information literacy through the effective ability of accessing information across a variety of platforms: online, print and media.

There are two locations of the Libraries@Trocaire to meet our growing campus and users' needs. The Rachel R. Savarino Library is located on the 4<sup>th</sup> floor at the Choate Avenue campus. The library at the Russell J. Salvatore School of Hospitality is housed in Room 109. We offer courier services for materials between both libraries with 24 hours' notice. Library services to other Trocaire College sites are also available via request. Access to the library is available through our website: <http://library.trocaire.edu/>.

The Library has regularly scheduled instruction sessions and workshops on using library resources and research methods. We offer in-classroom Library Research and Instruction (LRI) sessions specifically tailored to an assignment or course subject. There are also two credit-bearing courses (GS101, GS201) on using library resources for academic research.

The Libraries@Trocaire offer a multitude of resources to meet our users' needs in a variety of formats (print, multimedia and online). Through our online catalog, Alexandria, users can find books, journals in print, eBooks and media resources, as well as, course materials on reserve and reference materials. Using these materials requires a valid Trocaire College ID. Reserve and reference materials may only be used in the Library. Circulating materials may be borrowed for a specific period of time: books (28 days), journals in print and media (7 days). The borrowing of eBooks varies as it is based on the eBook publisher.

The Libraries@Trocaire strive to bring our students the most up-to-date information in their fields of study through our collection of databases and electronic reference resources (dictionaries, encyclopedia). Through our electronic portal, students can access peer-reviewed journals in full-text, fair use images for multimedia presentations, streaming video, downloadable eBooks, electronic reference collections and many more resources to ensure their academic success.

When the Libraries@Trocaire are open, a Librarian is always present to assist users in accessing information and research. We are also available via chat, phone and

through email. There are program guides and tutorials covering all fields of study as well. When the libraries are closed, users may use Ask Us 24/7 to speak to an academic librarian via chat reference. The library also offers InfoPass which allows users borrowing privileges at a number of local institutions and Interlibrary Loan for obtaining journal articles and books which are not contained in our collection.

### **Extension Center: Russell J. Salvatore School of Hospitality and Business**

The College presently operates an Extension Center at 6681 Transit Road, Williamsville, N.Y. The Extension Center is housed in a new 15,000 sq. ft. building, and contains state-of-the-art educational facilities, including Smart™ enabled classrooms, state-of-the-art science lab, a fully-equipped culinary instruction laboratory, a well-appointed computer networking lab, student “commons” area and a library / student resource area. Currently, the college offers the following programs (except for one course through the Main Campus) at this location: Computer Network Administration, Dietetic Technology, Healthcare Informatics, Hospitality Management, and Human Resource Management. Students may access comparable services at this location by consulting with the Center Director, faculty, or the librarian.

### **Trocaire on Seneca**

Trocaire currently operates our Massage Therapy courses, Massage Therapy clinic and two additional classrooms at our newest location at 2262 Seneca Street, Buffalo, NY 14210. Shuttle service is available to transport students to and from our main campus.

### **Hours of Operation**

During scheduled class sessions, the college opens one half hour prior to the earliest scheduled class and closes one half hour after completion of the latest scheduled class.

Hours between semesters and during the summer vary and are posted.

Hours of open-class laboratories and offices of various support services vary. Evening hours are available.

Anyone wishing to know the hours of operation of an office or service should contact the campus receptionist.

### **Location: Directions to Trocaire College**

#### **Main Campus:**

#### **Coming from downtown Buffalo:**

Take the Skyway and exit at Tifft St. /Fuhrmann Boulevard. Proceed to the stop sign and turn left on Tifft Street. Continue on Tifft Street to McKinley Parkway – turn right. The second street on the left is Lorraine Avenue. Turn left on Lorraine and proceed to Abbott Road. Turn right onto Abbott Road (South Buffalo Mercy Hospital will be on your right). Turn right on Choate

Avenue which is the first street past the hospital. Trocaire College will be on your right.

#### **Coming from north of Buffalo:**

Take NYS Thruway I-190 South to Exit 3 (Seneca Street). Follow the road (which is one way) to the first signal light. At the signal light, turn right onto Bailey Avenue. Once on Bailey Avenue, proceed to McKinley Parkway and turn left. Stay on McKinley parkway up through two signal lights and then turn left onto Abbott Road. Stay on Abbott Road and turn right onto Choate Avenue (the first street past South Buffalo Mercy Hospital). Trocaire will be on the right.

#### **Coming from the southtowns:**

Take NYS Thruway 90 East to the Lackawanna toll booths. After toll booths take first exit which is Ridge Road. Or, if approaching from Route 219, take Exit 55 West Seneca. Proceed through three signals to Potter Road. Turn left and travel approximately 2 miles through intersection of Abbott Road/Red Jacket Parkway/Warren Spahn Way. Follow Abbott Road to the first street on the left. Turn left on Choate Avenue. Trocaire College will be on the right.

#### **Coming from northeast of Buffalo:**

Take NYS Thruway 90 West to Exit 54 (Route 400). Once on Route 400 take the first exit – Seneca Street, West Seneca. Proceed to the signal light. Turn right on Seneca Street (Route 16 North). Stay on Seneca Street for approximately 1½ miles. Turn left on Cazenovia Street. Take Cazenovia Street to Abbott Road. Turn left on Abbott Road. Turn right on Choate Avenue (one street past South Buffalo Mercy Hospital). Trocaire College will be on the right.

### **Extension Center – Russell J. Salvatore School of Hospitality and Business**

#### **From Buffalo:**

Take NYS Thruway 90 East to Exit 49. Turn left on Transit Road (Route 78 North). Proceed about a half mile to Freeman Street and turn right at the light. Freeman Street ends with a traffic circle. On the circle, take the second right and proceed down a long drive way past Salvatore’s Grand Hotel and Russell’s Restaurant to the College.

# Admissions

Trocaire College seeks qualified men and women who are able to profit from the educational opportunities available at Trocaire College. Qualified students are admitted without regard to race, color, age, national and ethnic origin, religion, creed or sect, gender, marital status, veteran or military status, sexual orientation, predisposing genetic characteristics, victims of domestic abuse, or disability.

No person is denied admission or access solely because of any physical, mental, or medical impairment which is unrelated to the ability to engage in the activities involved in the educational requirements or occupation for which application has been made.

Individuals requesting information or to schedule an appointment to tour the Main Campus or the Extension Center should contact:

**Trocaire College  
Admissions Office  
360 Choate Avenue  
Buffalo, NY 14220-2094  
Telephone: (716) 827-2545**

Or visit our website: [www.trocaire.edu](http://www.trocaire.edu)

## General Requirements

### 1. College Admission

Candidates for admission to the college must be graduated from an approved secondary school with a minimum of sixteen credit units or must provide evidence that an equivalent degree has been completed (or will be completed in keeping with New York State Guidelines for Equivalency Diploma or based on earned college credit).

### 2. Program Admission

The ACCUPLACER placement test is administered to prospective or entering students who demonstrate whether they have acceptable college level competencies in reading, writing, and mathematics. Prospective or entering students also take a computer skills placement test to determine their level of computer skills. Entering students who have completed 24 credits of college course work prior to transfer with a cumulative average of 2.0 will not be required to take developmental courses even if the ACCUPLACER test indicates an academic weakness. These students will take the ACCUPLACER for tracking purposes only. Appointments to take the ACCUPLACER test and the computer skills test can be made by contacting the Admissions Office at (716) 827-2545. If you are applying for the Computer Network Administration, Dietetic Technology, Healthcare Informatics, Hospitality Management or Human Resource Management

program, you can schedule your placement test by calling (716) 827-4300.

### 3. Admission to Health Related Programs

Students applying for programs in the health professions are required to participate in two stages of academic preparedness. Initial admittance to a health science program places a student into a "pre-professional" component. Upon satisfactory completion of the academic requirements for the pre-professional component, the student may then move on to the professional stage of their studies. The admission requirements for each program are explained in greater detail under each program outline found in this catalog.

**Students should speak to an Admissions Counselor or to a Program Director prior to registration to insure they understand all of the academic requirements for advancement in the program of their choice.**

### 4. Transcripts

Official transcripts of work completed both in high school and in all post-secondary institutions are required before an applicant's admission is complete.

## Application Procedure

1. Apply On-Line. Go to our home page at [www.trocaire.edu](http://www.trocaire.edu) (It's Free!)

- or -

Submit a completed paper application form along with a \$25.00 non-refundable application fee to the Office of Admissions. Checks or money orders made payable to **Trocaire College**.

Submit to: Trocaire College  
Office of Admission  
360 Choate Avenue  
Buffalo, NY 14220-2094

2. Send an official secondary school transcript and/or GED certificate to the Office of Admissions. In addition, official transcripts of work from any post-secondary institution should be forwarded, as well as SAT/ACT scores if applicable. You may request a GED transcript request form from the Admissions Office or visit the New York State Education Department website for online assistance at <http://www.emsc.nysed.gov/ged/>.

3. Applicants are responsible for ensuring that all forms are completed and forwarded to the Office of Admissions.

## Personal Interview

Although a personal interview is not required, it is strongly recommended to insure student success. To arrange for an interview, applicants may e-mail their request at [info@trocaire.edu](mailto:info@trocaire.edu), or call the office directly at (716) 827-2545. In certain instances when more information about an applicant is needed, the Office of Admissions may contact an applicant directly and request an interview. In these cases, no admissions decision will be made until the interview process has been conducted.

## Action on Applications

Trocaire maintains a rolling admissions policy, and thus, applications are processed throughout the calendar year.

Students who wish to pursue an A.A.S. in Nursing must be aware of the following deadlines:

- Applicants who anticipate beginning their studies in the Spring or Summer – all materials must be submitted by the 1<sup>st</sup> Monday in October.
- Applicants who anticipate beginning their studies in Fall – all materials must be submitted by the 1<sup>st</sup> Monday in March.

Applications will continue to be reviewed on a space availability basis.

Students will be notified of the action taken on their applications after completion of all admission requirements. All admission requirements must be satisfactorily completed before an acceptance is considered final.

Applications and all supporting credentials become the property of Trocaire College and will not be returned to the applicant.

## Physical Examination, Immunizations and Laboratory Tests

Following acceptance to a program, a physical examination, immunizations and specific laboratory tests are required. The Health Report Form must be completed by a physician or a certified health care practitioner and returned to the Health Office.

New York State Health Law 2165 requires proof of immunity against measles, rubella, and mumps. This proof consists of a certificate of immunization signed by a physician or health care provider or a record from a previously attended school.

## Re-application Procedure

Students who have at one time applied to the college and wish to re-apply must file another application for admission. If a student re-applies after two years from the original date of application, new transcripts from high school and colleges attended must be resubmitted.

## Re-admission

Students who have left the college and wish to return, must file an application for re-admission to the Office of Admissions.

## Advanced Standing / Transfer Credit

Applicants for advanced standing from an approved institution must meet admissions requirements for beginning students. In addition, they must have an official transcript of previous college work forwarded to the Office of Admissions.

Transfer students will receive credit for college courses which are equivalent to those offered at Trocaire College.

Only courses completed with a grade of “C” or better are acceptable for transfer. The acceptance of advanced credit is tentative until the student has completed one semester of satisfactory work at Trocaire College.

A student must earn a minimum of thirty credits at Trocaire College to be eligible for a degree. A student must complete at least 50% of his/her course work at Trocaire College to be eligible for a college certificate.

Evaluation of transfer credits is completed through the Registrar’s Office in consultation with the Vice President for Academic Affairs and Program Director.

The Registrar is responsible for preparation of transcript verification forms and their distribution to students.

## Foreign Student Admission Policy

Foreign students seeking admission to Trocaire College shall follow the regular admission procedures. In addition, non-native English speaking students seeking admission to Trocaire College must verify their proficiency in English by taking the Test of English as a Foreign Language (TOEFL). A minimum TOEFL score of 550 (213 on the computer based exam) is required for all programs. For the Internet-based TOEFL® iBT a minimum total score of 103 with scores of at least 23 in listening, 24 in reading, 28 in writing and 28 in speaking is required.

For more information on testing centers or to schedule at test, please visit the TOEFL official website at [www.ets.org/toefl](http://www.ets.org/toefl).

Official transcripts of secondary school and college work should be forwarded to the Office of Admissions. When not written in English, a certified translation is required.

## Matriculation

A matriculated candidate for a degree or certificate is a student who has filed an application to be admitted to a degree or certificate program, has been officially accepted, and has registered for the specific term for which he or she has been accepted. Matriculated status is terminated by graduation, withdrawal, or dismissal. Matriculated students may attend on a full-time or part-time basis.

A non-matriculated student is one who has enrolled in one, but not more than two credit courses, and has not been admitted as a degree or certificate candidate in any registered program within the college.

### Early Admissions

The college offers college credit courses to above average high school students who have completed their junior year and who have been recommended by their high school counselors. Applications and transcripts should be sent to the Office of Admissions.

Students who qualify for admission will be enrolled in regular college courses on a space availability basis. All course work will involve attendance at classes at the college unless students are enrolled in a high school/college articulated program.

### High School / College Articulation

A number of articulation agreements have been made between Trocaire College, BOCES Centers, and local high schools. These articulation agreements give students the opportunity to earn advanced credit or advanced placement for certain courses they take while in high school. For students, the advantages of these articulation agreements are: elimination of course duplication, earned college credit while in secondary school, and a smoother transition to college. For further information contact the Office of Admissions.

### Transfer Articulation and Dual Admission Agreements

Trocaire College has signed agreements with numerous four-year colleges and universities within the Western New York area and beyond our geographic region.

The transfer articulation agreement facilitates an effective transfer of credit for those students who wish to continue their education beyond an Associate Degree.

The Dual Admission Agreement provides the student the opportunity to attend Trocaire for their Associate Degree and then to continue their studies for a Baccalaureate Degree with the assurance that credits from Trocaire will apply at four year institutions. The Dual Admission Agreement also provides a single admission process for both colleges and academic advisement from both institutions. In some instances, scholarships are provided based on a cumulative average.

The following chart outlines Transfer Articulations and Dual Admission Agreements between Four Year Colleges and Universities and Trocaire College.

**Students are to keep in mind that new agreements are negotiated annually and credits usually transfer to most colleges, whether or not they are listed.** This is why is it important for the student to begin admission regarding transfer with their academic advisor at registration or during their first semester at Trocaire.

The Director of the Career Center is available to assist students in the transfer process.

College	Articulation Type
Canisius College	<b>Transfer Articulation:</b> Trocaire College graduates with an A.A.S. degree in Computer Network Administration, Dietetic Technology, Hospitality Management, Massage Therapy, Medical Assistant, or Surgical Technology to baccalaureate program in Professional and Technical Studies.
Daemen College	<b>Dual Degree Program in Nursing (1+2+1):</b> Daemen College to provide years 1 and 4, and Trocaire College to provide years 2 and 3 of a combined B.S. Degree in Nursing. <b>Dual Admission Program:</b> Trocaire College graduates with an A.A.S. in Health Information Technology, Massage Therapy or Nursing may continue in appropriate B.S. program and complete such program in two additional years. <b>Transfer Articulation in Massage Therapy:</b> Massage Therapy (A.A.S.) to Health Care Studies (B.S.) <b>Transfer Articulation in Liberal Arts:</b> Liberal Arts (A.A.) to Humanities (B.A.).
Hilbert College	<b>Transfer Articulation:</b> Trocaire College graduates with an Associate's Degree to baccalaureate programs in Business Administration, Criminal Justice, English and Human Service.
Medaille College	<b>Dual Admission Program:</b> Trocaire College graduates with an A.S. degree in General Studies may continue in baccalaureate degree program in Biology, Business Administration, Communications, Criminal Justice, English, Mathematics, Psychology, Sports Management and Veterinary Technology.
Niagara University	Nursing (A.A.S.), with New York State RN License, to Nursing (B.S.). Separate but similar agreement applying to Trocaire graduates with a Liberal Arts degree who wish to enroll in the B.S. Nursing program.
State University of New York at Buffalo	<b>Transfer Articulation in A.A. or A.S. Degrees:</b> Trocaire College students with an A.A. or A.S. degree will fulfill general education requirements.

### High School Equivalency Diploma Based on Earned College Credit

A person who has not earned a high school diploma may be issued a New York State High School Equivalency Diploma if they provide satisfactory evidence that they have successfully completed 24 credit hours of acceptable college course work. Applicants must be at least 18 years of age and have been out of high school for at least one year, or have been a member of a high school senior class which has

graduated. At the successful completion of 24 credit hours, the person must complete a special application form of the State Education Department and have an official transcript sent from the college.

Beginning with applications made on or after September 1, 2000, the twenty four credits shall be distributed as follows:

- Six (6) credits in English Language Arts (including writing, speaking and literature)
- Six (6) credits in mathematics
- Three (3) credits in natural science
- Three (3) credits in social science
- Three (3) credits in humanities
- Three (3) credits in career and technical education and/or foreign language.

Those applicants who wish to be eligible for grants, loans or work assistance are required by federal law to pass an independently administered examination to demonstrate their “ability to benefit” from college instruction. The Office of Admissions should be consulted for details.

### Transitional Studies

Transitional Studies at Trocaire College offers students the opportunity to achieve the levels of preparedness they need to be successful in their major field of study. In support of the Mission of Trocaire College, the role of Transitional Studies is to provide students with the tools for strategic learning, and skills and knowledge fundamental to college success and beyond. The goals are to:

- Provide students with the foundation of skills they will need to do well in their entry-level courses and then move on in their majors.
- Prepare students for academic success in areas of literacy development (reading and writing), computer fluency, and quantitative reasoning.
- Promote self-regulated learning.
- Promote an environment that maximizes student learning.

Students’ performance on the ACCUPLACER® placement test and the computer literacy assessment determine what courses are required in the areas of developmental reading, writing, and math. Additionally, Transitional Studies offers learning strategies courses (i.e., College Seminar and College Success) focusing on such topics as test-taking strategies, learning styles, memory techniques, information literacy, and academic planning. Student’s academic performance in the aforementioned courses determine acceptance into the College’s degree programs. The College Seminar is a required course for entering students who do not have at least twelve (12) earned credits of previously completed college course work with “C” grades or better.

The Transitional Studies curriculum includes:

BU099 Computer Literacy  
 GS100 College Seminar  
 GS101 Information and Research Basics\*  
 GS102 College Success  
 EN095 Intermediate Reading  
 EN099 Basics of Composition  
 MA096 Pre-Algebra  
 MA097 Introduction to Algebra

\* This course is recommended, not required.

# Workforce Development / Lifelong Learning

The Center for Workforce Development and Lifelong Learning offers non-credit classes and certificate programs for the professional and personal development of our alumni and the community. These classes are available at all three Trocaire College locations and through our Online Instruction Center.

Our goal is to build on our strengths by offering continuing education classes that complement our Associate Degree programs. Therefore, emphasis is placed on the fields of Nursing, Allied Health, Business, Education, and Technology.

Trocaire College offers dozens of classes at all three of our locations plus thousands of online classes through multiple partners.

<http://www.Trocaire.edu/WD>

<http://activenet21.active.com/trocairecollege/>

## Classes Include:

### Medical Offerings

- ❖ EKG Technician/Cardiac Monitor Technician
- ❖ Fundamentals of Mammography
- ❖ New York State Mandated Infection Control
- ❖ Sterile Processing & Distribution (SPD) Technician
- ❖ CPR/BLS
- ❖ Phlebotomy
- ❖ Radiography Registry Seminar
- ❖ Registered Nurse Refresher Training Program
- ❖ Perioperative Nursing
- ❖ Spanish for Healthcare

### Business Offerings

- ❖ CPCU: Chartered Property Casualty Underwriter (designation) courses
- ❖ Bookkeeping Fundamentals
- ❖ Administrative Leadership
- ❖ Computer Basics for the Medical Industry
- ❖ Professional Development Series
- ❖ Multitude of business seminars and topics
- ❖ SAT Preparation
- ❖ Kitchen and Cooking Boot Camp
- ❖ CEBS Courses (Certified Employee Benefit Specialist)

## On-Line Partners

The partners listed below include such classes in the fields of Sales, Broker Licensing, Appraisal, Fitness, Hospitality, IT and Software Development, Media and Design, Skilled Trades, Sustainable Energy, Automotive, Creative Design, Education, Health Services, Technology, Accounting, Financial Services, Tax-Preparer, Law and Legal, Mobile Marketing and dozens of other offerings.

### UGotClass

#### **Online Certificates and Courses**

<http://www.yougotclass.org/catalog.cfm/Trocaire>

### **ed2go**

<http://www.ed2go.com/trocaire/>

### **ProTrain**

<http://trocairecollege.theknowledgebase.org/start.aspx?menuid=3075>

### **Penn Foster Workforce Development**

<http://www.continuing-ed.com/Default.aspx?cID=2540>

### **Careerwebschool**

<http://www.careerwebschool.com/?ernid=1884>

Director of Workforce Development and Lifelong Learning: Hal P. Kingsley, (716) 827-2558, [kingsleyh@trocaire.edu](mailto:kingsleyh@trocaire.edu)

Assistant to the Director of Workforce Development and Lifelong Learning: Christine Whipkey, (716) 827-4310, [whipkeyc@trocaire.edu](mailto:whipkeyc@trocaire.edu)

### **Growth**

To help companies and small businesses tap into new markets and grow nationally or globally. Through workforce development at Trocaire, companies are able to increase their business and cultural competence.

creation of a high-performance workforce. \*National Association of Workforce Boards' mission.

### **Training**

Workforce Development doesn't just focus on the entire community, it also focuses on individuals. Through Trocaire's workforce development, individuals can receive training that increases their competency and makes them a greater asset in the workforce.

### **Benefits**

Workers who are finding it difficult to reenter the workforce can benefit from services Trocaire's Workforce Development can offer.

### **Leaders**

Leadership development is also essential to ensuring a strong workforce. Through workforce development, the capacity of local leaders is increased, and they are better equipped to create new opportunities and recruit more individuals into the workforce.

### **Partnership**

Working with local companies to form a long lasting relationship between Trocaire and the community; partner rather than duplicate when possible.

### **Workforce Development Department Mission**

To support Trocaire's Mission "...Recognizing the individual needs of a diverse student body, Trocaire College provides life learning and development within a community-based environment. Trocaire College prepares students for service in the universal community."

### **Systematic**

Workforce development systems are market-driven; easily accessible to any individual who wants or needs a job, education, or training; supply well-trained people for all employers; and provide employers with assistance and support for life-long learning initiatives and for the



# Tuition Information

## Expenses as of Fall 2012 (Subject to Change):

Tuition for full-time students per semester (12-19 credit hours).....	\$7,200.00
Over 19 credit hours additional per credit hour...	200.00
Tuition for part-time students per credit hour .....	595.00

*The above does not include cost of room and board either at home or in independent off-campus housing, cost of books, uniforms, etc. (See Financial Aid Section)*

### Summer Clinical Charges

Diagnostic Medical Sonography.....	\$3,570.00
Echocardiography.....	3,570.00
Radiologic Technology.....	3,570.00

### Fees (Subject to Change)

Practicum Fees, per semester.....	\$625.00
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*(Includes: program fee, materials cost, malpractice insurance, etc.)*

Full and part-time students in the following programs: Diagnostic Medical Sonography, Dietetic Technology, Echocardiography, Massage Therapy, Nursing (B.S. & A.A.S.), Practical Nursing, Radiologic Technology (B.S. & A.A.S.), and Surgical Technology *(This fee is charged for a maximum of four semesters, unless a student is retaking a practicum.)*

College Fee, per semester	
6 or more credit hours.....	\$160.00
1-5 credit hours (per credit hour).....	27.00
Summer.....	25.00

*Includes: student publications, orientation, computer use, cultural fee, ID cards, health services, employment references and referrals, library, accident insurance, graduation, registration fee, student activities (student government, clubs and organizations, and opportunities that enhance the quality of student life), etc.*

### Course Fee:

CNA101 Introduction to Computer Hardware.....	\$600.00
<i>This fee covers the cost of components needed to assemble a computer, which becomes the property of the student</i>	
CNA210 Network Administration.....	\$600.00
<i>This fee covers the cost of components needed to assemble a server, which becomes the property of the student</i>	
Laboratory Fee, per course.....	\$45.00
<i>Business, Computer, Science</i>	
Laboratory Fee, per course.....	\$50.00
<i>Anatomy &amp; Physiology I and II</i>	
Application Fee.....	\$25.00
<i>Payable at the time of application, non-refundable</i>	
Fee for checks returned for non-sufficient funds....	\$25.00

**TUITION AND FEES ARE SUBJECT TO CHANGE**

## Financial Arrangements

When students register, they become liable for tuition and fees. Tuition and fees are due at the time of registration each semester. Students paying in full should make checks payable to **Trocaire College** and mail to the Office of Student Accounts. The College also accepts payments made by VISA, MasterCard, Discover, or American Express.

The billing statement you receive prior to the start of the semester will provide the option of paying your entire balance due (Option A), or signing up with FACTS Management, a third party billing agency (Option B). If you choose this option, you will be required to complete a payment agreement with FACTS. You will then be given two means of payment, either by automatic bank payment or by credit card. The fee to participate in Option B is \$25.00 a semester, paid to FACTS.

Your registration does not become official until you have completed one of these two options.

If you are receiving financial aid that does not fully cover your tuition and fees, you are only required to pay the difference, whether you choose Option A, or Option B.

The College charges a \$100.00 non-compliance fee to all students that fail to complete their financial aid paperwork or do not have a payment plan on file within three weeks of the date of your registration.

Payments are deducted the fifth of every month beginning in August for the Fall semester and January for the Spring semester.

### FACTS Payment Dates for the Academic Year

#### FALL

First payment .....	August 5
Second payment .....	September 5
Third payment .....	October 5
Final payment .....	November 5
*** November 15 .....	5% Late Fee
*** November 20 .....	30 Day Final Notice
*** December 20 .....	25% Fee added and account placed in collection

#### SPRING

First payment .....	January 5
Second payment .....	February 5
Third payment .....	March 5
Final Payment .....	April 5
*** April 15 .....	5% Late Fee
*** April 20 .....	30 Day Final Notice
*** May 20 .....	25% Fee added and Account placed in collection

\*\*\* Late fees will be added to the balance outstanding on a student's account as the dates indicated on the previous page. A student, if placed in collection, is responsible for late fees, collection costs, and legal fees necessary to collect the debt.

Students will not receive grades or transcripts of records until all financial obligations have been met.

Registration for a course(s) constitutes full financial liability. Failure to attend any classes or classes for which students have registered does not absolve them from financial liability. Withdrawals/drops must be in writing.

Cost of transportation to clinical or internship areas, if required of students, is the responsibility of the student.

Books and supplies may be purchased at the College Bookstore. VISA, MasterCard, Discover, and American Express are accepted.

Any damage to college property will be charged to the student. The College will not be responsible for the loss of money or other valuables.

**Insurance**

All students in credit-bearing classes are covered by the College's accident insurance policy. Nursing, radiologic technology, massage therapy, practical nursing, surgical technology, health information technology, medical assistant, diagnostic medical sonography, echocardiography, and dietetic technology students are required to carry malpractice insurance. This insurance is strictly limited to the time of clinical experience connected with the college course. An optional health insurance policy is also available for students in credit-bearing classes.

**Tuition Liability Policy**

If a student withdraws from the College for unavoidable reasons, tuition will be refunded as follows:

<u>Withdrawal within:</u>	<u>Tuition Refunded</u>
First Week	100%
Second Week	80%
Third Week	60%
Fourth Week	40%
Fifth Week	20%
After Fifth Week	0%

The schedule for tuition refunds is based on the date of official withdrawal from the College, that is, the date on which written notification of withdrawal is received in the Registrar's Office. A student who has been granted permission to withdraw shall be liable for all fees and tuition within the limits of the Tuition Liability Policy outlined above. However, all fees are non-refundable, therefore the student is 100% responsible for all fees when they withdraw.

**Student Aid Disbursement Policy**

**Policy: Financial Aid Disbursements are made after all tuition and fees are paid.**

The college's goal is to disburse aid funds to students as quickly as possible. We understand the financial obligation that you incur by electing to go to college. However, the college faces certain restrictions when it comes to the disbursement of student aid.

For the college to be able to credit a student's account with financial aid and then issue a disbursement to a student, **five requirements are necessary:**

1. Your student aid file must be complete, meaning the Financial Aid Office has received all the necessary paperwork and documentation to process your aid.
2. The college has received the money from the funding source.
3. You are attending all of your classes consistently and your instructors are marking you "present". Failure to attend classes could jeopardize your financial aid eligibility.
4. You have incurred liability for tuition and fee charges and the processing date has arrived. See below for processing dates.
5. The posting of aid creates a credit balance on your account. This means that the amount of aid on your account is greater than the amount the college is charging you for tuition and fees. **Approximately two weeks after a credit balance appears on your account, the college will issue a check for the amount of the credit balance.** Remember, the college may not post all of your aid at the same time, and therefore you may receive more than one disbursement per semester.

For the 2012-2013 school year, the earliest processing dates are as follows:

<u>Type of Aid</u>	<u>Fall 2012</u>	<u>Spring 2013</u>
<b>Student Loan, Pell, SEOG, Funded Aid</b>	September 28	February 15
<b>TAP, College Based Aid</b>	November 16	April 12

**\*\* Please note:** Summer TAP is not posted until October of the year after you attended the summer session. Example: Summer 2012 TAP will not be posted until October 2013.

## **Business Office Holds**

If you owe a balance over \$900.00 at the time of registration for the next semester, your advisor will not allow you to register. You must see Student Accounts to have the hold released.

Business Office Holds are released under the following conditions:

1. A Financial Aid Representative is able to determine that the financial aid you are receiving can be credited to your account because all of the necessary information is now in and your account is now paid in full as a result.
2. You pay the amount due with cash, check or credit card.

# Financial Aid

Trocaire College awards financial aid in accordance with Federal and State Regulations.

The majority of students at Trocaire receive some form of financial aid such as scholarships, grants, loans, or employment. The college provides general information, applications, and assistance in seeking funds; however, most of the funds come from outside agencies. The two major sources are the Federal Pell Program and the State Tuition Assistance Program (TAP).

To apply for these programs, you must complete a Free Application for Federal Student Aid (FAFSA). You may apply free at [www.fafsa.gov](http://www.fafsa.gov). A student should apply for a "personal identification number" (PIN) at the website, [www.pin.ed.gov](http://www.pin.ed.gov). Your pin number will be displayed and then the FAFSA can be completed at this website, [www.fafsa.gov](http://www.fafsa.gov). Following the completion of the FAFSA you should apply for the New York State's Tuition Assistance Program (TAP) on the online system with a link on the FAFSA Submission Confirmation page. To qualify for TAP, you must be a full-time student (12 or more credits). The Aid for Part-Time Study form (for part-time students registered for 6-11 credits) is available on Trocaire College's website at [www.trocaire.edu](http://www.trocaire.edu).

## Expenses

An estimate of educational expenses is the first step in planning a financial aid program.

For a full-time student, the tuition and fees for the academic year are \$14,720 for most academic programs and \$15,970 for the Health Science programs. The following items included in a student's cost of attendance are approximate and will vary due to the individual student situation; books and supplies will be \$1,000 to \$1,300 per year; room and board \$6,000; personal expenses will be \$1,000 and transportation \$1,300.

College costs vary according to the academic objective and the enrollment status. Financial need for the federal programs considers the cost of attendance, the student's resources and eligibility for other financial aid programs. More specific information is available in the Financial Aid Office, or on Trocaire College's website, [www.trocaire.edu](http://www.trocaire.edu).

## How to Meet Expenses

The College uses a congressional mandated system to help determine the student's family resources that can be used to meet the cost of attendance. After submitting the FAFSA and the NYS TAP applications, an award letter will be sent from the College or placed on the student's portal. Please follow the instructions on the award letter and any requests for supplemental information. Any questions regarding the available financial aid programs should be directed to the

Financial Aid Office. The office is located in Room 113 or by phone at (716) 827-2416. It is important to apply early (March 1). Some of the aid programs have limited funds.

The FAFSA assists the College in determining the student's need for financial aid. The family contribution is an important factor in arriving at the student's need. Any questions concerning available programs and/or applications should be directed to the Financial Aid Office (716) 827-2416. Aid is awarded on a first come, first serve basis according to need.

## Applying for Aid

When you apply for aid under any program, you should become familiar with all of the rules, requirements, obligations and deadlines which apply to you. Here are a few points to keep in mind:

Each program falls into one of three categories:

**Grants** are outright gifts of money. You do not have to pay them back.

**Work-study** lets you work part-time to earn money for college.

**Loans** are borrowed money which you must pay back.

Trocaire College's Financial Aid Office is committed to helping students understand and find the best solutions to making a college education affordable. Accordingly, the college has no arrangements with any lender that directly benefits the college or employee financially.

You must complete the FAFSA form. You may do this online at [www.fafsa.gov](http://www.fafsa.gov). Please be sure to file your forms early and be aware of any deadline dates. You are responsible for checking the status of your application to be sure that it has been processed. You will receive a PIN number from the Department of Education. Keep this PIN number as you must reapply each year. Aid from these programs does not automatically continue from one year to the next.

## Transfer Students

1. If you transfer from or to another college, your financial aid does not automatically go with you. You must take the action necessary to continue receiving aid at your new college. As soon as possible, please contact our Financial Aid Office to determine which procedures must be accomplished to insure that financial aid eligibility can be reviewed, changed or revised for attendance at the college.

2. If your Student Aid Report (SAR) does not contain the name of Trocaire College (002812), please add the college's name by going on line to [www.fafsa.gov](http://www.fafsa.gov) or contact the office for additional instructions.
3. The New York State's Tuition Assistance Program (TAP) is institutional specific. If your award notice does not contain Trocaire's name, please contact the office for instructions on how to change the name on the award certificate.
4. If you have a Federal Direct Subsidized Loan, Unsubsidized Loan or a PLUS Loan, you must reapply through the Financial Aid Office at Trocaire.
5. If you are currently receiving Federal Work Study benefits, you must reapply.

## Financial Aid Programs

All of the programs listed on the following pages are described only briefly. More information is available from the Financial Aid Office in Room 113 or on Trocaire College's website.

### Federal Programs

Federal Tax Benefits for Higher Education

#### American Opportunity Credit

This credit permits you to directly reduce the amount of your tax by up to \$2,500 per eligible student. You may be able to claim the American Opportunity Tax Credit if you paid qualified tuition and/or expenses for a student who was enrolled at least half-time as a degree-seeking or certificate-seeking freshman or sophomore. This expanded credit now features higher income limits. Now, single taxpayers earning up to \$90,000 modified gross income and married, filing jointly taxpayers earning up to \$180,000 modified gross income may qualify for the credit.

\*Please consult your tax preparer for additional information about this tax credit. This was extended through December 2012.

#### Lifetime Learning Tax Credit

This credit permits you to directly reduce the amount of your tax up to \$2,000. It has been expanded, allowing more taxpayers to qualify. You may be able to claim the Lifetime Learning Credit if you paid qualified tuition and/or expenses for a student who was enrolled in an eligible educational institution. The IRS defines qualified expenses. Eligibility is dependent on income, filing status and other factors.

\*Please consult your tax preparer for additional information about this tax credit.

Taxpayers may use only one of these credits for each eligible student per tax year, but more than one benefit may be claimed in the same year for a different student's expenses.

### Federal Pell Grant

Pell is a federal grant program that is applied for by completing the FAFSA. Awards range from \$602 to \$5,550. The Consolidated Appropriations Act of 2012 limits the duration of a student's eligibility for Pell to the equivalent of six years.

### Federal Supplemental Educational Opportunity Grant (FSEOG)

A federal grant program for students demonstrating exceptional financial need.

### Federal Work Study (FWS)

Work study is available to students who meet the need requirements established by the federal government and maintain satisfactory progress and program pursuit. The majority of students are employed on campus. For the current hourly rate of pay, contact the Financial Aid Office or online.

### William D. Ford Federal Direct Loan Program - [studentloans.gov](http://studentloans.gov)

#### Direct Subsidized and Unsubsidized Loans

This loan program is available only after all other grant and work resources have been applied. Dependent students may borrow as freshmen up to \$5,500 per year. In the sophomore year the limit is increased to \$6,500. Independent students can borrow up to \$9,500 and \$10,500 respectively. Information regarding the loan interest rates can be obtained from the Financial Aid Office as they vary based on any previous borrowing. There is an origination fee charged for this loan. Repayment of this loan does not start until 6 months after you have left school or dropped below 6 credits.

#### Federal Direct Unsubsidized Loan

The terms, fees, and conditions for the Federal Direct Unsubsidized Loan are the same as the Direct Subsidized Loan, except: You are responsible for the loan interest while you are in college. These loans are called unsubsidized loans because the federal government does not pay the interest. You can either pay the interest or add it to your loan principal (capitalize the interest).

#### Federal Direct Parent Loan for Undergraduate Students (PLUS)

This loan is for parents of undergraduate dependent students. A credit check is required. Parents may borrow up to the cost of education not covered by financial aid. The interest rate for this loan can change annually around July 1.

#### Federal Aid to Native Americans

TAP and Pell applications must be filed. Applications are available from the U.S. Bureau of Indian Affairs Office.

## Department of Veterans Affairs - Education Benefits

Trocaire College was one of the first colleges in the Western New York region to provide tuition assistance to our returning Iraq and Afghanistan veterans. In appreciation for the hard work and sacrifice our military has endured over the past 10 years, Trocaire will cover OIF and OEF veterans with any additional tuition and fees that the VA will not reimburse. Our school is very proud to have veteran students here on campus and this number continues to grow every year.

Thanks to the support of federal, state, and financial aid programs here, most veterans and their dependents can attend Trocaire College with little or no financial obligation. Our hard working staff will go above and beyond to help the military families that have served our country.

There are a variety of financial aid programs available to students based on their service time, military branch, and deployment location(s). To help in determining which financial aid program(s) you may be eligible for, contact our department of veteran services or financial aid office to make an appointment.

**The following procedures can be used as a reference checklist to all students intending to use the GI Bill education programs at Trocaire College:**

1. Apply to Trocaire College (online or mail- see page 9)
2. Submit all official copies of high school, military, or other college transcripts to the Admissions Office.
3. Apply for education benefits through the VA Buffalo Regional Office by completing an online VONAPP application at [www.gibill.gov](http://www.gibill.gov).
4. Complete the Free Application for Federal Student Aid (FAFSA), the New York State Tuition Assistance Program (TAP), and the New York State Veterans Tuition Award Supplement. This will determine eligibility to all federal and state programs. Even if you are receiving full tuition it is in your best interest to maximize the amount of financial aid available to you.
5. Once accepted to the college => register for courses for the semester you plan on attending.
6. Make an appointment with our Department of Veterans Services and bring the following paperwork:
  - i. Copy of your DD214 and your VA education certificate of eligibility (COE).
  - ii. Any other paperwork from the VA regarding your education benefits.
  - iii. Any financial aid correspondence from any/all federal or state offices.

## Additional Programs and Benefits for Veteran and Dependent Students

**Tutorial Assistance** – Veterans who need individual academic help may receive up to \$1,200 a semester at no charge to the student’s basic entitlement. This program will work with college established tutors at the Palisano Center for Academic Success in the library. Restrictions do apply.

**VA Work Study** – Any student receiving educational benefits are eligible for this program provided you are at least ¾ training time and can give a part time availability during the applicable semester. There are also federal work study positions available for those that either do not qualify, would like to work in another office, or if there are no longer positions open at the Veteran Services Office.

**Website** – There is a great deal of information that our veteran website page can offer for our veteran families and community. Please visit this site for student updates, links, forms, and more during the course of your academic career and to stay informed about all the great services we provide to our veteran and veteran dependent students.

## New York State Aid Programs

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

New York State Tuition Assistance Program (TAP) is a state grant program available to eligible residents. The awards for undergraduate students range from \$500 to \$5,000 per year. Eligibility requirements, award estimator and other provisions for this and other state awards can be obtained at the website ([www.tapweb.org](http://www.tapweb.org)) or by calling 1-888-NYSHESC (1-888-697-4372).

The TAP Code is 2144 for all Associate and Certificate Programs. The TAP Code for Baccalaureate Programs is 6144.

### New York State Aid for Part-Time Students (APTS)

A grant program for students taking 6-11 credit hours per semester. For information on eligibility criteria, deadlines, and applications see the Office of Financial Aid. You may apply online by going to the Financial Aid page on the Trocaire College website, or [www.hesc.ny.gov](http://www.hesc.ny.gov) “Students, New York Residents, Apply for TAP”.

### Arthur O. Eve Higher Education Opportunity Program

*(Known at Trocaire as the Trocaire Opportunity Program –T.O.P.)*

This is a program, jointly sponsored by Trocaire College and New York State. Its primary objective is to provide a broad range of services to the student, who has the potential and desire to obtain a college degree, yet is unable to attend college because of academic and economic circumstances.

The eligible T.O.P. student receives a full-need financial aid package, including TAP and the Pell Grant. Additional grants and stipends are also available to the T.O.P. student. Eligible T.O.P. students begin their college education during a five-week pre-freshman summer semester. This semester is mandatory for all first time T.O. P. students entering Trocaire College.

#### **Regents Award for Child of Deceased Police Officers, Firefighters or Corrections Officers**

This program is intended to provide financial aid to children of police officers, firefighters, and correction officers of New York State or any of its political subdivisions, who died as a result of injuries sustained in the line of duty.

#### **Regents Scholarship for Children of Deceased or Disabled Veterans** (includes children of former POWs)

Scholarships available to children of veterans whose death or 50% disability occurred during specific war-time periods. Awards are \$450 per year for full-time study. A separate application can be requested from:

N.Y.S.H.E.S.C.  
99 Washington Avenue  
Albany, NY 12255

#### **New York State Tuition Awards for Vietnam Veterans (VVTA)**

A grant program for Vietnam Vets enrolled part-time (3-11 credit hours) or full-time. Applications available on request from N.Y.S.H.E.S.C. Must apply for TAP and Pell grant.

#### **State Student Aid to Native Americans**

Must be a member of the official tribe roll of a New York State tribe or child of a member. Applications and additional information available from:

Native American Education Unit  
New York State Education Department  
Albany, NY 12234

#### **Office of Vocational and Educational Services for Individuals with Disabilities (VESID)**

Any resident of New York State who has a substantial emotional, mental, or physical disability, who can become employable, may apply for assistance through VESID.

Individuals should contact the local VESID office listed below regarding application procedure:

Office of Vocational and Educational Services  
for Individuals with Disabilities  
580 Main Street  
Buffalo, NY 14202

#### **New York State Primary Care Service Corps**

The New York State Primary Care Service Corps will provide scholarships for education and training in selected health professions for individuals who agree to

work in state-operated or not-for-profit facilities. The purpose of the State Service Corps is to provide a resource of well qualified and committed health care professionals. For information contact:

New York State Health Service Corps  
Corning Tower, Room 1602  
Empire State Plaza  
Albany, NY 12237

#### **Institutional Aid**

The following scholarships are available through Trocaire College. You must complete a FAFSA form to be considered for these scholarships. Please check Trocaire College's web site for additional scholarships. All Federal and State financial assistance is applied before scholarship funding is awarded.

#### **McAuley Scholarships**

The College awards a full-tuition scholarship to two incoming high school seniors that meet the following criteria: SAT of 1200, a high school cumulative average of 94 and maintenance of 3.2 average.

#### **Presidential Scholarships**

Two scholarships per high school are awarded annually. The \$2,000 per annum scholarships will be awarded to high school seniors attending Trocaire College. Selection of these scholarships will be made based on a recommendation of the high school principal or guidance counselor.

#### **Academic Achievement Awards**

Current high school seniors and those who have graduated from high school within the last five years may be eligible for this award. Annual awards are granted on the basis of academic achievement or grade point average and not on financial need. Criteria for selection are as follows:

\$2,000 for top 10% class ranking or an average of 92% or higher

\$1,500 for a top 15% class ranking or an average of 88 to 91%

\$1,000 for a top 20% class ranking or an average of 85 to 87%.

The **Presidential Scholarship** and the **Academic Achievement Awards** are renewed for the second year up to four continuous semesters.

#### **Conditions:**

- Recipient must be a full-time student for four continuous semesters of study.
- Scholarship will be continued for second year if the established criteria and a 2.5 semester average are maintained.
- Only one scholarship awarded per student.
- If a student who receives an award/scholarship and drops to part-time study, the award/scholarship will be pro-rated for that Semester and will be discontinued for the following semester.

### **Trocaire Partial Scholarships**

A limited number of scholarships are awarded at Honors Convocation after completion of the Freshman year. These are available by application in the spring.

### **Trocaire Grant**

An institutional grant is awarded to students demonstrating need and maintaining satisfactory progress and program pursuit according to the financial aid policies as set by the College.

### **Statler Foundation**

You must be enrolled in the Hospitality Management program to be eligible for this scholarship. To apply for this scholarship, contact either the Director of the Hospitality Management program or the Financial Aid Office to have a scholarship application mailed to you.

### **Corporate Scholarship**

This scholarship is funded by corporate sponsors; the same criteria applies as the Trocaire Grant.

### **The Vincent H. Palisano Scholarships**

These are administered by the Buffalo Foundation and awarded annually to students in the Nursing program. The awards are based on academic ability and financial need.

### **Scholarship Opportunities through the Military**

A variety of programs are available through the military for persons who wish to consider enlistment. For more detailed information contact local military recruiters.

### **Other Student Financial Aid Programs**

A large number of special-purpose programs exist in a variety of types: direct aid, scholarship, loans, and work-study. Many are administered through specific institutions, and for this reason the Financial Aid Office is the single best source of information on the subject.

Most of these programs would be of interest to relatively small numbers of students and prospective students, by virtue of need, or special interest, or both. Some are available only to graduate or professional students in certain fields. Some carry with them periods of obligated service. For further information contact the Financial Aid office in Room 113 or contact our office at (716) 827-2416.

Terms and conditions of financial aid are subject to change without notice. All information contained herein is believed to be current as of May 1, 2012. However, the college cannot be responsible for information about state and federal programs which are subject to interpretation and change at any time.

## **SCHOLARSHIPS AND AWARDS**

These scholarships and awards are available only to currently enrolled students. Apply early in the spring semester.

*The Alfred & Irene Dobrak Scholarship*  
*The Alumni Scholarship*  
*The Auxiliary to the Medical Society Scholarship*  
*The Belasario and Sara Paladino Memorial Scholarship*  
*The Berna Savarino Scholarship*  
*The Carney Family Hospitality Scholarship*  
*The Ciarico Family Scholarship*  
*The Coppola Family Memorial Scholarship*  
*The Dennis & Mary Downey Family Memorial Scholarship*  
*The Garman Scholarship*  
*The Grace C. Mecca-Diina Family Scholarship*  
*The Georgette G. Cordera Memorial Scholarship*  
*The William & Angela Hensley Scholarship*  
*The Hudack Memorial Scholarship*  
*The Joseph N. Desmond Memorial Award*  
*The Linda J. Heintzman Memorial Award*  
*The Lisa and Tara Scholarship*  
*The Lorraine O'Donnell Scholarship*  
*The Marshall R. Marsh III and IV "Survivor to Success" Memorial Scholarship*  
*The Pano's Restaurant Scholarship*  
*The Patricia Byrne Myslinski Scholarship*  
*The Patricia Diggins Wilhelm Scholarship*  
*The Patricia E. Powers Memorial Award*  
*The Pellicano Specialty Foods Scholarship*  
*The Russell J. Salvatore Scholarship for Hospitality Management*  
*The Russo Family Scholarship*  
*The Sister Mary Ernestine Downey Memorial Scholarship*  
*The Sisters of Mercy Scholarship*  
*The Susan M. Heintzman Memorial Award*  
*The Trocaire College Community Award*  
*The Trocaire College Faculty Association Scholarship*  
*The Trocaire College Student Association Scholarship*  
*The Urban J. Pauly Trustee Scholarship*  
*The Virginia and John E. Spara Nursing Scholarship*

### **Satisfactory Academic Progress and Program Pursuit**

The Federal and State Aid Programs – Pell Grant; Perkins Loan; Supplemental Equal Opportunity Grant (FSEOG); Stafford Loan Program and TAP – require that you meet Standards of Satisfactory Academic Progress and Program Pursuit to be eligible for assistance.

In order to be eligible for Financial Aid – whether it's Federal, or State or School based, a student must meet two basic requirements:

1. The Standard for Satisfactory Progress
2. The Program Pursuit Requirement



### Academic Progress

For Financial Aid purposes, in order to be making satisfactory academic progress toward a degree, a student at Trocaire College must complete his or her degree requirements within six full time semesters. Since some students use a combination of part time and full time semesters while working toward their degree, the college has developed the following system to measure progress: based on the number of credits a student carries in any one semester, points are assigned for that semester. The assignment of points is as follows:

- 6-8 credit hours ..... ½ point
- 9-11 credit hours ..... ¾ point
- 12 and more credit hours .. 1 point

Once a student has accumulated 6 points (the equivalent of 6 full time semesters) the student is no longer eligible for financial aid. In addition, each student must maintain a required cumulative grade point average and accumulate a designated number of credit hours at each point level in order to maintain Satisfactory Academic Progress.

### Program Pursuit

To meet the program pursuit requirement a student must complete a certain percentage of his or her course load each semester.

**Full Time** – for full time students, the percentage increases from 50 percent (6 credit hours) of the minimum full time load (12 credit hours) in each term of study for which an award is made in the first year, to 75 percent (9 credit hours) in each term of study in the second year, to 100 percent (12 credit hours) in each term of study in the third year.

#### Part Time -

If your point level is:	You must complete the following percentage of your course load:
0 – 2	50%
2.25 – 4.00	75%
4.25 & over	100%

**Transfer students receiving TAP** – The required percentage of course load completion per semester is determined by the number of semesters of TAP you had already received at the time of transfer.

If you have already received TAP the following number of times:	Your required completion percentage is:
1 – 2	50%
3 – 4	75%
5 & more	100%

### Loss of State Aid (TAP)

Failure to meet either the Satisfactory Academic Progress Standard or the Program Pursuit requirement results in the loss of financial aid.

### Reinstatement of Aid

If aid is lost because of failure to meet the Satisfactory Progress Standing, you must accumulate enough credits and achieve a high enough grade point average during the semester of ineligibility in order to have Financial Aid restored in any future semester.

If you lose your aid due to the Program Pursuit Requirement, aid is terminated for a period of one full year from the end of the semester in which aid is lost.

If there are mitigating circumstances that caused your poor academic standing, there is an appeal procedure for the reinstatement of aid. The procedure is as follows:

1. Within 10 days of receiving the notice that you are not making satisfactory progress, you must file a written petition with the Financial Aid Director requesting reinstatement of aid. Included should be an explanation of the mitigating circumstances which resulted in your failure to meet the requirements (please provide any applicable documentation).
2. The petition will be reviewed by the Waiver Committee. The Committee will make a written recommendation for approval or denial to the student.
3. If the petition for reinstatement of your aid is denied, you can appeal the decision with the committee. Submit the appeal request in writing to the Director of Financial Aid within 3 days of written notification of denial.
4. The Vice President for Academic Affairs has the final jurisdiction on Academic Progress Appeals. (Note: State Regulations, however, limit the number of times that TAP may be reinstated. As an undergraduate once TAP is lost, it may be reinstated only once under the Appeal Procedure.) In addition to all of the above conditions, if a student's grade point average falls below 2.0 for more than two consecutive semesters, all Financial Aid is suspended. An appeal for reinstatement is not permitted until an average of 2.0 or better is attained in a semester in which the student is carrying 6 credit hours or more.

### Satisfactory Academic Progress – Federal Aid Programs

On October 29, 2010, the U.S. Department of Education published final regulations (668.16 and 668.34) in the Federal Register that require institutions that participate in student financial aid programs under Title IV of the Higher Education Act of 1965 to implement new guidelines effective July 1, 2011 regarding Satisfactory Academic Progress (SAP).

Satisfactory Academic Progress standards include:

- A maximum time frame to complete your degree requirements
- A qualitative component (Grade Point Average or "GPA") – Satisfactory Academic Progress
- A quantitative component (credits completed each semester) – Program Pursuit

### **Failure to Make Academic Progress for Federal Financial Aid**

At times a student may find that it is difficult to maintain academic progress towards their degree. Health issues, family circumstances or unforeseen personal matters may contribute to academic difficulties. The college recognizes that these life issues do occur and can contribute to academic stress but are not necessarily a measure of a student's academic ability. Accordingly, the college provides a process by which a student can return to good academic standing and avoid the loss of **federal financial aid**.

Satisfactory Academic Progress is reviewed by the college at the end of each semester. If a student fails to meet the conditions of Academic Progress and Program Pursuit, the following steps can be taken to avoid losing **federal financial aid**:

- Financial Aid Warning
- Financial Aid Appeal
- Financial Aid Probation
- Loss of Financial Aid

### **Financial Aid Warning**

Students who fail to meet Satisfactory Academic Progress for the first time in any semester will be given a **one-time** written warning by the college Financial Aid Office. The student will not lose financial aid but should seek either academic assistance or address any issues that may have contributed to the deficiency.

### **Financial Aid Appeal**

Students who fail to meet Satisfactory Academic Progress for a second semester must file an appeal with the Appeals Committee-Attention: Director of Financial Aid to avoid the loss of aid. Students will be notified of the necessary process by the Financial Aid Office. Forms for this process are available in the college Financial Aid Office or can be mailed upon request. Appeals are approved based upon evidence that extenuating circumstances (**death in the family, personal illness, etc.**) have interfered with a student's ability to maintain Satisfactory Academic Progress. However, it is the decision of the Appeals Committee to determine the appropriateness of extenuating circumstances. **Filing an appeal does not guarantee approval.**

### **Financial Aid Probation**

If a Financial Aid Appeal is granted to a student, they are then placed on Financial Aid Probation. This is a new status assigned to a student who fails to meet the

Satisfactory Academic Progress review, who has appealed and has had eligibility for federal aid reinstated. An academic plan must be created to insure that the issues that caused a lack of Satisfactory Academic Progress are addressed to avoid the loss of financial aid. Depending on the circumstances, a student may have to demonstrate what academic interventions or changes in their academic program will take place to address improvement. If the deficiencies were caused due to personal or family matters, the plan should address what changes will occur that will lead to better academic success. Academic plans will be in writing and clearly identify the outcomes and benchmarks identified for improvement. Monthly monitoring of the plan will be required to determine progress or needed changes.

At the end of that payment period, the student must either meet SAP standards or meet the requirements of the academic plan by a specific point in time.

### **Student Responsibilities**

The Student Accounts Office will notify the Director of Financial Aid at the end of each semester those students who have not reached Satisfactory Academic Progress. The Director of Financial Aid shall send notice to each student that he or she is not meeting SAP or Program Pursuit. The student must contact the Director of Advisement & Retention to initiate this plan. The Director of Advisement & Retention will monitor each plan and the progress of each student.

If at the end of the payment period following Financial Aid Probation a student continues to not meet Satisfactory Academic Progress, federal financial aid to the student shall be discontinued. A student who fails to initiate these actions will be **denied federal financial aid**.

### **Timelines:**

- First semester of failure to meet SAP (warning only)
- Second semester of failure to meet SAP-Probation (appeal & improvement plan). If not approved, federal financial aid is ended.
- Third semester (meet SAP, follow improvement plan, or discontinuance of financial aid)
- In the event of failure to meet SAP in future semesters a student may appeal again if warranted.

In order to regain federal student aid eligibility a student must accumulate enough credits and achieve a high enough grade point average during the semester of ineligibility.

Please refer to the New York State and Federal Chart for Satisfactory Progress (SAP) and Program Pursuit on the following pages:

**For Associate's Degree Programs and Certificates:**

For First Time Financial Aid Recipients in the 2010-2011 Academic Year

Chart A						
Student Status			Academic Progress (Federal & State)		Program Pursuit (State Only)	Program Pursuit (Federal Only – PACE)
Part-Time	Full-Time	Point Level	Minimum Cumulative GPA	Minimum Accumulated Credit Hours	Course Load Completed	
End Semester 2	End Semester 1	0.00	0.00	0	At least 50% of Minimum Full Time Load	50% of All Courses Attempted
		0.50	1.10	2		
		0.75	1.20	4		
		1.00	1.30	6		
End Semester 4	End Semester 2 1 Year	1.25	1.35	8	At least 75% of Minimum Full Time Load	67% of All Courses Attempted
		1.50	1.40	10		
		1.75	1.45	12		
		2.00	1.50	15		
End Semester 6	End Semester 3	2.25	1.60	18	100% of Minimum Full Time Load	75% of All Courses Attempted
		2.50	1.70	21		
		2.75	1.75	24		
		3.00	1.80	27		
End Semester 8	End Semester 4 2 years	3.25	1.85	30		
		3.50	1.90	33		
		3.75	1.95	36		
		4.00	2.00	39		
End Semester 10	End Semester 5	4.25	2.00	42		
		4.50	2.00	45		
		4.75	2.00	48		
		5.00	2.00	51		
End Semester 12	End Semester 6 3 years	5.25	2.00	53		
		5.50	2.00	55		
		5.75	2.00	57		
		6.00	2.00	60		

For First-Time State Aid Recipients Prior to the 2010-2011 Academic Year

Chart B						
Student Status			Academic Progress		Program Pursuit	
Part-Time	Full-Time	Point Level	Minimum Cumulative GPA	Minimum Accumulated Credit Hours	Course Load Completed	
					Full-Time	Part-Time
End Semester 2	End Semester 1	0.00	0.00	0	At least 50% of Minimum Full Time Load	50% of All Courses Attempted
		0.50	1.00	1		
		0.75	1.05	2		
		1.00	1.10	3		
End Semester 4	End Semester 2 1 Year	1.25	1.15	4	At least 75% of Minimum Full Time Load	75% of All Courses Attempted
		1.50	1.20	6		
		1.75	1.25	8		
		2.00	1.30	9		
End Semester 6	End Semester 3	2.00	1.35	12		
		2.50	1.40	15		
		2.75	1.45	18		
		3.00	1.50	21		
End Semester 8	End Semester 4 2 years	3.25	1.55	24		
		3.50	1.60	27		
		3.75	1.65	30		
		4.00	2.00	33		

End Semester 10	End Semester 5	4.25	2.00	36	100% of Minimum Full Time Load	100% of All Courses Attempted
		4.50	2.00	39		
		4.75	2.00	42		
		5.00	2.00	45		
End Semester 12	End Semester 6 3 years	5.25	2.00	49		
		5.50	2.00	53		
		5.75	2.00	57		
		6.00	2.00	60		

**For Bachelor's Degree Programs:**

Student Status			Academic Progress		Program Pursuit (State Only)	Program Pursuit (Federal Only – PACE)
Part-Time	Full-Time	Point Level	Minimum Cumulative GPA	Minimum Accumulated Credit Hours	Course Load Completed	
End Semester 14	End Semester 7	6.25	2.00	63	100% of Minimum Full Time Load	75% of All Courses Attempted
		6.50	2.00	66		
		6.75	2.00	69		
		7.00	2.00	75		
End Semester 16	End Semester 8 4 Years	7.25	2.00	78		
		7.50	2.00	81		
		7.75	2.00	84		
		8.00	2.00	90		
End Semester 18	End Semester 9	8.25	2.00	93	100% of Minimum Full Time Load	75% of All Courses Attempted
		8.50	2.00	96		
		8.75	2.00	99		
		9.00	2.00	105		
End Semester 20	End Semester 10 5 Years	9.25	2.00	108		
		9.50	2.00	111		
		9.75	2.00	114		
		10.00	2.00	120		

# Student Life

## New Student and Transfer Orientations

New and transfer students participate in separate orientation programs designed to introduce them to college life. This program acquaints students with both the academic resources of the college and the support services that will assist them in making a smooth transition to college life. Through the orientation program, students meet administration, staff, and current students and also become acquainted with the mission and purpose of the college.

## Counseling

The counseling services in the college are designed to help students recognize their abilities, assist with problem solving, and to direct their efforts towards the attainment of realistic goals.

The Student Counseling Office is located in at Choate Avenue campus in Room 137. Students are free to walk in or schedule an appointment to discuss any problems: academic, relational, stress, family, alcohol/substance abuse, social services issues, etc. If a needed service cannot be provided, an appropriate referral will be made. All counseling records are confidential. Services are scheduled by appointment at the Extension Center.

## Career Center

The Career Center, located at the Choate Avenue campus in Rooms 121 and 131, is available to assist students and alumni with career development and job search process. Services include: individual career counseling, a web-based self-assessment and career planning system, posting of current full-time and part-time job openings, as well as print and on-line resources for transfer opportunities and career preparation. Job search assistance includes help with developing resumes and cover letters, individual Credential Files, as well as interview preparation and practice. Transfer advisement for students desiring to transfer to four-year institutions is provided on an individual basis. The Career Center sponsors on-campus and off-campus job fairs and events to assist students and alumni with networking and other career-related issues. All Career Center services are available to students attending any of the Trocaire College campuses. Visit our website at [www.trocaire.edu/careers](http://www.trocaire.edu/careers) or call (716) 827-2444 to arrange an appointment.

## Health Services and Health Insurance

Except in emergencies, students in need of medical care usually consult their personal physician. The Health Office can refer a student in need of medical care, who is without a physician, to an existing Health Center. Emergency help is summoned on campus by calling 911.

Trocaire College does offer all students, registered for six or more credits, a sickness and accident plan that is

designed specifically for college students. Enrollment periods for the plan occur in September and January. For information about the plan, including cost, eligibility, benefits and exact enrollment dates, please contact the Health Office at **(716) 827-2489**.

## Health Records and Immunizations

New York State Public Health Law 2165 requires all college students born on or after January 1, 1957 to provide proof of immunity against measles, mumps, and rubella. Students must furnish the college with appropriate certification of immunity or provide a documented statement of medical or religious exemption before classes begin. New York State Public Health Law 2167 requires colleges and universities to distribute information about the meningococcal meningitis disease and vaccination to all students. Students must indicate, on appropriate form, their compliance with this before school begins. Students who fail to complete these requirements will not be permitted to attend classes, if immunization information is not submitted within 30 days of the first day of classes. They will also not be allowed to register for subsequent classes. All students are informed of these health regulations when they are accepted into the college. Each is mailed a health packet with instructions. These immunizations are to be brought with them when they register. Any questions regarding this, needs to be discussed with the Health Office. Students beginning a Health program need to hand in their completed Health Packet before they begin their clinical experience.

## Housing

Trocaire College has no residence halls. Information about apartments, roommates, or rooms for rent is available at both campuses. Local newspapers are provided each week in the Transit Road lobby or the Choate Campus Career Center to aid in your housing search. Collegiate housing communities, including Collegiate Village [www.cvwny.com](http://www.cvwny.com) and The Lofts at 136 [www.136lofts.com](http://www.136lofts.com), are open to current students attending Trocaire College and other Western New York colleges. These housing communities are not affiliated with Trocaire College. Available rooms and apartments as well as contact information about apartment complexes in the neighboring area around the Choate Campus are posted on the Student Housing bulletin board opposite Room 131 near the Commons. Trocaire College is not affiliated with any housing or apartment complexes and is not liable for any aspect of the rental agreements between landlords and students. To list available housing, please contact the main campus Career Center at (716) 827-2444.

## **Campus Ministry**

The Office of Campus Ministry is available to students of every faith to provide experiences which foster spiritual growth and social awareness. On-campus volunteer opportunities, ecumenical prayer services, community service projects, and discussion groups are just some ways that the Office of Campus Ministry can respond to the varied needs of both Trocaire students and the broader community. The McAuley Room, a quiet space for prayer and reflection, is available to all members of the college community.

Students are encouraged to participate in many school and community events that help raise their consciousness about the needs of society. The Office of Campus Ministry wishes to serve and support those attending Trocaire College and welcomes participation from all. Please contact the Office of Campus Ministry for information on upcoming events.

## **Cultural Life**

The location of the college in the second largest city in New York State provides the student with ready access to a variety of cultural, historical, and scientific resources in the metropolitan area.

The Albright Knox Art Gallery houses a renowned collection of modern art; Shea's Buffalo Center for Performing Arts offers professional Broadway productions, the Irish Classical Theater, Oujima Theater and Theatre of Youth offer dramatic presentations; and Buffalo's Philharmonic Orchestra provides exciting musical experiences. The Buffalo and Erie County Historical Society, Museum of Science and Botanical Gardens are short distances from the college.

## **Student Life**

Various clubs and activities open to all students are managed by the Student Activities Office. Each club has a separate advisor who oversees its function. Clubs help sponsor many activities each semester, provide a forum for the development of student leadership skills, and present opportunities to form relationships with other students.

## **Alumni Association**

Trocaire College's approximately 8,600 alumni are engaged in health, education and business careers.

The purpose of the Trocaire College Alumni Association is to provide a life-long connection between the college and its alumni. It is the goal of the association to maintain a vast networking system to assist all alumni in their future endeavors, while lending both financial and moral support to Trocaire College.

The Office of Institutional Advancement maintains a connection with alumni via newsletters, mailings and the college website.

## **Sexual Assault Policy**

Trocaire College is fully committed to ensuring that its campus is a place where students are able to feel secure in their physical safety and their emotional well-being. To that end, Trocaire College condemns and will not tolerate sexual assault in any form, including acquaintance rape.

Where there is probable cause to believe that this policy, prohibiting sexual assault, has been violated, the college will pursue strong disciplinary action established in accordance with the Disciplinary Procedure. This discipline includes suspension or dismissal from the school. In addition, a student charged with sexual assault will be referred for prosecution under New York State criminal statutes and subjected to the full range of penalties that can be invoked against assailants.

In the event of a sexual offense occurring on campus, the following procedure shall take place:

- A. Notification of Campus Security and local law enforcement agencies.
- B. Notification to Coordinator of Health Services and Counseling Office to assist with medical and emotional support.

All reports of sexual assault will be kept confidential. To encourage reporting of sexual assaults and to ensure fairness to victims during the Disciplinary Procedure, the following rights will be guaranteed:

1. The right of the victim to have a person of her/his choice accompany her/him throughout the entire Disciplinary Procedure.
2. The right, as established in state criminal codes, not to have her/his irrelevant sexual history discussed during the Disciplinary Procedure
3. The right to be informed immediately of the outcome of the Disciplinary Procedure. The accordance of these rights will not be construed to jeopardize the due process rights of the alleged assailant. In an effort to diminish the escalating rate of sexual assaults prevalent in today's society, the college will provide educational workshops, materials and lectures relevant to this issue, with emphasis on the role of awareness and prevention.

The Counseling Office is available to assist victims of sexual assault with the provision of supportive services along with resource and referral.

An advisory committee comprised of faculty, staff, and students, responsible for reviewing campus security policies and procedures, and fostering educational and advocacy goals, has been established.

## **Crime Statistics**

Security records information relevant to any crime-related activity occurring on campus. Statistics are published annually. The College's Security Advisory Committee will provide all campus crime statistics upon request through the Director of Facilities & Security at

(716) 827-2564. Information is also available on the U.S. Department of Education website (<http://surveys.ope.ed.gov/security>). When necessary, security alerts are posted throughout the campus.

The annual Trocaire College Security Report and Crime Statistics can be found at [www.trocaire.edu/current/StudentAffairs/](http://www.trocaire.edu/current/StudentAffairs/).

### EMPLOYMENT PLACEMENT SUMMARY – CLASS OF 2011

MAJOR	No. of Grads	No. of Responses	Related	Employed Unrelated	Military	Not Employed Not Seeking	Not Employed Seeking	Status Unknown
<b>A.S.</b>								
General Studies	2	2	1	0	0	1	0	0
Liberal Arts and Sciences	1	1	0	0	0	1	0	0
<b>A.A.S.</b>								
Business Administration	1	1	0	0	0	1	0	0
Computer Network Administration	3	1	1	0	0	0	0	2
Health Information Technology	5	5	2	2	0	1	0	0
Hospitality Management	14	12	7	2	0	3	0	2
Human Resource Management	4	4	3	1	0	0	0	0
Insurance Professional Studies	1	0	0	0	0	0	0	1
Massage Therapy	3	3	3	0	0	0	0	0
Medical Assistant	1	1	1	0	0	0	0	0
Nursing	132	120	101	11	0	4	4	12
Radiologic Technology	27	26	13	4	0	6	3	1
Surgical Technology	20	18	9	6	0	1	2	2
<b>CERTIFICATE</b>								
Computer Network Administration	5	3	3	0	0	0	0	2
Diagnostic Med. Sonography	10	8	8	0	0	0	0	2
Echocardiography	6	6	5	0	0	1	0	0
Human Resource Management	2	2	1	0	0	1	0	0
Medical Coding	1	1	0	0	0	1	0	0
Practical Nursing	62	50	40	2	0	6	2	12
<b>TOTAL</b>	<b>300</b>	<b>264</b>	<b>198</b>	<b>28</b>	<b>0</b>	<b>27</b>	<b>11</b>	<b>36</b>

This report includes employment placement data on graduates who had their degree / certificate conferred between 9/1/2010 and 8/31/2011. Employment status categories in this report follow definitions in the Career and Technical Education Act of 2006. Data Source: Career Center 6 Month Post Graduation Survey

### CONTINUING EDUCATION SUMMARY – CLASS OF 2011

MAJOR (Degrees)	Grads	Cont. Ed.	Trocaire College	Other College	MAJOR (Certificate)	Grads	Cont. Ed.	Trocaire College	Other College
General Studies	2	1	0	1	Computer Network Admin.	5	4	4	0
Liberal Arts & Sciences	1	1	0	1	Diag. Med. Sonography	10	0	0	0
Business Administration	1	1	0	1	Echocardiography	6	0	0	0
Computer Network Admin.	3	0	0	0	Human Resource Mgmt.	2	2	2	0
Health Information Tech.	5	0	0	0	Medical Coding	1	1	1	0
Hospitality Management	14	4	1	3	Practical Nursing	62	24	7	17
Human Resource Mgmt.	4	0	0	0					
Insurance Profess. Studies	1	0	0	0					
Massage Therapy	3	0	0	0					
Medical Assistant	1	0	0	0					
Nursing	132	36	10	26					
Radiologic Technology	27	11	11	0					
Surgical Technology	20	1	1	0					
					<b>TOTAL</b>	<b>300</b>	<b>86</b>	<b>37</b>	<b>49</b>

This report includes continuing education data on graduates who had their degree / certificate conferred between 9/1/2010 and 8/31/2011. Data Sources: Career Center 6 Month Post Graduation Survey, National Student Clearinghouse.

# Academic Policies and Procedures

Inherent in the Mission and Philosophy of Trocaire College, is the commitment to provide our students with more than the sum total of the coursework needed to complete a program of study. The collaborative goal of the career and liberal arts faculty and administration is to engage students in a learning process designed to promote learning beyond the classroom and program completion: learning for life.

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## Academic Policies and Services

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Trocaire publishes a one-year catalog. Therefore, students, especially those applying for 2012-2013, are advised to discuss current curriculum information with Admissions or the appropriate Program Director.

**The student is responsible for knowing the academic standards and for complying with the Academic Policies included in this catalog.** While the faculty and staff are available to assist the student, the responsibility for meeting standards and policies as outlined in this catalog is that of the student. **A requirement or policy is not waived because a student claims ignorance or claims that a member of the College Community did not inform the student of the requirement.**

Adherence to College policies and awareness of academic services is integral to student success. Faculty and staff assist students in meeting their academic and personal goals by defining the following policies and services.

### Academic Integrity Policy

Academic endeavors demand personal honesty from all participants in order to foster an environment in which optimal learning can take place. Academic integrity is consistent with Trocaire's mission and culture.

#### Definitions:

#### Academic dishonesty may be defined as:

- A. Cheating – giving or receiving answers on required/evaluative material, using materials or aids forbidden by the instructor, alteration of academic records, unauthorized possession of examinations, or the falsification of admissions, registration or other related college materials.
- B. Plagiarism – the offering of someone else's work as one's own, using material from another source without acknowledgement including the reprinting and/or importing in whole or in part term papers found on internet sites without acknowledgement.
- C. Interference – interfering with the work of another student either by obtaining, changing, or destroying the work of another student.

- D. Buying or selling of term papers, homework, examinations, laboratory assignments and computer programs/assignments.
- E. Falsifying of one's own or another's records.
- F. Knowingly assisting someone who engages in A-E above.

#### Penalties:

Penalties that may be imposed include, but are not limited to the following:

- A. Faculty may impose the following penalties within the context of a course,
  1. Lowering of a grade or failure for a particular assignment.
  2. Lowering a grade, failure and/or dismissal from the course.
- B. The Program Director responsible for the student's curriculum may impose harsher measures within context of the College such as,
  1. Disciplinary probation – may include mandatory repeat of a course, etc.
  2. Dismissal from the program.
- C. The Program Director may recommend to the Vice President for Academic Affairs that the student be suspended/dismissed from the College.
- D. The Vice President for Academic Affairs may suspend the student from the College for a period of one semester or more. When deemed appropriate the student may be dismissed from the College.

### Academic Advisement

Academic Advisement is a process which assists students in the development of an educational plan for the attainment of their academic and career goals. During academic advisement, study habits and attitudes beneficial to the student are discussed, as well as time management, use of college resources, setting of realistic goals and objectives to meet these goals. Academic Advisors also assist students in planning their program of studies and serve as resource persons in familiarizing students with college resources.

Academic Advisement includes a comprehensive program in developmental advisement for students on a year-round basis. **Matriculated students are assigned an academic advisor with whom they are expected to meet on a regular basis, with a minimum of 3 encounters per semester.**



## Trocaire College Mission Statement for Advisement

The Trocaire College academic advisement philosophy promotes student learning by encouraging a responsive mentoring partnership between advisors and students.

This relationship facilitates the development and pursuit of student educational aspirations and life goals.

Trocaire College recognizes the value of this ongoing partnership as a shared responsibility of the college community.

## Academic Amnesty

Academic Amnesty is designed to provide former students an opportunity to return to Trocaire for a different academic program without the burden of past academic difficulties. By this provision, if approved, a student may request that prior semester(s) of academic course work at Trocaire not be counted toward credit requirements or the cumulative grade point average (GPA). This request is made **in writing** to the *Academic Affairs Office* which will advise the student of the procedures and provide the student with the appropriate form. Academic Amnesty may be granted only once, requires a change in program and a hiatus from the college of two semesters (not counting summers). The Policy and Application Form can be found at [www.trocaire.edu](http://www.trocaire.edu).

## Academic Bankruptcy

Academic Bankruptcy is designed to provide matriculated students an opportunity to maintain good academic standing by “bankrupting” certain courses in the semester **immediately completed**. If approved, a student may have specific completed courses eliminated from the computation of his/her grade point average (GPA). This request is made **in writing** to the *Academic Affairs Office* which will advise the student of the procedures and provide the student with the appropriate form. Academic Bankruptcy may be granted only once and may not be requested if a student has a previous amnesty. The Policy and Application Form can be found at [www.trocaire.edu](http://www.trocaire.edu).

## Attendance

Students are expected to attend and to be on time for all classes, clinical experiences, laboratories, and internships. Instructors are required to maintain attendance records and to report absences. Excessive absences will result in a grade of “FX” and may affect financial aid eligibility. Excessive absence is defined as being absent from class/lab/clinical more than twice the number of times a class meets in a given week.

Students are required to complete all assignments and examinations. Absence does not constitute an exemption. It is the student’s responsibility to take the

initiative in making up work. Students are expected to notify the college of absence in accord with the program policy and/or the instructor’s directives.

## Course Cancellation

While every effort is made to offer all courses advertised in the course schedule each semester, at times, conditions exist which may prevent the offering of a course. Conditions under which the college has the right to cancel a course include, but are not limited to the following:

- Insufficient student enrollment
- Lack of appropriate faculty
- Lack of financial resources

When a course is cancelled, the college will make every effort to assist students in enrolling in an alternative course so that the student may meet graduation requirements.

## Course Disclosure Policy

At the beginning of every course, the instructor distributes a written course contract (syllabus) and/or program manual to all students taking the course. The course outline is a course disclosure and describes the objectives and content for the course and the method by which students’ work will be evaluated for grades. Students should refer to these on a regular basis during the semester.

## Course Load Limitation

The normal class load of a full-time student each semester is 12-19 credit hours. A student must obtain the Vice President for Academic Affairs permission to carry more than 19 credit hours during one semester. Part-time students are those carrying fewer than 12 credit hours per semester.

Students taking more than 19 credit hours of study will be assessed an additional tuition charge for overload hours.

## Course Prerequisite Enrollment Policy

Trocaire College publishes prerequisites for courses and programs in this catalog. The college may delete the registration of a student from a course for which he/she does not meet these published course prerequisites.

Issues of safety and health may also necessitate a student’s de-registration from a course, regardless of prerequisites.

## Course Waiver and/or Substitutions

A student may, in certain instances, be granted a waiver of a required course. The permission for a course waiver must be signed by the Program Director and Vice President for Academic Affairs.

When a student does receive this waiver, he/she is required to take an equivalent course to fulfill the credit hour requirements of the curriculum. A waiver does not lessen the credit hours required, but alters the required courses of the program of study.

### **Grade Notification**

Grade reports may be accessed through the student portal at the end of each semester. Grades are not given out via the telephone or in person. Grade reports may be mailed upon request.

A mid-semester evaluation of each student's academic achievement is made, and the student is notified if midterm grades are below "C" (2.0).

### **Leave of Absence**

A student in good academic standing, with a GPA of 2.0 or higher, who wishes to take a Leave of Absence must request this in writing to the Vice President for Academic Affairs. In any calendar year, a student may be granted no more than one leave, and ordinarily it may not extend beyond one full semester. A student who does not return at the end of a Leave of Absence will be considered withdrawn from the college. This withdrawal will be effective as of the beginning date of the Leave of Absence. Except for serious reasons, a Leave of Absence will not be granted after Add & Drop day in each semester. Students granted a Leave of Absence for medical reasons must have a doctor's release to return to the college.

### **Program Change Policy**

A program transfer may necessitate adjustments to those courses not applicable to the new program. Adjustments to measure academic progress will be made at the end of the first semester in the new curriculum.

### **Repeat Course Policy**

Students may repeat a course in instances where they have received grades of "C-" (where a program's policy requires a minimum grade of "C") "D+", "D", "F", "FX", "W", "WF", and "U". A grade of "W" counts as an attempt at taking the course.

**Students may repeat a course only once, unless they have a signed authorization from the director of the academic program in which they are enrolled to repeat a course for the second time.**

Students in Nursing, Radiologic Technology, and Surgical Technology may need to repeat a course in which they earned a grade of "C" or higher, but which is over 5 years old, in order to meet individual program requirements.

**In cases of repeated courses, the last grade earned is used in computing the grade point average (GPA).** However, all grades earned for courses taken at Trocaire remain part of the student's permanent record.

**Students should take note that if the repetition is not required by the College, New York State will not allow the credit hours to be counted in determining the minimum course load required for financial aid.**

**Students may not take a Directed Study, Independent Study, or Challenge Exam to replace a course in which a failing grade was earned.**

### **Registration Policy**

Students must register during the registration period noted in the course schedule. **Failure to adhere to this requirement will result in the student forfeiting their guaranteed placement in the next semester.** No student may register after the "Add & Drop" period during the first week of classes.

Students are required to follow the College's withdrawal procedure for changes in registration after the "Add & Drop" period.

Students are required to take all courses in a program curriculum. Exceptions to the requirements in the prescribed curriculum are permitted only under extraordinary circumstances and require written approval of the Program Director and Vice President for Academic Affairs. **Students are responsible for any scheduling conflicts and/or lengthening of program that may occur when courses are taken out of sequence.**

### **Notification of Rights Under Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the college receives a request for access. Students should submit to the Registrar's Office or other appropriate official, written requests that identify the record(s) they wish to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. They should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is

inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Directory information may be released without the student's consent. Trocaire College designates the following items as Director information: student name, address, e-mail address, telephone numbers, photograph, date and place of birth, major field of study, grade level, name of academic advisor, participation in officially-recognized activities, dates of attendance, enrollment status, degrees, date of graduation, honors and awards received, and most recent previous school attended. A student who wishes to have Directory information withheld must notify the Registrar's Office. Forms requesting the withholding of Directory information are available in the Registrar's Office. Trocaire College will assume a student's failure to request withholding of Directory information as their consent to the release of this information

#### 4. Disclosure Without Consent

Trocaire College may disclose personally identifiable information from an education record of a student without consent if the disclosure meets one or more of the following conditions:

- a. The disclosure is to other school officials, including teachers, within the agency or institution whom the agency or institution has determined to have legitimate educational interests.
- b. The disclosure, subject to the requirements of Sec. 99.34, is to officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll.
- c. The disclosure is, subject to the requirements of Sec. 99.35, to authorized representatives of 1) The Comptroller General of the United States; 2) The Secretary; or 3) State and local educational authorities.
- d. The disclosure is in connection with financial aid for which the students have applied or which the students have received, if the information is necessary for such purposes as to: 1) determine eligibility for the aid; 2) determine the amount of aid; 3) determine the conditions for the aid; or 4) enforce the terms and conditions of the aid.
- e. The disclosure is to State and local officials or authorities to whom this information is specifically: 1) allowed to be reported or disclosed pursuant to state statute adopted

before November 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or 2) allowed to be reported or disclosed pursuant to State statute adopted after November 19, 1974, subject to the requirements of Sec. 99.38.

- f. The disclosure is to organizations conducting studies for, or on behalf of, educational agencies or institutions to: 1) develop, validate or administer predictive tests; 2) administer student aid programs; or 3) improve instruction.
  - g. The disclosure is to accrediting organizations to carry out their accrediting functions.
  - h. The disclosure is to parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
  - i. The disclosure is to comply with a judicial order or lawfully issued subpoena.
  - j. The disclosure is in connection with a health or safety emergency, under the conditions described in Sec. 99.36.
  - k. The disclosure is information the educational agency or institution has designated as "directory information", under the conditions described in Sec. 99.37.
  - l. The disclosure is to an alleged victim of any crime of violence, as that term is defined in section 16 of title 18, United States Code, of the results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of the crime with respect to that crime.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Trocaire College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Support Services

Trocaire provides quality and diverse support services for tutoring, counseling and basic skill development. These services, in addition to Academic Advisement, allow students to reach their academic goals in an individualized learning environment.

HEOP (Arthur O. Eve Higher Education Opportunity Program) and Perkins III.

Tutoring and advisement services are offered for students who qualify under these initiatives.

## Academic Standards

Trocaire College maintains academic standards to facilitate academic progress and to assist students in reaching their educational goals and program requirements.

Faculty advisors and college counselors are available to assist students. The Academic Standards clearly define requirements for degree/certificate completion, and also provide routine interventions to help students reach their goals.

Academic interventions include academic advisement and support services as well as early alert notification and midterm warning letters.

### Academic Year

The academic year comprises two semesters of approximately 15 weeks each.

Some classes are also offered during Summer Session I (May-June) and Summer Session II (June-July).

### Academic Probation and Dismissal Policy

A student is in good academic standing if he/she is matriculated at this institution and is considered by the faculty to be making satisfactory progress toward a degree or certificate.

### Academic Probation

Academic probation results when a student's Grade Point Average (GPA) falls below that indicated for probation on the chart below. A student placed on academic probation is expected to make an appointment with a member of the Academic Advisement Office to discuss the student's academic progress. **The student should make this appointment as soon as possible.**

### Academic Dismissal

Academic dismissal and loss of matriculation results from any of the following:

- a. Falling below the grade point average indicated for dismissal on the chart below.
- b. Failing (F/FX) three (3) or more courses in a single semester.
- c. Showing withdrawal (W) from more than one-half of courses attempted in two consecutive semesters.
- d. Being placed on academic probation for two consecutive semesters.

**Dismissed students may not re-apply to the College for readmission for a period of one (1) calendar year.**

Total Credits Attempted	DISMISSAL Cum. GPA Below	PROBATION Cum. GPA Below
6 – 15	1.00	2.00
16 – 30	1.25	2.00
31 – 45	1.50	2.00
46+	1.75	2.00

Any extenuating circumstances will be reviewed by the Vice President for Academic Affairs upon request by the student.

### Academic Warnings

At the completion of the fifth week of the semester, students who are identified by the faculty as "at risk" in any course, are sent an early alert letter by Advisement. This letter suggests interventions to assist the student.

At mid-term, students who have a grade below "C" are sent a warning letter by the Director of Academic Advisement. These letters do not affect the student's status and the grades do not appear on the student's transcripts. The purpose of these academic warnings is to encourage the student to contact instructors and/or academic advisors to discuss appropriate strategies to facilitate improvement.

### Classification of Students

A full time student is one who carries a minimum 12 credit hours per semester. A part time student is one carrying fewer than 12 credit hours per semester. A matriculated student is one who is accepted into a prescribed program of study. A non-degree or non-matriculated student is one taking classes but who has not applied for a degree or academic certificate.

Generally, one credit represents the equivalent of one 50 minute lecture period or two 50 minute periods of laboratory work each week of the semester.

### Cross Registration

Full time students may cross register at colleges which are members of the Western New York Consortium of Higher Education. Students are only eligible to cross register, during the normal academic year (September to May), at participating colleges.

Trocaire College students seeking to cross register must follow the criteria below:

1. Student must be registered full time at Trocaire College for the semester he/she is seeking to cross register.
2. Student may only register for a course that is required for their program of study.
3. The desired, regularly scheduled course is not available during the semester the student is requesting cross registration either due to course closure or cancellation.
4. Student must fill out a cross registration form available in the Registrar's Office and be approved by both institutions.

There is no additional fee for courses taken through the Consortium. A limit of 6 credit hours is permitted in an academic year.

### Evaluation of Student Work

An evaluation system is required for each course. Examinations are ordinarily part of the evaluation system, but alternative methods of overall evaluation may be employed. At the first class period of the semester, the instructor will inform students through the course contract/program manual of the type of evaluation system that will be used for that course throughout the semester.

### Grading System

The following system of grading is in effect:

Quality Points	Letter Grade	Letter # Range
4.0	A	95-100
3.67	A-	92-94
3.33	B+	89-91
3.00	B	85-88
2.67	B-	82-84
2.33	C+	79-81
2.00	C	75-78
1.67	C-	72-74
1.33	D+	69-71
1.00	D	65-68
0.00	F	64-0
0	FX	Failure, Unsatisfactory Attendance
0	W	Withdrawal (without academic penalty)
0	WF	Withdrawal Failing
0	I	Incomplete
	S	Satisfactory
	U	Unsatisfactory
	AU	Audit
	Z	Academic Amnesty/Bankruptcy

Following are descriptions of these terms.

#### (GPA) Grade Point Average

Grades received earn quality points as indicated in the above table. A grade point average is computed by dividing the number of quality points earned by the total number of credit hours for which the student is registered. A grade point average is computed on a semester basis.

#### (QP) Quality Points = Course Quality Points

Quality Points: Quality points are assigned to grades shown in the grading chart. A "C" = 2 quality points. Where stated in the catalog that a minimum grade of "C" is required, this equates to 2 quality points. Therefore, a C- is NOT a C.

### Cumulative Average

The cumulative average is computed for all of the courses a student has taken at Trocaire. It changes whenever a new semester's grades are calculated and is a reflection of student progress in all of one's work. In cases of repeated courses, the last grade earned is used in the cumulative GPA calculations, if the course is repeated at Trocaire.

### (W,WF) Course Withdrawal

**It is the responsibility of the student to contact his/her advisor and the Director of Advisement when officially withdrawing from any course.**

**Official withdrawal forms must be processed through the Registrar's Office.**

The weeks following Add & Drop Period and last day of the tenth week constitute the withdrawal period (W). A grade of "W" counts as an attempt at taking the course. If a student withdraws after the tenth week, he/she receives a withdrawal failing (WF), except in extenuating circumstances.

**Please note:** A student who unofficially ceases to attend classes and does not formally notify the college in writing will receive a grade of "FX" in the course. In addition to receiving a grade of "FX" students with unexcused absences equal to twice the number of times a course meets per week may be denied further admission to class by the instructor. In each case the student will be liable for full tuition and fees as originally incurred.

**Non-attendance will not release the student from financial liability.**

### (I) Incomplete

An Incomplete is given only for a good and sufficient reason as determined by the instructor. It is completed in a manner determined by mutual agreement of student and instructor.

**An Incomplete must be removed from the student's record within 30 calendar days after the Incomplete was received, or it will automatically convert to an F.**

### (AU) Audit

A student desiring to audit a course must receive the approval of the appropriate instructor and the Program Director. Only officially audited classes will appear on the transcript. Students who audit are expected to attend classes but their work is not subject to review by the instructor and they receive a grade of "AU" (no credit) at the completion of the class. No student may change from audit to credit after the last day of Add & Drop period. The college attendance policy applies to audit courses.

## Independent Study

Instructors may provide opportunities for qualified students to engage in independent study. A guide and appropriate forms are available in the Office of the Vice President for Academic Affairs.

Students may take a maximum of nine credit hours of Independent Study in required programs.

The purpose of Independent Study is to provide an opportunity for a student, under the direction of a faculty member, to explore a topic of interest to the student which will enhance the learning in his/her field of study. All policies related to Independent Study are included in the Independent Study Guide.

## Directed Study

Directed Study is available to students in their last semester for designated courses that are not available during the semester in which they need to register for the coursework in order to fulfill their program requirements. In some instances, this may apply to students registered for evening programs and need a course offered during the day.

Directed Study is done by contract with the student meeting with the instructor in a seminar setting on regular intervals. Students must have the approval of the Vice President for Academic Affairs to register for a Directed Study Course. The college has the right to restrict the availability of Directed Study course work.

## Graduation Honors

Honors at graduation are given on the basis of the cumulative quality point average.

- The certificate with merit – an average of 3.4
- The degree with distinction – an average of 3.4
- The degree with high distinction – an average of 3.6
- The degree with highest distinction – an average of 4.0

## Graduation Requirements

Students apply for graduation with the Registrar. To be eligible, the student must have fulfilled the following requirements:

- Completion of the minimum number of semester hours of credit and courses required by the program for which the degree is granted.
- A minimum average of "C" which is equal to a cumulative quality point average of 2.0.
- A 2.0 cumulative index or a minimum grade of "C" for program requirements.
- A grade of "C" in the College Seminar course. Students with previous college credits **may** be exempt from this requirement.

- Residency Requirement. A minimum of thirty hours of credit earned at Trocaire College for an academic degree and at least 50% of his/her course work earned here to be eligible for a Trocaire College certificate. Students completing their requirements in the fall semester are asked to participate in the December Commencement Ceremony. Students completing requirements at other times are asked to participate in the May Commencement Ceremony.

## Grievance Policy

In accord with the principles of student due process, Trocaire College provides each student with the right to file an academic grievance. Students are assured fair treatment and no adverse action will be taken against a student for filing a grievance. *(Please go to the Office of Academic Affairs for more information.)*

## Phi Theta Kappa

Alpha Pi Eta, the Trocaire chapter of Phi Theta Kappa, an international honor society for two year colleges, accepts new members in each semester. Phi Theta Kappa challenges students to intellectual pursuit and community service. Membership is based upon a cumulative average of 3.5, course work leading towards an Associate degree, service to others and commitment to the local chapter. Full time and part time students must have earned 12 or more credits in order to be inducted into this prestigious society. The induction ceremony of candidates traditionally takes place during the spring Honors Convocation.

## Placement Testing and Basic Skills Academic Policy

As part of the Admissions process, all applicants are required to participate in Placement Testing in Reading, Writing, Math and Computer Literacy. Students who do not meet the required percentile(s) are placed in Basic Skills course work. This course work does not fulfill required program courses or earned credits. Placement in these courses is not optional and students must complete the course work requirements according to the conditions of their acceptance letter.

Further explanation of Basic Skills course work is available from the Office of Admissions or the Director of Transitional Studies.

## Prior Learning Credit

Trocaire College realizes that students learn through employment and life experiences. There are several ways a student may demonstrate prior learning and receive college credit. Credit for prior learning is approved by the Vice President for Academic Affairs. Policies and procedures for assessment of prior learning experiences include:

### Advanced Placement

Trocaire College participates in the Advanced Placement Program administered by the College Board. A high school student becomes eligible for consideration for advanced placement and credit by achieving satisfactory scores ( a rating of 3 to 5) on the Advanced Placement Examination.

### Course Challenge

A Course Challenge is allowed by the College in special and exceptional cases in which it has been clearly determined that prior educational and/or vocational experience has provided a learning experience equivalent to that of the particular college course.

Application and guidelines are available from the Vice President for Academic Affairs and Program Directors for matriculated students who have presented documentary evidence of their prior experience. Applications should be submitted no later than the official registration days in the fall and spring semesters.

The application and accompanying evidence will be evaluated by the Vice President for Academic Affairs, and/or the Director of the program involved.

Following the approval of the application, the Program Director will arrange a time and place for the applicant to take the examination before the semester's end.

### Credit by Examination

The college shall, in certain cases, grant credit by examination. The following types of examination are approved:

#### 1. College Level Examination Program (CLEP)

The College Level Examination Program (CLEP) established by the College Board enables students to demonstrate competencies attained by non-traditional means.

Trocaire College grants credit under the same conditions which apply to the Regents College Examination. Further information can be obtained by writing to:

College Level Examination Program (CLEP)  
P.O.Box 6600  
Princeton, NJ 08541-6600

#### 2. Excelsior College Examinations

The New York State Education Department in cooperation with colleges and universities throughout New York State has established a program of examinations by which individuals who have achieved college level knowledge outside the formal classroom can demonstrate their abilities and receive credit for them.

The State Education Department itself does not grant course credit. This is left to the individual college or university to do, or not to do, in a manner consistent with its own standards.

Trocaire College does participate in the Excelsior College Examination Program and will grant credit to

students who successfully complete Excelsior College Examinations in accordance with the standards established by Trocaire College.

The Vice President for Academic Affairs in consultation with the appropriate Program Director will consider individually the cases of applicants who request credit.

### Military Experience

Experience gained in the military may also be reviewed for credit at the time of application. This is especially true in military technical programs and specialty schools.

### Portfolio

A student may submit a portfolio to demonstrate knowledge gained through work and life experience. The portfolio contents will include:

- Review of life and work experiences
- Identification of career and educational objectives
- Verification of prior learning and its correlation to the course for which the portfolio is submitted.
- Documentation
- Authorized request form for portfolio assessment (available from the Program Director)

Upon completion, the portfolio is reviewed by appropriate faculty and if accepted, credit is conferred.

Guidelines and fee structure for portfolio assessment are available from the appropriate Program Director.

### Advanced Placement in Nursing

Trocaire College has an articulation agreement with the Trocaire Practical Nursing program, BOCES#1, BOCES#2 and BOCES Orleans/Niagara programs. The graduate must apply within two years of graduation to receive advanced credit for the first semester nursing program. Applicants will need to:

1. submit a copy of the LPN license
2. meet the specific admission requirements of the nursing program
3. have completed, with minimum grades of "C" or better, the following general education/science courses (by the application deadline) in accordance with the College's transfer credit policy. The courses are:
  - Algebra, Biology and Chemistry with a grade of 75 or higher,
  - Anatomy & Physiology I with Lab
  - Anatomy & Physiology II with Lab
  - English Composition
  - General Psychology
  - College Seminar

If the applicant has been out of the Practical Nursing program longer than two years, the applicant has the opportunity to take a challenge examination to qualify for advanced placement.

The number of positions available in the second semester nursing classes varies with each class depending on the number of students continuing the progression.

- Applicants will be ranked in descending order according to cumulative GPA, grades in Anatomy & Physiology I with lab and the TEAS score.
- Only official transcripts and/or verification of final grades will be used.
- Applicants meeting the designated deadline will be given first consideration for admission.
- Applicants not meeting the deadline cannot be guaranteed consideration for admission.
- All selected and non-selected applicants will be notified in writing by the Nursing Department.

Graduates from all Practical Nursing programs must successfully pass the NCLEX-PN boards and submit a copy of their LPN license before their application will be considered for entrance into the nursing program.

### **Scholastic Honors and Awards**

Full time matriculated students (carrying 12 credit hours or more) and part time matriculated students (carrying 8-11 credit hours) who have a semester Grade Point Average of 3.4 and no grade below a "C" merit a place on the **Dean's List**, which is published at the end of each semester.

The **Trocairian Award** is given annually to a student whose outstanding leadership and participation have made Trocaire's "community of learning" a lived reality. The award is based on faculty, staff, and student nominations.

Each year graduating students whose academic standing, service to the school, and community leadership in extracurricular activities have been outstanding are nominated for inclusion in **Who's Who Among Students in American Junior Colleges**.

### **Transcripts**

An official or student copy transcript will be sent upon receipt of a written request. At least 24 hour notice is required for all official transcripts. No phone requests will be honored. No transcripts will be issued until all financial obligations to the college are met.

### **Transfer Credit**

At the time of admission to the college, the Registrar evaluates the transfer of credits as indicated on official transcripts from other institutions of higher education. A minimum grade of "C" is required for transfer.

All academic programs that include course work in Anatomy & Physiology and/or Microbiology will require that all courses be successfully pursued at Trocaire

College. An exception to this policy is for the student who has successfully completed Anatomy & Physiology and/or Microbiology at other institutions prior to enrollment at Trocaire College and has been approved for transfer credit by the Registrar.

Current and transfer students must repeat science course work if the age of the credits are over five years. The Nursing and Practical Nursing programs also require students to repeat General and Developmental Psychology courses if credits are over 10 years old. Individual programs may have age requirements for other course work. Contact the Registrar's Office for more information.

**A matriculated student, who wishes to register at another college for course work while at Trocaire College, must have the signed approval of the Registrar.**

Students wishing to earn credits at other colleges have the responsibility of checking to see if these credits fulfill a requirement of their degree program prior to registration. They also have the responsibility to request that a transcript of those grades be sent to the Registrar.

Residency Requirement – A student must earn a minimum of thirty credits at Trocaire College to be eligible for a degree and complete at least 50% of his/her course work at Trocaire to be eligible for for a Trocaire College Certificate.

### **Transfer to Other Institutions**

Students who plan to transfer after graduation are advised to make an early choice of college and to familiarize themselves with the requirements of transfer institutions.

The Director of the Career Center and the Academic Advisor will assist students with their plans, but primary responsibility for transfer rests with the student.

### **Withdrawal**

#### ***Withdrawal from a Course***

It is the responsibility of the student to contact his/her advisor and the Director of Advisement when officially withdrawing from any course. Official withdrawal forms must be processed through the Registrar's Office. The weeks following Drop & Add period and the last day of the tenth week constitute the withdrawal period (W). If a student withdraws after the tenth week, he/she receives a withdrawal failing (WF) grade, except in extenuating circumstances. During the process of course withdrawal, the student's financial status will be reviewed.

#### ***Withdrawal from a Program***

A student who wishes to withdraw from a program but remain in the college should contact his/her advisor and the Director of the Program. A student withdrawing from a program may apply to another program.



### Withdrawal from the College

In order to withdraw from the college, a student must contact his/her academic advisor and the Director of Advisement. Date of official withdrawal from the college is the date on which written notification of withdrawal from the college is coordinated through the Director of Advisement. Official withdrawal forms must be processed through the Registrar's Office.

The student's financial status will be reviewed during the withdrawal process.

A student who unofficially ceases to attend classes and does not formally notify the college in writing will receive a grade of "FX" in the course(s) and will be liable for full tuition and fees as originally incurred. **Non-attendance will not release a student from financial liability.**

The college reserves the right to request the withdrawal of any student whose academic work is unsatisfactory or conduct not in accord with the spirit and aims of the college.

### Retention and Persistence Rates

#### Annual Fall-To-Fall Retention Rates\*:

Fall 2010 to Fall 2011	Full-Time	Part-Time
First-time Bachelor's Cohort from Fall 2010	N/A**	N/A**
First-time Associate/Certificate-Seeking Cohort from Fall 2010	58%	69%

\*Retention Rates reflect the percent of first-time students enrolled during the initial fall semester who re-enrolled during the subsequent fall semester, or who graduated prior to the subsequent fall semester.

\*\*The Higher Education Opportunity Act (2008) requires institutions to publish the fall-to-fall retention rates of first-time bachelor's degree-seeking students entering in fall 2010. Although Trocaire College did enroll students in bachelor's degree programs in fall 2010, none of the students enrolled were first-time students. As a result, no retention rates for the bachelor's degree-seeking cohort can be calculated. Since the majority of students enrolling at Trocaire in any given fall semester are seeking either an Associate's degree or a Certificate, the college has voluntarily displayed the fall-to-fall retention rates for the first-time Associate/Certificate-seeking cohort entering in fall 2010.

#### Persistence Rates\*:

	Full-Time	Part-Time
Fall 2011 to Spring 2012	88.5%	84.5%

\*Persistence Rates reflect the percent of students enrolled in the initial fall semester who enrolled during the subsequent spring semester, or who graduated prior to or during the subsequent spring semester or prior to August 31.

### Graduation Rates (Student Right-to-Know Act)

The Federal Student Right-To-Know Act (SRKA) requires institutions to publish the graduation rates of entering full-time, first-time students according to a standard methodology developed by the U.S. Department of Education. As part of the Higher Education Opportunity Act (2008), institutions of higher education must provide their completion and graduation rate information disaggregated by: Gender, major racial and ethnic subgroups as defined by IPEDS, recipients of Federal Pell Grants, recipients of a subsidized Stafford Loan who did not receive a Pell Grant, and students who did not receive either a Pell Grant or a subsidized Stafford Loan. The most up-to-date rates for Trocaire College are presented below.

#### Graduation Rates for Full-Time, First-Time Degree/Certificate-Seeking Undergraduates – Cohort 2005\*

Category	Bachelor's Degree-Seeking		Certificate or Associate's Degree-Seeking	
	Number of Students	Completion Rate 150% of Normal Time	Number of Students	Completion Rate 150% of Normal Time
<b>Overall Total – Entering Cohort</b>	0	N/A	149	30%
<b>Gender</b>				
Female	0	N/A	132	28.8%
Male	0	N/A	17	35.3%
<b>Race/Ethnicity (New)</b>				
Hispanic / Latino	0	N/A	5	20%
American Indian or Alaska Native	0	N/A	4	0%
Asian	0	N/A	1	0%
Black or African American	0	N/A	38	21%
Native Hawaiian or Other Pacific Islander	0	N/A	0	N/A
White	0	N/A	97	32%
Two or more Races	0	N/A	0	N/A
Non-Resident Alien	0	N/A	0	N/A
<b>Financial Aid Status</b>				
Recipients of a Federal Pell Grant	0	N/A	90	26%
Recipients of a subsidized Stafford Loan who did not receive a Pell Grant	0	N/A	31	39%
Students who received neither a Pell Grant nor a subsidized Stafford Loan	0	N/A	28	32%

**\*Note:** Trocaire College did not begin to offer Bachelor's Degree programs until 2010, so therefore had no Full-Time, First-Time Bachelor's Degree-Seeking Students in 2005. Graduation Rates reflect the percentage of full-time, first-time degree/certificate-seeking students from the entering cohort who graduated within 150% of normal time to completion for their particular academic program.

### Student Diversity

Under the Higher Education Opportunity Act (2008), institutions must provide information about student body diversity, including the percentage of enrolled, full-time students in the following categories: Gender, Self-Identified members of major racial or ethnic groups, and federal Pell recipients. This information for enrolled students for Fall 2011 is presented below:

Category	Full-Time		Part-Time	
	Number of Students	Percent of Total	Number of Students	Percent of Total
<b>Overall Enrollment</b>				
Total	788	---	779	---
Degree/Certificate-Seeking	788	100%	632	81.1%
First-Time Freshmen	112	14.2%	20	2.6%
<b>Gender</b>				
Female	676	85.8%	671	86.1%
Male	112	14.2%	108	13.9%
<b>Race/Ethnicity (New)</b>				
Hispanic / Latino	22	2.8%	25	3.1%
American Indian or Alaska Native	6	0.8%	4	0.5%
Asian	8	1.0%	14	1.8%
Black or African American	143	18.1%	108	13.9%
Native Hawaiian or Other Pacific Islander	0	0%	1	0.1%
White	566	71.8%	599	76.9%
Two or more Races	6	0.8%	10	1.3%
Non-Resident Alien	2	0.3%	1	0.1%
Race/Ethnicity Unknown	35	4.4%	17	2.2%
<b>Federal Aid Status</b>				
Recipients of a Federal Pell Grant	508	64.5%	350	44.9%

# Degrees and Programs of Study

The college is chartered by the Regents of the University of the State of New York. It is authorized to award the degrees of Bachelor of Science, Associate in Arts, Associate in Science and Associate in Applied Science. It is further authorized to confer Certificates as well.

## Trocaire College General Education Requirements

Trocaire College is committed to preparing its students for academic and career success through a strong foundation in General Education. In keeping with New York State Educational Requirements each degree offering requires a minimum number of General Education credits of Liberal Arts course work as follows:

- B.S. 60 credits (1/2) from Liberal Arts courses
- A.A.S. 27 credits (1/3) from Liberal Arts courses
- A.S. 30 credits (1/2) from Liberal Arts courses
- A.A. 45 credits (3/4) from Liberal Arts courses

Trocaire College requires a minimum of 27 credits in General Education. Students pursuing a two-year General Studies degree will complete a minimum of one-half of their credits in General Education. Students seeking a four-year transfer degree will complete as many credits of General Education course work as possible depending on their degree choice as noted above.

Degree candidates must complete course work in the following areas in order to complete the General Education requirements. Individual programs may require particular course work to accommodate for the academic areas indicated below:

College Seminar or College Success (1-3 credits)

Basic Communication (3-6 credits)

- EN101 English Composition, or
- EN200 Advanced Composition

Humanities (3-9 credits)

- Literature Elective (3-9 credits)
- Electives (0-6 credits)

Philosophy/Religious Studies (6-9 credits)

Social Science (Economics, History, Psychology, Sociology) (6-9 credits)

Mathematics (3-8 credits)

Natural Science (3-8 credits)

## General Education Courses

### Mathematics

- MA107 Logical Reasoning & Decision Making
- MA111 College Algebra & Statistics with Business Applications
- MA112 College Algebra with Trigonometry
- MA120 Statistics I
- MA130 Calculus I
- MA220 Statistics II
- MA230 Calculus II

### Natural Science

- BIO105 Human Biology
- BIO107 Health, Safety and Nutrition for Young Children
- BIO109 Essentials of Anatomy & Physiology with lab
- BIO180 General Biology I with lab
- BIO181 General Biology II with lab
- BIO205 Environmental Science
- BIO208 Nutrition and Wellness with lab
- CH111 General Chemistry I with lab
- CH112 General Chemistry II with lab
- CH250 Organic Chemistry with lab
- PHY111 General Physics I with lab
- PHY112 General Physics II with lab

### Social Science

- EC201 Principles of Macroeconomics
- EC202 Principles of Microeconomics
- PSY101 General Psychology
- PSY102 Developmental Psychology
- PSY201 Abnormal Psychology
- PSY202 Human Sexuality
- PSY301 Health Psychology
- SOC101 Principles of Sociology
- SOC207 Contemporary Social Problems

### American History (also counts as a Social Science)

- HI201 The American Experience: Pre-Contact to the Civil War
- HI202 The American Experience: Reconstruction to the Contemporary Period
- HI206 Issues in the American Experience

### Western Civilization (also counts as a Social Science)

- HI101 Western Civilization I
- HI102 Western Civilization II

### World Cultures (also counts as a Social Science)

- HI103 World Civilization I
- HI104 World Civilization II

**Humanities**

- ART100 Art Appreciation
- ART101 Art History
- EN101 English Composition
- EN102 Introduction to Literature
- EN201 Readings in World Literature
- EN206 Children's Literature
- EN209 American Literature
- EN211 Explorations in Poetry
- EN213 Short Story
- EN217 Drama
- EN225 Film as Literature
- EN240 Creative Writing
- MU100 Music Survey Course
- MU101 Music Appreciation
- MU114 Class Piano and Basic Musicianship
- SP101 Beginning Spanish
- SP102 Intermediate Spanish

**Philosophy and Religious Studies** (also counts as Humanities)

- PH103 Introduction to Philosophy
- PH107 Logical Reasoning & Decision Making
- PH201 Ethics
- PH207 Marriage & Family
- PH208 Death and Dying
- PH215 Logic
- RS100 Introduction to Religious Thought
- RS101 Introduction to Scripture
- RS103 Introduction to Christian Thought
- RS108 Major World Religions

**Basic Communications**

- EN101 English Composition
- EN200 Advanced Composition
- EN205 Communication Arts

The College Seminar course (GS100) is required of matriculated students during their first semester. Students who have previous college work may be exempt.

A cumulative quality point average of 2.00 is required for graduation, as well as a cumulative index of 2.00 in program requirements.

**Associate in Arts**

Primarily this degree enables students to transfer their Associate in Arts into a variety of four-year Bachelor of Arts programs. While used for such transfer programs, the degree also provides an opportunity for new knowledge and skill enhancement, both in the workplace and for those who are searching for new careers.

The Associate in Arts degree is awarded upon completion of the minimum number of semester hours of credits and courses in a curriculum composed primarily of courses in liberal arts and sciences, including the

General Education core requirements. There should be a minimum of 48 semester hours of credits distributed among the humanities, natural sciences, mathematics, and the social sciences, as well as depth in some of these areas.

**Associate in Science**

The Associate in Science degree is used primarily for transfer to programs leading to a Bachelor of Science degree. It may also be used for learning and skill enhancement in the workplace or for helping those who, while working, are preparing for a new career.

It is awarded upon completion of the minimum number of semester hours of credits and courses in a curriculum composed primarily of courses in liberal arts and sciences and including the General Education core requirements. Less broad in scope than the Associate in Arts, this degree is for students who wish to concentrate either in the sciences or mathematics.

**Associate in Applied Science**

The Associate in Applied Science degree is awarded upon completion of the minimum number of semester hours of credits and the General Education core requirements.

Intended primarily for career oriented programs it may be appropriate for transfer toward a Bachelor of Science degree in some areas, such as nursing.

**Bachelor of Science**

The Bachelor of Science degree is awarded upon successful completion of the minimum number of semester hour credits and courses in a curriculum composed primarily of courses in liberal arts and sciences including the General Education core requirements as well as didactic and clinical course work specific to the major field of study.

**Transfer of A.A.S. Degrees**

The A.A.S. Degree in business, and the health care area, are designed primarily as career programs. Trocaire maintains articulation and dual admission degree requirements with many four year colleges to facilitate transfer of these programs to a four year institution. The student is encouraged to discuss transfer options with their academic advisor to provide a maximum transfer of credits.

**Requirements for Receiving More than One Degree**

If a student wishes to receive 2 associate degrees from Trocaire College, he/she MUST:

- Fulfill the degree requirements for each degree.
- Complete 30 credit hours beyond the basic requirements of the first degree
- Discuss this option with the Director of each program.

<b>COMPUTER NETWORK ADMINISTRATION</b> (HEGIS Code 5199)	<b>A.A.S.</b>
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Computer networks enable computers to communicate with one another, thereby allowing users to share computer resources. It should not be surprising then that computer networks have become the backbone of every business, education, and government institution that uses computers. Computer network professionals create and support networks to ensure they operate efficiently and securely.

Candidates for this program should be naturally curious and passionate about computers. Computer Network Administration students need to be committed to a lifelong learning experience as this is an extremely dynamic field. This is not a program of study where you will learn how to use computers or sit in front of a computer inputting data into pre-programmed applications.

Students in this program will learn how networks enable computer users to share computer resources and study how network information is transmitted through various media. Instruction includes such areas as: network architecture, data integrity, troubleshooting, system administration, protocol, security, and future networking trends.

**Admission Requirements:**

High school diploma (minimum 75% average) or GED Diploma with a minimum score of 2500

**Minimum Degree Requirements:**

1. A total of at least 70 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 24 months
2. **General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*  
Basic Communication (EN101 or EN200)  
Humanities (Literature Elective: 3 credits)  
Mathematics (3-4 credits)  
Natural Science (3-4 credits)  
Philosophy/Religious Studies (PH103, PH204)  
Social Science (6 credits)
3. **Other Requirements:**  
Business\* (BU106, BU207)  
Liberal Arts (3 credits)
4. **Program Requirements:\***  
CNA101, CNA105 CNA112, CNA115, CNA208,  
CNA210, CNA260, CNA264, CNA266, CNA274  
Business or Computer Network Administration  
elective (3 credits)

\* A minimum grade of "C" (2.0) is required.

<b>CURRICULUM</b>		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU106	Business Communications.....	3
CNA101	Intro to Computer Hardware.....	4
CNA105	Intro to Computer Networking.....	4
EN101 <b>or</b>	English Composition <b>or</b>	
EN200	Advanced Composition.....	3
GS100 <b>or</b>	College Seminar <b>or</b>	
GS102	College Success.....	1 / 3
	Mathematics Elective.....	3 / 4
	<b>Semester Total</b>	<b>18 / 21</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
CNA112	Operating Systems.....	3
CNA115	Network Infrastructure.....	3
	Business or Computer Network Administration Elective.....	3
	Literature Elective.....	3
	Natural Science Elective.....	3 / 4
PH103	Introduction to Philosophy.....	3
	<b>Semester Total</b>	<b>18 / 19</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
CNA208	Linux/UNIX.....	3
CNA210	Network Administration.....	4
CNA266	Project Management.....	3
	Liberal Arts Elective.....	3
PH204	Business Ethics.....	3
	Social Science Elective.....	3
	<b>Semester Total</b>	<b>19</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU207	Introduction to Management.....	3
CNA260	Advanced Network Administration....	4
CNA264	Computer Security.....	3
CNA274	Seminar & Internship/Capstone Experience.....	2
	Social Science Elective.....	3
	<b>Semester Total</b>	<b>15</b>

## COMPUTER NETWORK ADMINISTRATION – CERTIFICATE

(HEGIS Code 5199)

This certificate program prepares graduates with the same Computer Network Administration courses as the degree program minus most of the General Education requirements, Liberal Arts and Business courses found in the degree program. The computer Network Administration Certificate program is part-time, four semester program offered only in the evening.

**Admission Requirements:**

High school diploma (minimum 75% average) or GED Diploma with a minimum score of 2500

**Minimum Certificate Requirements:**

1. A total of at least 37 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 24 months
2. **General Education Requirements:\***  
GS100 College Seminar or GS102 College Success
3. **Program Requirements:\***  
CNA101, CNA105 CNA112, CNA115, CNA208, CNA210, CNA260, CNA264, CNA266, CNA274  
Business or Computer Network Administration elective (3 credits)

\* A minimum grade of “C” (2.0) is required.

### CURRICULUM

**First Year – 1<sup>st</sup> Semester**

Courses	Credits
CNA101 Intro to Computer Hardware.....	4
CNA105 Intro to Computer Networking.....	4
GS100 or College Seminar or	
GS102 College Success.....	1 / 3
<b>Semester Total</b>	<b>9 / 11</b>

**First Year – 2<sup>nd</sup> Semester**

Courses	Credits
CNA112 Operating Systems.....	3
CNA115 Network Infrastructure.....	3
Business or Computer Network Administration Elective.....	3
<b>Semester Total</b>	<b>9</b>

**Second Year – 1<sup>st</sup> Semester**

Courses	Credits
CNA208 Linux/UNIX.....	3
CNA210 Network Administration.....	4
CNA266 Project Management.....	3
<b>Semester Total</b>	<b>10</b>

**Second Year – 2<sup>nd</sup> Semester**

Courses	Credits
CNA260 Advanced Network Administration.....	4
CNA264 Computer Security.....	3
CNA274 Seminar & Internship/Capstone Experience.....	2
<b>Semester Total</b>	<b>9</b>

For more information about our graduation rates, the median debt of students who completed the certificate program and other important information, please visit our website at

[www.trocaire.edu/programs/cnt\\_certificate.html](http://www.trocaire.edu/programs/cnt_certificate.html)

**DIAGNOSTIC MEDICAL SONOGRAPHY – CERTIFICATE**

(HEGIS Code 5207)

The Diagnostic Medical Sonographer is a skilled person qualified by academic and clinical preparation to perform ultrasound exams under the supervision of a qualified physician. The Sonographer may provide this service in a variety of medical settings, where the physician is responsible for the use and interpretation of ultrasound procedures.

Specifically, the graduate in Diagnostic Medical Sonography will be prepared with the skills necessary to perform ultrasound examinations, provide patient care and record the anatomic, pathologic and/or physiologic data for interpretation by the physician.

The program of study includes thirty-six (36) credit hours of didactic, college laboratory and clinical sessions. Learning experiences emphasize ultrasound physics, abdominal, and OB/GYN sonography. Sonography related to small body structures and special procedures is also included. Extensive clinical experience is provided at WNY health care facilities. Transportation is the responsibility of the student.

The graduate is eligible to sit for the American Registry of Diagnostic Medical Sonography Certifying Examinations for Physics, Abdominal and OB/GYN sonography.

**Specific Admissions Requirements for Diagnostic Medical Sonography Program:**

Candidates for admission to this program must be a graduate of an A.A.S., B.S. or Diploma Radiologic Technology Program.

- Minimum of 3.0 cumulative average. **\*Diploma Graduates:** Transcripts will be reviewed to determine compliance with academic requirements.
- Interview with Program Director
- Official transcripts from secondary and post-secondary institutions required.

**Minimum Certificate Requirements:**

A total of 36 credit hours with a Quality Point Average of 2.0.

Normal Time to Completion: 12 months

**CURRICULUM**

**First Semester - Fall**

<b>Courses</b>		<b>Credits</b>
DMS100	Cross Sectional Anatomy.....	3
DMS101	Introduction to Diagnostic Medical Sonography.....	3
DMS106	Physics of Ultrasound I.....	2
DMS110	Abdominal Sonography I.....	2
DMS111	Abdominal Sonography Lab. I.....	1
DMS115	Pelvic Sonography.....	2
DMS116	Pelvic Sonography Lab.....	1
DMS120	Sonography Clinical Practicum I.....	3
<b>Semester Total</b>		<b>17</b>

**Second Semester - Spring**

<b>Courses</b>		<b>Credits</b>
DMS205	Obstetrical Sonography.....	3
DMS206	Physics of Ultrasound II.....	1
DMS210	Abdominal Sonography II.....	2
DMS211	Abdominal Sonography Lab. II.....	1
DMS215	Seminar/Research Course.....	1
DMS219	Special Sonographic Procedures.....	2
DMS220	Sonography Clinical Practicum II.....	3
<b>Semester Total</b>		<b>13</b>

**Summer Session**

<b>Courses</b>		<b>Credits</b>
DMS230	Sonography Clinical Practicum III.....	6
<b>Summer Session Total</b>		<b>6</b>

For more information about our graduation rates, the median debt of students who completed the certificate program and other important information, please visit our website at [www.trocaire.edu/programs/sonography.html](http://www.trocaire.edu/programs/sonography.html)

<b>DIETETIC TECHNOLOGY</b> (HEGIS Code 5404)	<b>A.A.S.</b>
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A Dietetic Technician is an individual who has been specially trained in the areas of food and nutrition. A Dietetic Technician works as a member of the food service or health care team, and may be responsible for nutrition assessment, intervention, monitoring and evaluating nutrition care under the supervision of a Registered Dietitian. Combining Trocaire's history of excellence in health care education with the Russell J. Salvatore School of Hospitality and Business, the dietetic curriculum combines the science of nutrition with the knowledge and skills of foodservice management.

An essential component of the program is the 450+ hours of professionally supervised practice in area hospitals, long term care facilities and community agencies. This experience provides students the opportunities to apply learning from the classroom to situations in the work place. Transportation to and from supervised practice sites is the responsibility of the student.

Graduates of the program are prepared for entry level positions in clinical care or food service management, or may choose to continue their studies by transferring to a four year college.

The Dietetic Technology Program has been granted candidate status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, (312) 899-0040, Ext. 5400. <http://www.eatright.org/ACEND>.

#### Admission Requirements:

1. High school diploma (minimum 80% average) or GED Diploma with a minimum score of 2625
2. High school chemistry required with an overall average of 80%. High school Biology is recommended.
3. Course credit or supervised practice hours may be granted for prior learning (course work and/or experiential), please contact the program director for more information.
4. 2.0 cumulative average with minimum grades of "C" in laboratory sciences for current and transfer students.

#### Minimum Degree Requirements:

1. A total of at least 67 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 24 months
2. **General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*  
Basic Communication (EN101 or EN200: 3 credits)  
Humanities (Literature Elective: 3 credits)  
Mathematics (3-4 credits)\*\*

Natural Science (BIO109, BIO109L, CH111, CH111L: 8 credits)\*

Philosophy/Religious Studies Electives (6 credits)

Social Science Electives (6 credits)

#### 3. Program Requirements:\*

DT101, DT102, DT103, DT104, DT201, DT202, DT203, DT204, DT205, DT206, DT207, DT208, HM204

\* A minimum grade of "C" (2.0) is required.

\*\* Math 107 or higher

<b>CURRICULUM</b>		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO109	Essentials of Anatomy & Physiology.	3
BIO109L	Ess. of Anatomy & Physiology Lab...	1
DT101	Foundations of Nutrition.....	3
DT102	Introductory Foods.....	3
DT103	Nutrition Care Process.....	2
EN101 or EN200	English Composition or Advanced Composition.....	3
GS100 or GS102	College Seminar or College Success.....	1 / 3
<b>Semester Total</b>		<b>16 / 18</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
CH111	General Chemistry I.....	3
CH111L	General Chemistry I Lab.....	1
DT104	Community Nutrition.....	4
DT203	Nutrition Education.....	3
HM204	Food & Beverage Service and Sanitation.....	3
	Mathematics Elective*.....	3 / 4
<b>Semester Total</b>		<b>17 / 18</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
DT201	Diet and Disease I.....	3
DT202	Supervised Practice - Long Term Care Settings.....	4
DT204	Foodservice Management and Operations I.....	2
	Literature Elective.....	3
	Philosophy/Religious Studies.....	3
	Social Science Elective.....	3
<b>Semester Total</b>		<b>18</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
DT205	Diet and Disease II.....	3
DT206	Supervised Practice - Acute Care Settings.....	4
DT207	Seminar in Dietetic Technology.....	1
DT208	Foodservice Management & Operations II.....	2
	Philosophy/Religious Studies.....	3
	Social Science Elective.....	3
<b>Semester Total</b>		<b>16</b>



## ECHOCARDIOGRAPHY – CERTIFICATE

(HEGIS Code 5217)

Echocardiography is a specialized concentration within the field of ultrasound applied to heart structures. The cardiac sonographer is a skilled person qualified by academic and clinical preparation to perform echocardiography exams under the supervision of a qualified physician.

The demands of the cardiac sonographer requires a working knowledge of detailed anatomy and physiology of the heart and its echogenic appearance as it is presented as a 2-D image, as well as scanning techniques to obtain the optimum image.

The program of study includes thirty-six (36) credit hours of didactic, college laboratory and clinical sessions. Upon successful completion of the program, the graduate is eligible to sit for the American Registry of Diagnostic Medical Sonography Certifying Examinations for Cardiovascular Principles and Instrumentation, Adult and Pediatric Echocardiography.

### Specific Admissions Requirements for Echocardiography Program:

Candidates for admission to this program must be an Allied Health graduate of an A.A.S., B.S. or Diploma program, (i.e., 2 years Radiologic Technology education and ARRT, Radiation Therapist, R.N., Occupational Therapist, Physician Assistant, M.D., or O.D. credential.)

- Minimum 3.0 cumulative average. \* **Diploma Graduates:** Transcripts will be reviewed to determine compliance with academic requirements.
- College Preparatory course in Physics
- Interview with Program Director
- Official transcripts from secondary and post-secondary institutions required.

### Minimum Certificate Requirements:

A total of 36 credit hours with a Quality Point Average of 2.0.

Normal Time to Completion: 12 months

### CURRICULUM

#### First Semester - Fall

Courses	Credits
DMS106 Physics of Ultrasound I.....	2
ECH100 Introduction to Echocardiography.....	1
ECH101 Echocardiography I.....	2
ECH102 Echocardiography College Laboratory I.....	1
ECH103 Echocardiography Principles and Instrumentation.....	3
ECH104 Anatomy & Physiology of the Heart...	3
ECH120 Echocardiography Clinical Practicum I.....	3
<b>Semester Total</b>	<b>15</b>

#### Second Semester - Spring

Courses	Credits
DMS206 Physics of Ultrasound II.....	1
ECH201 Echocardiography II.....	4
ECH202 Echocardiography College Laboratory II.....	1
ECH203 Seminar/Research Course.....	2
ECH204 Pathology of the Heart.....	4
ECH220 Echocardiography Clinical Practicum II.....	3
<b>Semester Total</b>	<b>15</b>

#### Summer Session

Courses	Credits
ECH230 Echocardiography Clinical Practicum III.....	6
<b>Summer Session Total</b>	<b>6</b>

For more information about our graduation rates, the median debt of students who completed the certificate program and other important information, please visit our website at

[www.trocaire.edu/programs/echocardiography.htm](http://www.trocaire.edu/programs/echocardiography.htm).

**GENERAL STUDIES**

**A.S.**

(HEGIS Code 5649)

The General Studies curriculum is designed to provide students with a high level of flexibility in selecting courses to meet their individual needs. The curriculum provides a solid foundation in the liberal arts and sciences. Students who already have earned an academic certificate or those students who have spent time in a program, but have decided not to continue in the program, may earn a degree in General Studies. Students may enroll in the General Studies program in order to take time to explore their career options, determine which of our health care programs is the best fit, or allow them time to improve academic skills before beginning their chosen career program. Students can also build an individualized program in close consultation with an advisor.

**Career Exploration**

Students unsure about their career options and aptitudes may choose to enter the General Studies program in order to explore their options.

**Health Care Career Exploration**

Students interested in health care but unsure of which field is best for them might enter General Studies in order to begin their education while exploring their options and aptitudes.

**Transitional Studies**

Students who may need to improve their academic skills before beginning their chosen programs may begin in General Studies until the time that they are ready to begin their programs.

**Individual Studies and Transfer Opportunity**

Students who would like to determine their own programs of study may choose this option.

Students who choose this degree option should do so in close consultation with an advisor. Those who choose this option as a means to transfer to a four year college should review the requirements of that college in close consultation with an advisor and a transfer counselor.

**Admission Requirements:**

High school diploma (minimum 75% average) or GED Diploma with a minimum score of 2500

**Minimum Degree Requirements:**

1. A total of at least 61 semester hours with a Quality Point Average of 2.0.

Normal Time to Completion: 24 months

**2. Program Requirements:\***

GS100 College Seminar or GS102 College Success  
Basic Communication (EN101 or EN200)

General Studies (GS201, GS212)  
Humanities (Literature Elective: 3 credits)  
Mathematics (MA107 or higher)\*\*  
Philosophy/Religious Studies (PH103)

**3. Program Electives (Choose from):**

Art or Music (3 credits)  
Free Electives (24 credits)  
Mathematics (0-4 credits)  
Natural Science (3-8 credits)  
Philosophy/Religious Studies (3 credits)\*\*  
Social Science (9 credits)

\* A minimum grade of "C" (2.0) is required.

\*\* PH107 may not be taken if credit is granted for MA107.

CURRICULUM		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
EN101 or EN200	English Composition or Advanced Composition.....	3
GS100 or GS102	College Seminar or College Success.....	1 / 3
	Free Elective.....	3
	Free Elective.....	3
	Mathematics Elective**.....	3 / 4
	Social Science Elective.....	3
	<b>Semester Total</b>	<b>16 / 19</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
	Free Elective.....	3
GS201	Information Fluency & Research.....	2
	Literature Elective.....	3
	Natural Science Elective.....	3 / 4
PH103	Introduction to Philosophy.....	3
	<b>Semester Total</b>	<b>14 / 15</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
	Art or Music Elective.....	3
	Free Elective.....	3
	Free Elective.....	3
	Math or Natural Science Elective.....	3 / 4
	Social Science Elective.....	3
	<b>Semester Total</b>	<b>15 / 16</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
	Free Elective.....	3
	Free Elective.....	3
	Free Elective.....	3
GS212	General Studies Seminar.....	1
	Philosophy/Religious Studies.....	3
	Social Science Elective.....	3
	<b>Semester Total</b>	<b>16</b>

## GENERAL STUDIES PROGRAM Transfer Opportunity

The General Studies A.S. program may provide a general academic preparation for the student who plans to seek a four-year degree in a Liberal Arts program, including but not limited to majors such as english, psychology, history, or social work.

Students intending to transfer their coursework should select electives that are acceptable at the four-year college or university to which they plan to transfer. Since the requirements of the four-year institutions may vary, it is necessary to choose an intended transfer college as soon as possible and carefully follow the program described in that college's catalog. A student should work closely with his/her academic advisor and the college transfer coordinator to insure the maximum transfer of credit.

In addition to program requirements, the following courses are suggested for the transfer option:

### English Literature

EN201	Readings in World Literature
EN225	Film as Literature
EN209	American Literature
HI201	The American Experience: Pre-Contact to Civil War
HI202	The American Experience: Reconstruction to the Contemporary Period
SP101	Beginning Spanish
SP102	Intermediate Spanish

Other 200 level electives in English are based on requirements of transfer institution.

### Psychology

BU132	Information Technology I
HI201	The American Experience: Pre-Contact to Civil War
PSY201	Abnormal Psychology
PSY202	Human Sexuality
PSY301	Health Psychology
SOC101	Principles of Sociology
SP101	Beginning Spanish
SP102	Intermediate Spanish

Social Science electives dependent on requirements of transfer institution.

### History

EN201	Readings in World Literature
HI201	The American Experience: Pre-Contact to Civil War
HI202	The American Experience: Reconstruction to the Contemporary Period
SP101	Beginning Spanish
SP102	Intermediate Spanish

Other 200 level electives in History and Social Science dependent on requirements of transfer institution.

### Social Work

HI201	The American Experience: Pre-Contact to Civil War
HI202	The American Experience: Reconstruction to the Contemporary Period
PSY201	Abnormal Psychology
SOC101	Principles of Sociology
SP101	Beginning Spanish
SP102	Intermediate Spanish

## HEALTH INFORMATION TECHNOLOGY

(HEGIS Code 5213)

## A.A.S.

A career in Health Information Technology is a combination of health care, business and information technology. Health Information Technicians collect, organize, analyze, report, and maintain patient health information for completeness and accuracy for physicians, nurses, and other health care providers who rely on that data to deliver quality healthcare. They assign codes to diseases, procedures, and supplies for billing purposes and compile statistics for health information indices, disease registries, and research studies. Using manual and computerized storage and retrieval systems, Health Information Technicians input and retrieve computerized health data and manage the release of health information.

### Potential Work Sites:

Professionals in this field work wherever health information is collected, organized and analyzed including:

- Hospitals, physician offices, nursing homes, home health agencies, and ambulatory care clinics, etc.
- Insurance companies and HMOs
- Research and Government Agencies
- Accounting, legal and consulting firms
- Software vendors

There are many different job titles available in this field which affords health information professionals numerous options and opportunities for growth. Two very good sources for information are [www.ahima.org](http://www.ahima.org) and [www.hicareers.com](http://www.hicareers.com)

### Course Schedule:

All Health Information Technology courses are offered in the evening, thus supporting the working professional in their quest to enhance their career options. Students are given the opportunity to continue their education and practice their skill in a realistic environment by completing two Clinical Practicums. The Clinical Practicums are 90 hours each consisting of 45 hours onsite at an organization and the other 45 is spent completing assignments. Health Information Management departments are generally only open during regular business hours, students will be required to complete their Professional Practices experiences one or more days of the normal work week. Every effort is made to accommodate students' work schedules so they will be able to complete the required hours. Transportation to and from the internship is the responsibility of the student.

While intended to prepare individuals for immediate employment, this program is also appropriate for a

transfer to a four-year Bachelor of Science degree in Health Information Management. Trocaire College has an articulation agreement with SUNY Institute of Technology in Utica, New York. They have agreed to accept credits from the Health Information Technology program toward their online Bachelor's degree.

### Accreditation:

The Health Information Technology program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

### Certification:

Graduates may apply to write the national certification examination administered by the American Health Information Management Association (AHIMA). Upon passing this exam, the individual earns the credential of Registered Health Information Technician (RHIT). Students may also apply to write coding certification exams offered by AHIMIA and the American Academy of Professional Coders. There are also other specialty certifications available from AHIMA.

### Admission Requirements:

1. High school diploma (minimum 80% average) or GED Diploma with a minimum score of 2625
2. High School or College Biology with a lab – minimum grade of "C" (75%)
3. Keyboarding experience
4. 2.0 semester average with minimum grades of "C" in laboratory sciences for current and transfer students.

### Minimum Degree Requirements:

1. A total of at least 74 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 24 months
2. **General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*  
Basic Communication (EN101 or EN200)  
Humanities (Literature Elective: 3 credits)  
Mathematics (MA111)\*  
Natural Science BIO130/BIO130L, BIO131/BIO131L, BIO140, BIO333)\*  
Philosophy (PH103, PH205)  
Social Science (6 credits)
3. **Other Requirements\*:**  
BU132, MB119, MB265
4. **Program Requirements\*:**  
HIT101, HIT103, HIT104, HIT200, HIT202, HIT204, HIT208, HIT209, HIT216, HIT220, HIT222, HIT225

\* A minimum grade of "C" (2.0) is required.

## CURRICULUM

### First Year – 1<sup>st</sup> Semester

Courses	Credits
BIO130 Anatomy & Physiology I.....	3
BIO130L Anatomy & Physiology I Lab.....	1
BU132 Information Technology I.....	3
EN101 <b>or</b> English Composition <b>or</b>	
EN200 Advanced Composition.....	3
GS100 <b>or</b> College Seminar <b>or</b>	
GS102 College Success.....	1 / 3
HIT101 Intro to Health Information Systems...	4
MB119 Medical Terminology.....	3
<b>Semester Total</b>	<b>18 / 20</b>

### First Year – 2<sup>nd</sup> Semester

Courses	Credits
BIO131 Anatomy & Physiology II.....	3
BIO131L Anatomy & Physiology II Lab.....	1
HIT104 Legal Aspects of Health	
Information Technology.....	3
HIT202 Health Statistics.....	3
MA111 College Algebra & Statistics with	
Business Applications.....	3
PH103 Introduction to Philosophy.....	3
Social Science Elective.....	3
<b>Semester Total</b>	<b>19</b>

### Second Year – 1<sup>st</sup> Semester

Courses	Credits
BIO140 Pharmacology.....	3
English Literature Elective.....	3
HIT103 Health Information Systems.....	3
HIT204 Inpatient Coding Systems.....	4
HIT208 Quality Assurance & Improvement....	2
HIT200 Clinical Practicum I.....	2
MB265 Insurance & Reimbursement	
Processing.....	2
<b>Semester Total</b>	<b>19</b>

### Second Year – 2<sup>nd</sup> Semester

Courses	Credits
BIO333 Pathophysiology.....	3
HIT209 Clinical Practicum II.....	2
HIT216 Ambulatory Care Coding.....	3
HIT220 Management Principles for	
Health Information.....	2
HIT222 Survey of Healthcare Delivery.....	1
HIT225 Health Information Seminar.....	1
PH205 Ethics in Health Care.....	3
Social Science Elective.....	3
<b>Semester Total</b>	<b>18</b>

## HEALTHCARE INFORMATICS

Healthcare Informatics focuses on the management, analysis and reporting on data and information from healthcare systems including hospitals, medical offices, health insurance plans, government healthcare providers and medical research, with the goal of using such data to improve patient care delivery. Students are prepared to turn healthcare data into useful information which will help improve patient care and enhance fiscal and system efficiencies. This is accomplished by creating or implementing databases and other technology systems, recommending informatics solutions, and effectively collecting, storing, and accessing medical data for operational assessment. Students will understand and use data interfaces within and amongst healthcare department and providers.

Trocaire College will apply for program accreditation through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).

The program is offered as a College Certificate, Associate in Applied Science and Bachelor of Science options and are offered on an evening/weekend format.

## HEALTHCARE INFORMATICS – CERTIFICATE

(HEGIS Code 5199)

The certificate program is designed for those who have earned a baccalaureate degree in healthcare, engineering, business or computer science. Depending on the baccalaureate previously obtained, upon graduation from the certificate program students may enter professional fields in Nursing Informatics, Healthcare Informatics, Medical Informatics, or Bioinformatics.

Graduates may apply to write the national certification examinations\* administered by American Society of Health Informatics Managers (ASHIM); Certified Health Informatics Systems Professional (CHISP); Healthcare Information Management Systems Society (HIMSS); and Certified Professional in Healthcare Information and Management Systems (CPHIMS)

\*Certification requirements include certain professional years of experience to sit for exam.

### Admission Requirements:

1. Minimum of a Baccalaureate degree typically in fields of healthcare, business, engineering or computer science.
2. High school or college level Biology and Algebra.
3. A 2.0 GPA is required for transfer credit.
4. All incoming students will be required to purchase a laptop computer running the most current version of Windows software or its equivalent.

As computer specifications change rapidly, the exact specifications for the laptop computer will be provided to students at the time of their admission into the program.

### Minimum Certificate Requirements:

1. A total of 35 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 8 months
2. **Program Requirements\***  
BU300, HCI101, HCI102, HCI200, HCI210, HCI300, HCI310, HCI330, HCI400, HCI 410, HIT208, MA455

\* A minimum grade of “C” (2.0) is required.

A total of 15 credits (no more than 50%) can be transferred into the program through college study or work experience in the fields of computer science, engineering, business or healthcare. These credits may be earned through the College Level Examination program (CLEP), Excelsior Exams and or DANTES College Examinations (DSST). A student cannot duplicate earned credit through an exam. In sequential courses a student who has taken a higher level course cannot earn credit by taking an exam for a lower level course.

CURRICULUM		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU300	Project Management I.....	3
HCI101	Healthcare Systems & Operations....	3
HCI102	Introduction to Healthcare Informatics.....	3
HCI200	Legal, Regulatory, & Ethical Issues in Healthcare.....	3
HCI210	Healthcare Informatics Data Standards.....	3
HIT208	Quality Assurance & Improvement..	2
	<b>Semester Total</b>	<b>17</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
HCI300	Business Systems & Design in Healthcare.....	3
HCI310	Healthcare Administration & Management.....	3
HCI330	Clinical Decision Support Systems....	3
HCI400	Database Healthcare Management Systems.....	3
HCI410	Healthcare Informatics Practicum.....	3
MA455	Quantitative Research Methods.....	3
	<b>Semester Total</b>	<b>18</b>

For more information about our graduation rates, the median debt of students who completed the certificate program and other important information, please visit our website at

[www.trocaire.edu/programs/healthcareinformatics.htm](http://www.trocaire.edu/programs/healthcareinformatics.htm)

**HEALTHCARE INFORMATICS –  
A.A.S.**  
(HEGIS Code 5199)

The Associate degree program focuses on many of the same healthcare informatics curriculum goals found within the certificate program. However, since students are entering college for the first time, the program also emphasizes computer science courses, mathematics and liberal arts. Students entering the healthcare field with an Associate degree will operate in a support role to existing systems and workflows within healthcare informatics settings. Graduates of this program will develop skills leading to positions as Healthcare Informatics Research Assistants and Healthcare Systems Analysts.

Graduates may apply to write the national certification examinations\* administered by American Society of Health Informatics Managers (ASHIM) and Certified Health Informatics Systems Professional (CHISP).

\*Certification requirements include certain professional years of experience to sit for exam.

**Admission Requirements:**

1. High school diploma (minimum 80% average) or GED Diploma with a score of 2625
2. High School Biology and Algebra. Those lacking one or more of the high school courses must take a college equivalent course and receive a grade of “C” (2.0) or better. These courses must be taken prior to the start of the first semester or within the first semester of study.
3. 2.0 GPA is required for transfer credit.
4. All incoming students will be required to purchase a laptop computer running the most current version of Windows software or its equivalent. As computer specifications change rapidly, the exact specifications for the laptop computer will be provided to students at the time of their admission into the program.

**Minimum Degree Requirements:**

1. A total of at least 71 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 24 months
2. **General Education Requirements:**  
College Seminar (GS100 or GS102)\*  
Basic Communications (EN101, EN200)  
Humanities (3 credits)  
Mathematics (MA107, MA200)\*  
Natural Science (BIO130/BIO130L, BIO131/BIO131L)\*  
Philosophy/Religious Studies (PH205)  
Social Science (PSY101, and one elective: 3 credits)
3. **Program Requirements\***  
BU300, HCI101, HCI102, HCI200, HCI210,
4. **Other Requirements\***  
BU106, BU132, BU207, CNA105, HIT103, HIT202  
HIT208, MB265

\* A minimum grade of “C” (2.0) is required.

Up to 15 credits can be transferred into the program for the academic core courses and 15 credits for General Education courses. Candidates who have work experience in the fields of computer science, engineering, business or healthcare may qualify for course credit.

A student may earn up to 15 credits through the college level examination program (CLEP), Excelsior Exams and DSST exams. A student cannot duplicate earned credit through an exam. In sequential courses a student who has taken a higher level course cannot earn credit by taking an exam for a lower level course.

<b>CURRICULUM</b>		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU132	Information Technology.....	3
CNA105	Introduction to Computer Networking.....	4
EN101	English Composition.....	3
GS100 or	College Seminar or	
GS102	College Success.....	1 / 3
HCI101	Healthcare Systems & Operations....	3
HCI102	Introduction to Healthcare Informatics.....	3
<b>Semester Total</b>		<b>17 / 19</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
BU106	Business Communications.....	3
EN200	Advanced Composition.....	3
HCI200	Legal, Regulatory, & Ethical Issues in Healthcare.....	3
HIT103	Health Information Systems.....	3
MA107	Logical Reasoning & Decision Making.....	3
<b>Semester Total</b>		<b>19</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
BU207	Introduction to Management.....	3
HIT202	Health Statistics.....	3
MA200	Statistical Methods.....	3
MB265	Insurance & Reimbursement Processing.....	2
PSY101	General Psychology.....	3
<b>Semester Total</b>		<b>18</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU300	Project Management I.....	3
HCI210	Healthcare Informatics Data Standards.....	3
HIT208	Quality Assurance & Improvement... Humanities Elective.....	2 3
PH205	Ethics in Health Care..... Social Science Elective.....	3 3
<b>Semester Total</b>		<b>17</b>

**HEALTHCARE INFORMATICS – B.S.**  
(HEGIS Code 0702)

The Baccalaureate degree program in addition to expanding the curriculum learned within the Associate degree program in healthcare informatics and liberal arts will teach management and organizational skills leading graduates to positions as Decision Support Managers, Project Managers, Project Designers, and/or Research Managers.

Graduates may apply to write the national certification examinations\* administered by American Society of Health Informatics Managers (ASHIM); Certified Health Informatics Systems Professional (CHISP); Healthcare Information Management Systems Society (HIMSS); and Certified Professional in Healthcare Information and Management Systems (CPHIMS).

\*Certification requirements include certain professional years of experience to sit for exam.

**Admission Requirements:**

1. High school diploma (minimum 80% average) or GED Diploma with a score of 2625
2. High School Biology and Algebra. Those lacking one or more of the high school courses must take a college equivalent course and receive a grade of “C” (2.0) or better. These courses must be taken prior to the start of the first semester or within the first semester of study.
3. 2.0 GPA is required for transfer credit.
4. All incoming students will be required to purchase a laptop computer running the most current version of Windows software or its equivalent. As computer specifications change rapidly, the exact specifications for the laptop computer will be provided to students at the time of their admission into the program.

**Minimum Certificate Requirements:**

1. A total of at least 131 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 48 months
2. **General Education Requirements:**  
College Seminar (GS100 or GS102)\*  
Basic Communications (EN101, EN200, EN300)  
Humanities (15 credits)  
Mathematics (MA107, MA200, MA455)\*  
Natural Science (BIO130/BIO130L, BIO131/BIO131L)\*  
Philosophy/Religious Studies (PH205, PH350)  
Social Science (PSY101, PSY320 and Electives: 18 credits)
3. **Program Requirements\***  
BU300, BU400, HCI101, HCI102, HCI200, HCI210, HCI300, HCI310, HCI320, HCI330, HCI400, HCI410
4. **Other Requirements\***  
BU106, BU132, BU207, CNA105, HIT103, HIT202, HIT208, MB265

\* A minimum grade of “C” (2.0) is required.

Up to 30 credits can be transferred into the program for the academic core courses and 30 credits for General Education courses. Candidates who have work experience in the fields of computer science, engineering, business or healthcare may qualify for course credit.

A student may earn up to 30 credits through the college level examination program (CLEP), Excelsior Exams and DSST exams. A student cannot duplicate earned credit through an exam. In sequential courses a student who has taken a higher level course cannot earn credit by taking an exam for a lower level course.

<b>CURRICULUM</b>		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU132	Information Technology.....	3
CNA105	Introduction to Computer Networking.....	4
EN101	English Composition.....	3
GS100 or GS102	College Seminar <b>or</b> College Success.....	1 / 3
HCI101	Healthcare Systems & Operations....	3
HCI102	Introduction to Healthcare Informatics.....	3
	<b>Semester Total</b>	<b>17 / 19</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
BU106	Business Communications.....	3
EN200	Advanced Composition.....	3
HCI200	Legal, Regulatory, & Ethical Issues in Healthcare.....	3
HIT103	Health Information Systems.....	3
MA107	Logical Reasoning & Decision Making.....	3
	<b>Semester Total</b>	<b>19</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
BU207	Introduction to Management.....	3
HIT202	Health Statistics.....	3
MA200	Statistical Methods.....	3
MB265	Insurance & Reimbursement Processing.....	2
PSY101	General Psychology.....	3
	<b>Semester Total</b>	<b>18</b>



<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU300	Project Management I.....	3
HCI210	Healthcare Informatics Data Standards.....	3
HIT208	Quality Assurance & Improvement... Humanities Elective.....	2 3
PH205	Ethics in Health Care..... Social Science Elective.....	3 3
	<b>Semester Total</b>	<b>17</b>
<b>Third Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU400	Project Management II.....	3
EN300	Public Relations Writing.....	3
HCI300	Business Systems & Design in Healthcare.....	3
HCI310	Healthcare Administration & Management..... Social Science Elective.....	3 3
	<b>Semester Total</b>	<b>15</b>
<b>Third Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
HCI320	Healthcare Leadership & Change Management.....	3
HCI330	Clinical Decision Support Systems.... Humanities Elective.....	3 3
PSY320	Research Methods: Techniques & Designs..... Social Science Elective.....	3 3
	<b>Semester Total</b>	<b>15</b>
<b>Fourth Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
HCI400	Database Healthcare Management Systems..... Humanities Elective.....	3 3
MA455	Quantitative Research Methods..... Social Science Elective..... Social Science Elective.....	3 3 3
	<b>Semester Total</b>	<b>15</b>
<b>Fourth Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
HCI410	Healthcare Informatics Practicum..... Humanities Elective..... Humanities Elective.....	3 3 3
PH350	Topics in Bioethics..... Social Science Elective.....	3 3
	<b>Semester Total</b>	<b>15</b>

## HOSPITALITY MANAGEMENT A.A.S.

(HEGIS Code 5010)

Are you creative? A people person? Enjoying helping others? The hospitality industry is dynamic, global and expanding and the hospitality climate in Western New York is strong and growing. Our program is small and intimate, yet vibrant and challenging and it is full of opportunity and personal fulfillment. We are located at our brand new state of the art facility on Transit Road in Williamsville.

The Hospitality Management curriculum is designed to serve both students who plan to enter the workforce upon graduation as well as students who wish to pursue a baccalaureate degree. Trocaire College has articulation agreements with Niagara University and Mercyhurst College and is updating agreements with S.U.N.Y. Buffalo State College and Paul Smith's College.

**The Russell J. Salvatore School of Hospitality Management** at Trocaire College offers students "hands on" experience with our unique partnership at Salvatore's Grand Hotel and Russell's Steaks, Chops & More Restaurant. The curriculum is designed to develop the skills and abilities required for a successful career in hospitality management. Career opportunities exist for managers in hotels, restaurants, clubs, catering operations, foodservice providers, sales, production, travel and tourism and many other areas of this dynamic, growing and rapidly evolving industry.

The hospitality industry is one of the top economic drivers in the Western New York economy. Development and employment opportunity in this field is projected to continue a growth pattern through at least 2020 with outstanding positions available for our graduates in Western New York. Our combination of meaningful classroom instruction, "hands on" experience, and our valuable hospitality internship culminates in a quality education for tomorrow's industry leaders.

### Admission Requirements:

High school diploma (minimum 75% average) or GED Diploma with a minimum score of 2500.

### Minimum Degree Requirements:

1. A total of at least 65 semester hours with a Quality Point Average of 2.0  
Normal Time to Completion: 24 months
2. **General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*  
Basic Communication (EN101 or EN200)  
Humanities (Literature Elective: 3 credits)  
Mathematics (3-4 credits)  
Natural Science (3-4 credits)  
Philosophy/Religious Studies (6 credits)  
Social Science (6 credits)

### 3. Other Requirements:

BU132, BU203

### 4. Program Requirements\*:

HM101, HM102\*\*, HM103, HM204\*\*, HM205, HM207, HM210, HM212, HM276/HM277\*\*\*, Hospitality Electives (6 credits)

\* **A minimum grade of "C" (2.0) is required.**

\*\* **Lab fees apply**

Uniforms consisting of a chefs coat, black pants, safety shoes, chef hat, name tag, dress white shirt and bow tie are required for this program.

**\*\*\*HM276/HM277 work hours may be challenged if a student has appropriate hospitality work experience. Portfolio presentation required.**

<b>CURRICULUM</b>		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU132	Information Technology I.....	3
EN101 <b>or</b> EN200	English Composition <b>or</b> Advanced Composition.....	3
GS100 <b>or</b> GS102	College Seminar <b>or</b> College Success.....	1 / 3
HM101	Introduction to Hospitality.....	3
HM102	Introduction to Food & Beverage Management.....	3
	Mathematics Elective.....	3 / 4
	<b>Semester Total</b>	<b>16 / 19</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
HM103	World Travel Geography & Cultural Awareness.....	3
HM204	Food & Beverage Services and Sanitation.....	3
HM205	Principles of Hotel & Resort Service and Management.....	3
	Literature Elective.....	3
	Social Science Elective.....	3
	<b>Semester Total</b>	<b>15</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU203	Principles of Accounting.....	3
HM210	Hospitality Sales and Marketing.....	3
HM212	Human Resources Management in Hospitality.....	3
	Hospitality Elective.....	3
	Natural Science Elective.....	3 / 4
	Philosophy/Religious Studies.....	3
	<b>Semester Total</b>	<b>18 / 19</b>

Second Year – 2 <sup>nd</sup> Semester		Credits
Courses		
HM207	Leadership & Management in Hospitality.....	3
HM276 or HM277	Hospitality Internship or Disney Internship Experience***.....	4 / 6
	Hospitality Elective.....	3
	Philosophy/Religious Studies.....	3
	Social Science Elective.....	3
<b>Semester Total</b>		<b>16 / 18</b>

\* A minimum grade of “C” (2.0) is required.

\*\* Lab fees apply

\*\*\*HM276/HM277 work hours may be challenged if a student has appropriate hospitality work experience. Portfolio presentation required.

## HOSPITALITY MANAGEMENT – CERTIFICATE

(HEGIS Code 5010)

This certificate prepares graduates with the same Hospitality Management courses as the A.A.S. degree minus most of the Business and General Education courses. Furthermore, this certificate program will allow students to focus all of their academic work in the core hospitality curriculum. This may be ideal for someone looking for re-training to enter the industry or for someone who has been in the industry and would like to enhance their academic credentials and advance their career. As with our Hospitality Management A.A.S. degree, we combine traditional classroom learning, hands on activities and industry internship experiences to create a well-rounded learning experience for our students.

A student may also elect to add on the general education and business requirements in another two semesters and they may be eligible for our Associate in Applied Science degree in Hospitality Management.

### Admission Requirements:

High school diploma (minimum 75% average) or GED Diploma with a minimum score of 2500

### Minimum Program Requirements:

1. A total of at least 35 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 12 months
2. **General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*
3. **Program Requirements\*:**  
HM101, HM102\*\*, HM103, HM204\*\*, HM205, HM207, HM210, HM212, HM276/HM277\*\*\*, Hospitality Electives (6 credits)
4. **Other Requirements:**  
Uniforms consisting of a chefs coat, black pants, safety shoes, chef hat, name tag, dress white shirt and bow tie are required for this program.  
Transitional Studies courses if applicable.

CURRICULUM		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
GS100 or GS102	College Seminar or College Success.....	1 / 3
HM101	Introduction to Hospitality.....	3
HM102	Introduction to Food & Beverage Management.....	3
HM210	Hospitality Sales and Marketing.....	3
HM212	Human Resources Management In Hospitality.....	3
	Hospitality Elective.....	3
<b>Semester Total</b>		<b>16 / 18</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
HM103	World Travel Geography & Cultural Awareness.....	3
HM204	Food & Beverage Services and Sanitation.....	3
HM205	Principles of Hotel & Resort Service and Management.....	3
HM207	Leadership & Management in Hospitality.....	3
HM276 or HM277	Hospitality Internship or Disney Internship Experience***.....	4 / 6
	Hospitality Elective.....	3
<b>Semester Total</b>		<b>19 / 21</b>

For more information about our graduation rates, the median debt of students who completed the certificate program and other important information, please visit our website at [www.trocaire.edu/programs/hospitality.html](http://www.trocaire.edu/programs/hospitality.html)

**HUMAN RESOURCE MANAGEMENT  
A.A.S. or CERTIFICATE**  
(HEGIS Code 5004)

The Human Resource Management Program provides its successful graduates with the skills necessary for entry level employment or the ability to transfer to both local and national four-year Human Resource programs.

The Human Resource Management program will prepare graduates:

- To be employed as entry-level Human Resource assistants or managers for small companies.
- For active participation in the Human Resource profession as leaders and/or mentors.
- To develop an interest in lifelong learning that will enable graduates to meet the challenging needs of industry.

Possible Employment Titles:

- Human Resource Generalist
- Human Resource Office Assistant / Administrative Assistant
- Recruiter
- Compensation Assistant
- Diversity Coordinator
- Employee Relations Advisor
- Work / Life Coordinator

In addition, we have partnered with local organizations such as The Amherst Chamber of Commerce, The Lancaster Chamber of Commerce, InfoTech Niagara, and The Buffalo Niagara Partnership to bring real-world experiences to the Human Resource Management program. An internship with local business will provide the opportunity to apply the concepts that you have learned from your studies to real workplace situations.

The program includes a minimum of 65 credit hours of course work over two years (a minimum of 35 credit hours only for the certificate program). The course selection is a mix of core college requirements and specially selected courses in business – giving you the skills you need to succeed in the business world. Human Resource Management students are also invited to join the Trocaire student chapter of the Society of Human Resource Management, the premier professional organization for H.R. practitioners.

Students may pursue this program on a full time or part time basis.

**Admission Requirements:**

High school diploma (minimum 75% average) or GED Diploma with a minimum score of 2500

**Minimum Degree Requirements:**

1. A total of at least 65 semester hours for the associate degree; 35 semester hours for the Certificate, the with Quality Point Average of 2.0.  
Normal Time to Completion: 24 months (degree)  
12 months (certificate)
2. **General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*  
Basic Communication (EN101 or EN200)  
Humanities (Humanities Elective – 3 credits and Literature Elective: 3 credits)  
Mathematics (3-4 credits)\*\*  
Natural Science (6-8 credits)  
Philosophy/Religious Studies (6 credits)  
Social Science (6 credits)
3. **Program Requirements\*:**  
BU101, BU106, BU132, BU201, BU274, HR101, HR105, HR204, HR210, HR215, HR220

\* **A minimum grade of “C” (2.0) is required.**

\*\* **Math 107 or higher**

<b>CURRICULUM</b>		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU101	Intro to Contemporary Business.....	3
BU106	Business Communications.....	3
BU132	Information Technology I.....	3
GS100 <b>or</b>	College Seminar <b>or</b>	
GS102	College Success.....	1 / 3
HR101	Introduction to Human Resources.....	3
HR105	Recruitment, Selection & Ethics.....	3
	<b>Semester Total</b>	<b>16 / 18</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BU201	Business Law.....	3
BU274	Seminar and Internship.....	4
HR204	Organizational Behavior.....	3
HR210	Workplace Learning & Performance..	3
HR215	Employee and Labor Relations.....	3
HR220	Benefits and Compensation.....	3
	<b>Semester Total</b>	<b>19</b>
<p>A Human Resource certificate student will have the option of also receiving an Associate's Degree. Due to the nature of the program, a student may enroll in this option after the Human Resource certificate is earned, not concurrently. This is to ensure that the students take the certificate in a cohort and in the right sequence. Below are listed the additional classes required to complete the Associate degree. A student may take these in any order.</p>		

<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
EN101 or EN200	English Composition or Advanced Composition.....	3
	Humanities Elective.....	3
	Literature Elective.....	3
	Philosophy/Religious Studies.....	3
	Philosophy/Religious Studies.....	3
	<b>Semester Total</b>	<b>15</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
	Mathematics Elective**.....	3 / 4
	Natural Science Elective.....	3 / 4
	Natural Science Elective.....	3 / 4
	Social Science Elective.....	3
	Social Science Elective.....	3
	<b>Semester Total</b>	<b>15 / 18</b>

For more information about our graduation rates, the median debt of students who completed the certificate program and other important information, please visit our website at [www.trocaire.edu/programs/HRCert.html](http://www.trocaire.edu/programs/HRCert.html)

## MASSAGE THERAPY A.A.S. or CERTIFICATE (HEGIS Code 5299)

For almost 50 years, Trocaire College has been preparing individuals for the health care professions. Building on this tradition of excellence in health care, Trocaire now offers the first Massage Therapy Program in WNY available in a higher education setting.

The Massage Therapy program was developed to meet the increasing demand for qualified Massage Therapists in the community. With the current changes in health care and the growing use of complementary therapies, Trocaire is uniquely positioned to create and develop hands-on therapy for the 21<sup>st</sup> century.

Massage Therapy is a profession in which the practitioner applies manual techniques for the purpose of improving muscle tone and circulation with the intention of positively affecting the health and well-being of the client. Massage is both an art and a science of healing which dates back more than 4,000 years.

Trocaire's program combines lecture, college laboratory experiences, and a clinical component providing practical experience. The program is comprehensive in its coverage of both Eastern and Western massage therapy techniques.

An individual can enroll in this program as either a full-time or a part-time student and earn a Certificate or an Associate in Applied Science degree. Graduates will be eligible to sit for the NYS board licensure exam for professional massage therapists.

### Admission Requirements:

1. High school diploma (minimum 75% average) or GED Diploma with a minimum score of 2500.
2. Biology
3. Minimum final semester average of 2.0 with minimum grades of "C" in laboratory sciences for current and transfer students.
4. Cardiopulmonary resuscitation (CPR) is required prior to clinical experiences.

### Minimum Degree Requirements:

1. A total of at least 71 semester hours for the associate degree; 50 semester hours for the Certificate, with a Quality Point Average of 2.0.  
Normal Time to Completion: 24 months (degree)  
24 months (certificate)
2. **General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*  
Basic Communication (EN101 or EN200)  
Humanities (EN102)  
Mathematics (3-4 credits)\*\*  
Natural Science\* (BIO130/BIO130L, BIO131/ BIO131L,)  
Philosophy (PH103, PH205)  
Social Science (PSY101 and one 3 credit social science elective)

### 3. Program Requirements\*:

BIO243, BIO333, MT101, MT105, MT106, MT110, MT111, MT205, MT206, MT211, MT212, MT230, MT240, MT245 and one, 3 credit "hands-on" Massage Therapy elective  
(Other electives in the department are considered to be free electives.)

\* A minimum grade of "C" (2.0) is required.

\*\* Math 107 is recommended and can be completed at any time during the four semesters.

A.A.S. CURRICULUM		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
EN101 or	English Composition or	
EN200	Advanced Composition.....	3
GS100 or	College Seminar or	
GS102	College Success.....	1 / 3
MT101	Introduction to Massage Therapy.....	3
MT105	Western Massage Therapy I.....	4
MT110	Myology.....	4
	<b>Semester Total</b>	<b>19 / 21</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
EN102	Introduction to Literature.....	3
MT106	Eastern Massage Therapy I.....	3
MT111	Myology/Kinesiology.....	4
MT205	Western Massage Therapy II.....	4
	<b>Semester Total</b>	<b>18</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO243	Neurology.....	3
BIO333	Pathophysiology.....	3
MT206	Eastern massage Therapy II.....	3
MT230	Clinical Practicum I.....	1
PH103	Introduction to Philosophy.....	3
PSY101	General Psychology.....	3
	<b>Semester Total</b>	<b>16</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
MT211	Professional Development.....	1
MT212	Applied Pathophysiology.....	3
MT240	Clinical Practicum II.....	1
MT245	Massage Therapy Seminar.....	1
	Massage Therapy Elective.....	3
	Mathematics Elective** .....	3 / 4
PH205	Ethics in Health Care.....	3
	Social Science Elective.....	3
	<b>Semester Total</b>	<b>18 / 19</b>

**CERTIFICATE CURRICULUM****First Year – 1<sup>st</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
GS100 <b>or</b>	College Seminar <b>or</b>	
GS102	College Success.....	1 / 3
MT101	Introduction to Massage Therapy.....	3
MT105	Western Massage Therapy I.....	4
MT110	Myology.....	4
<b>Semester Total</b>		<b>16 / 18</b>

**First Year – 2<sup>nd</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
MT106	Eastern Massage Therapy I.....	3
MT111	Myology/Kinesiology.....	4
MT205	Western Massage Therapy II.....	4
<b>Semester Total</b>		<b>15</b>

**Second Year – 1<sup>st</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BIO243	Neurology.....	3
BIO333	Pathophysiology.....	3
MT206	Eastern massage Therapy II.....	3
MT230	Clinical Practicum I.....	1
<b>Semester Total</b>		<b>10</b>

**Second Year – 2<sup>nd</sup> Semester**

<b>Courses</b>		<b>Credits</b>
MT211	Professional Development.....	1
MT212	Applied Pathophysiology.....	3
MT240	Clinical Practicum II.....	1
MT245	Massage Therapy Seminar.....	1
	Massage Therapy Elective.....	3
<b>Semester Total</b>		<b>9</b>

For more information about our graduation rates, the median debt of students who completed the certificate program and other important information, please visit our website at [www.trocaire.edu/programs/massage.html](http://www.trocaire.edu/programs/massage.html)

**Part Time Schedule is available.**

**MEDICAL ASSISTANT****A.A.S.**

(HEGIS Code 5214)

The Medical Assistant Program leads to an Associate in Applied Science Degree. Graduates of the program may sit for the national accrediting exam C.M.A. (AAMA) to become a Certified Medical Assistant.

Specifically, the graduate will be prepared with the knowledge and skills necessary to assist with patient care management, to perform administrative and clinical procedures, and, when necessary, assist in the supervision of office personnel.

The student, upon successful completion of the program, will be prepared for employment in clinics, hospitals, and particularly, in medical group practices, where experience and expertise in the clinical administrative skills are required.

The Trocaire College Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), on recommendation of the Medical Assisting Education Review Board (MAERB).

**Admission Requirements:**

1. High school diploma (minimum 75% average) or GED Diploma with a minimum score of 2500
2. Natural Science

**Minimum Degree Requirements:**

1. A total of at least 65 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 24 months
2. **General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*  
Basic Communication (EN101 or EN200)  
Humanities (EN102)  
Natural Science\* (BIO130/BIO130L, BIO131/ BIO131L)  
Philosophy (PH103, PH205)  
Social Science (PSY101 and EC201 or one, 3 credit social science elective)
3. **Program Requirements\*:**  
BOT103, BOT108, BU106, BU132, BU203, MAS134, MAS233, MAS234, MAS235, MB119, MB213, MB221, MB265

\* A minimum grade of "C" (2.0) is required.

**CURRICULUM****First Year – 1<sup>st</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BOT103	Keyboarding I and Document Processing.....	3
EN101 or EN200	English Composition or Advanced Composition.....	3
GS100 or GS102	College Seminar or College Success.....	1 / 3
MAS134	Orientation to Medical Assisting.....	2
MB119	Medical Terminology.....	3
PH103	Introduction to Philosophy.....	3
PSY101	General Psychology.....	3
<b>Semester Total</b>		<b>18 / 20</b>

**First Year – 2<sup>nd</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
BU132	Information Technology I.....	3
EC201 or SS EL	Principles of Macroeconomics or Social Science Elective.....	3
EN102	Introduction to Literature.....	3
MAS233	Medical Assistant Diagnostic & Clinical Laboratory Procedures.....	3
<b>Semester Total</b>		<b>16</b>

**Second Year – 1<sup>st</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
BU106	Business Communications.....	3
BU203	Principles of Accounting.....	3
MAS234	Medical Assistant Clinical Procedures.....	3
MB265	Insurance & Reimbursement Processing.....	2
<b>Semester Total</b>		<b>15</b>

**Second Year – 2<sup>nd</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BOT108	Word Processing I.....	3
MAS235	Medical Assistant Clinical Seminar & Externship.....	4
MB213	Medical Office Systems & Procedures.....	3
MB221	Medical Transcription I.....	3
PH205	Ethics in Health Care.....	3
<b>Semester Total</b>		<b>16</b>



**NURSING**

(HEGIS Code 5208.10)

**A.A.S.**

The Nursing Program at Trocaire College offers a curriculum leading to an Associate in Applied Science Degree. The Program focus is on theory and clinical experiences to prepare the graduate for a beginning level of professional practice within a diverse and changing health care system.

The curriculum emphasizes knowledge and skills needed to promote, maintain or restore health. It prepares the graduate to provide and manage care in structured settings for clients across the life span.

The Nursing program offers both a day program and an evening program. The evening curriculum is identical in content to the day curriculum. However, the evening curriculum is distributed over a 6 semester (3 year) time period including two summer sessions. In addition to the regularly scheduled evening experiences, selected clinical laboratory experiences for both day and evening programs are scheduled during daytime/weekend hours. These clinical days provide a comprehensive experience of nursing care activities which occur during the day.

Clinical experiences are provided in a variety of WNY health care settings including hospitals and community health care agencies. **Transportation to and from the College and/or the clinical affiliates is the responsibility of the individual student.**

To assist students in managing the academic load, NU124 (second semester), NU217 (third semester), NU216 and NU220 (fourth semester) will begin before the regular semester begins and continue through mid-semester. Classes will begin early August for the fall semester and the first week in January for the spring semester.

The program includes a strong foundation in the liberal arts. This enables the student to discover and confront their own values, beliefs and ideas and to sharpen their skills of critical analysis and expression. Students are encouraged to develop their critical thinking and decision making skills as they participate in their own learning experiences.

Cardiopulmonary Resuscitation Certification (CPR) is required for all students before beginning NU112 and certification must remain current throughout the program.

The Program is registered by the New York State Education Department and is fully accredited by the National League for Nursing. (*National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500, Atlanta, Georgia 30326, (404)975-5000, [www.nlnac.org](http://www.nlnac.org)*). *At the completion of the program, graduates are eligible to write the National Council Licensure Examination for registered nurse licensure.*

**Admission Requirements:**

1. High School diploma (minimum 85% average) or GED Diploma with a minimum score of 2750
2. Math I (Algebra), Biology and Chemistry (minimum grades of 75% or higher)
3. 2.75 cumulative average with minimum grades of "C" in all courses for current and transfer students.
4. All candidates for the Nursing program must take the Accuplacer test and the Test of Essential Academic Skills (TEAS). The TEAS Test is a pre-professional requirement that must be successfully completed prior to the first semester's course work.
5. Anatomy & Physiology I with Lab is a pre-professional requirement that must be successfully completed prior to the first semester's nursing course work.
6. Cardiopulmonary Resuscitation certificate is required for clinical experiences and must remain current through graduation.
7. Students applying for programs in the health professions are required to participate in two stages of academic preparedness. Initial admittance to a health science program places a student into a "pre-professional" component. **Admittance into the "professional" component is not guaranteed.** Students must meet established academic standards and are ranked for admission in the nursing program based on cumulative G.P.A., grades in Anatomy & Physiology I with lab and the TEAS score. The Nursing admission guidelines and ranking criteria can be found on the Trocaire web site at [www.trocaire.edu](http://www.trocaire.edu). Click on Nursing under Academic Programs. **Students should speak to an admissions counselor or to the Program Director prior to registration to insure they understand all of the academic requirements for advancement in the program of their choice.**
8. Students who wish to pursue the Nursing program must be aware of the following deadlines:
  - Applicants who anticipate beginning their studies in Spring or Summer – all materials must be submitted by the 1<sup>st</sup> Monday in October.
  - Applicants who anticipate beginning their studies in Fall – all materials must be submitted by the 1<sup>st</sup> Monday in March.

Application will continue to be reviewed on a space availability basis.  
**Please Note:** Applicants who have been unsuccessful in a course (required for the nursing program) more than once within the past 5 years will not be considered for the program (This includes grades of W, WF, F, FX)
9. Maintenance of "C" or better in all course work is required in order to progress within the program.

**Minimum Degree Requirements:**

1. A total of at least 67 semester hours with a Quality Point Average of 2.0  
Normal Time to Completion: 24 months

**2. General Education Requirements\*:**

- GS100 College Seminar or GS102 College Success
- Basic Communication (EN101 or EN200)
- Humanities (EN102)
- Natural Science (BIO130/BIO130L, BIO131/BIO131L, BIO223/BIO223L)
- Philosophy/Religious Studies (PH103, PH205)
- Social Science (PSY101, PSY102, SOC101)

**3. Program Requirements\*:**

- NU110, NU112, NU114, NU115, NU116, NU122, NU124, NU214, NU216, NU217, NU220, NU222

\* A minimum grade of "C" (2.0) is required.

**Pre Professional Requirement**

Courses		Credits
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
	<b>Total</b>	<b>4</b>

Students should make arrangements to take the TEAS Test prior to entering the professional component of the program.

**DAY CURRICULUM**

**First Year – 1<sup>st</sup> Semester**

Courses		Credits
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
EN101 or EN200	English Composition or Advanced Composition.....	3
GS100 or GS102	College Seminar or College Success.....	1 / 3
NU110	Health Assessment & Promotion.....	1
NU112	Nursing Concepts.....	5
NU114	Medication Essentials I.....	1
NU116	Professional Issues I.....	1
PSY101	General Psychology.....	3
	<b>Semester Total</b>	<b>19 / 21</b>

**First Year – 2<sup>nd</sup> Semester**

Courses		Credits
BIO223	Microbiology.....	3
BIO223L	Microbiology Lab.....	1
NU115	Medication Essentials II.....	1
NU122	Health Restoration I.....	6
NU124	Maternal Newborn Nursing.....	2
PSY102	Developmental Psychology.....	3
	<b>Semester Total</b>	<b>16</b>

**Second Year – 1<sup>st</sup> Semester**

Courses		Credits
EN102	Introduction to Literature.....	3
NU214	Health Restoration II.....	5
NU217	Pediatric Nursing.....	2
PH103	Introduction to Philosophy.....	3
SOC101	Principles of Sociology.....	3
	<b>Semester Total</b>	<b>16</b>

**Second Year – 2<sup>nd</sup> Semester**

Courses		Credits
NU216	Professional Issues II.....	0
NU220	Mental Health Nursing.....	2
NU222	Health Restoration III.....	7
PH205	Ethics in Health Care.....	3
	<b>Semester Total</b>	<b>12</b>

**EVENING CURRICULUM**

**First Year – 1<sup>st</sup> Semester**

Courses		Credits
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
EN101 or EN200	English Composition or Advanced Composition.....	3
GS100 or GS102	College Seminar or College Success.....	1 / 3
PSY101	General Psychology.....	3
	<b>Semester Total</b>	<b>11 / 13</b>

**First Year – 2<sup>nd</sup> Semester**

Courses		Credits
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
EN102	Introduction to Literature.....	3
PSY102	Developmental Psychology.....	3
	<b>Semester Total</b>	<b>10</b>

**First Year – Summer Session**

Courses		Credits
BIO223	Microbiology.....	3
BIO223L	Microbiology Lab.....	1
PH103	Introduction to Philosophy.....	3
	<b>Summer Session Total</b>	<b>7</b>

**Second Year – 1st Semester**

Courses		Credits
NU110	Health Assessment & Promotion.....	1
NU112	Nursing Concepts.....	5
NU114	Medication Essentials I.....	1
NU116	Professional Issues I.....	1
	<b>Semester Total</b>	<b>8</b>

**Second Year – 2<sup>nd</sup> Semester**

Courses		Credits
NU115	Medication Essentials II.....	1
NU122	Health Restoration I.....	6
NU124	Maternal Newborn Nursing.....	2
	<b>Semester Total</b>	<b>9</b>

**Second Year – Summer Session**

Courses		Credits
PH205	Ethics in Health Care.....	3
SOC101	Principles of Sociology.....	3
	<b>Summer Session Total</b>	<b>6</b>

**Third Year – 1<sup>st</sup> Semester**

Courses		Credits
NU214	Health Restoration II.....	5
NU217	Pediatric Nursing.....	2
	<b>Semester Total</b>	<b>7</b>

<b>Third Year – 2nd Semester</b>		
<b>Courses</b>		<b>Credits</b>
NU216	Professional Issues II.....	0
NU220	Mental Health Nursing.....	2
NU222	Health Restoration III.....	7
	<b>Semester Total</b>	<b>9</b>

When a Nursing student completes an application for licensure and first registration as a licensed practical nurse or registered professional nurse, questions are asked by the State Education Department about conviction of a crime and pending charges. These questions appear on the application form. If the answers are in the affirmative, there is an automatic referral to the State Education Department, Office of Professional Discipline and the case is assigned to an investigator. Depending upon the results of the investigation, the case may or may not require a hearing. The National Council Licensure Examination may be taken. However, the licensing process and issuance of a license will be held until the process described above is completed.

**NURSING**

(HEGIS Code 1203.10)

**B.S.**

The Bachelor of Science Degree with a major in Nursing was created to provide currently licensed Registered Nurses with strong leadership skills in collaborating with clients, other professional groups, and the community for the purpose of promoting, maintaining and restoring health. The program extends beyond the clinical aspects of nursing to provide a background in patient education, health promotion, community health, health care across the life span, and technology integration. Graduates of this baccalaureate program will base their practice on evidence, critical thinking, and research findings from nursing science as well as other disciplines. Courses, all of which are offered as distance education, in the hybrid or blended format, are designed specifically for the registered nurse, drawing from and expanding upon real-life professional nursing experiences.

**Program Highlights**

- A minimum of 33 credits will be awarded for your previous learning, validated by successful completion of the NCLEX-RN
- Four 15 week modules with rolling admissions in the fall, spring, and summer sessions
- Hybrid distance education formatting for all courses
- Dean's scholarships awarded to college alumni and other eligible applicants
- Fully equipped health assessment and nursing skills laboratories
- Simulation center equipped with state-of-the-art patient simulators.
- Access to educational technology including health care databases
- Students progress together in small groups
- Students will be allowed to complete clinical rotations / assignments at pre-approved facilities where they are employed and/or in their local communities.

**Admission Requirements:**

1. Applicants must hold a current R.N. License valid within the U.S. or a U.S. Territory
2. Applicants must be a graduate of an accredited diploma nursing program or hold an Associate's Degree in nursing from an accredited institution. Applicants, who have graduated from a program that is not accredited, but which is approved and registered with the New York State Education Department, are also eligible for admission. All students must present an official transcript copy of their academic credentials in order to be considered.

3. Applicants must have earned a minimum cumulative grade point average (GPA) of 2.75 in their prior nursing program, and must have earned a minimum grade of "C" in all nursing courses.
4. All students must meet the health requirements of the college and collaborative health agencies. Satisfactory health clearance and a copy of the current CPR registration must be on file with the Nursing Department prior to taking any classes.
5. Students who have not acquired the requisite number of liberal arts credits (30) prior to being admitted into this upper division program will have the opportunity to enroll into lower division liberal arts courses already being offered at Trocaire.

**Minimum Degree Requirements:**

The Nursing B.S. program requires a total of 123 academic credits for completion. 63 of these credits must be in nursing and the remainder in the liberal arts. Candidates may transfer up to a total of 33 nursing credits. Exceptions may be granted to students transferring from a baccalaureate degree program in nursing. Liberal Arts credits have no limit for transfer and are based on individual transcripts. Graduates of diploma nursing programs will be granted 33 transfer credits in nursing and must complete the liberal arts requirements

Normal Time to Completion: 48 months

**A minimum quality point average of 2.5 is required for successful completion of the B.S. major in Nursing.**

**CURRICULUM****Third Year – 1<sup>st</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BIO333	Pathophysiology.....	3
EN304	Race, Gender & Literature.....	3
MA200	Statistical Methods.....	3
NU300	Comprehensive Health Assessments for Nursing Practice.....	4
NU318	Nursing Theory & Practice Issues.....	3
<b>Semester Total</b>		<b>16</b>

**Third Year – 2<sup>nd</sup> Semester**

<b>Courses</b>		<b>Credits</b>
BIO208	General Nutrition & Wellness.....	3
NU304	Intro to Nursing Care Informatics.....	2
NU308	Research Procedures in Nursing Practice.....	3
NU310	Family Nursing Care Across the Lifespan.....	3
SOC301	Sociology of Health and Medicine.....	3
<b>Semester Total</b>		<b>14</b>

<b>Fourth Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
NU402	Community Health Nursing.....	3
NU450	Leadership & Management for Professional Practice.....	3
NU470	Pharmacology for the Registered Nurse.....	3
PSY303	Organizational Psychology.....	3
SOC311	Coping with Illness.....	3
<b>Semester Total</b>		<b>15</b>
<b>Fourth Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
GS499	Multiculturalism.....	3
NU484	Clinical Seminar.....	2
NU486	Professional Nursing Syntheses/Clinical Capstone.....	4
PH301	Philosophy of World Religions.....	3
PSY315	Social Psychology.....	3
<b>Semester Total</b>		<b>15</b>

## PRACTICAL NURSING – CERTIFICATE

(HEGIS Code 5209.20)

The Practical Nursing Program will prepare the graduate for a position as a licensed practical nurse (LPN). Licensed practical nurses function as an integral and important part of the health team, providing patient care under the supervision of registered nurses.

The licensed practical nurse performs tasks and responsibilities within the framework of case finding, health teaching, and health counseling and provides supportive and restorative care under the direction of the registered professional nurse or licensed physician.

Clinical experiences are provided in a variety of WNY health care settings including hospitals and community health care agencies. **(Transportation to and from the college and/or the clinical affiliates is the responsibility of the individual student.)**

Cardiopulmonary Resuscitation Certification (CPR) is required for all students before beginning Fundamentals of Practical Nursing (PN104).

The Practical Nursing program is accredited by the National League for Nursing Accrediting Commission.

National League for Nursing  
Accrediting Commission  
3343 Peachtree Road, NE, Suite 500  
Atlanta, GA 30326  
(404) 975-5000  
Fax: (404) 975-5020  
[www.nlnac.org](http://www.nlnac.org)

Upon successful completion of the program, graduates will be eligible to take the National Council Licensure Examination for Practical Nurse Licensure.

### Admission Requirements:

1. High School diploma (minimum 75% average) or GED Diploma with a minimum score of 2500
2. Algebra
3. Biology or Chemistry
4. Anatomy & Physiology I with Lab is a pre-professional requirement that must be successfully completed prior to the Practical Nursing courses.
5. Minimum cumulative average of 2.5 with minimum grades of "C" in all course work for current and transfer students
6. Cardiopulmonary Resuscitation (CPR) is required for clinical experiences

### Minimum Program Requirements:

1. A total of at least 48 semester hours with a Quality Point Average of 2.0.  
Normal Time to Completion: 18 months

### 2. General Education Requirements\*:

GS100 College Seminar or GS102 College Success  
Basic Communication (EN101 or EN200)  
Natural Science (BIO130/BIO130L, BIO131/BIO131L)  
Social Science (PSY101, SOC101)

### 3. Program Requirements\*:

NU114, NU115, PN104, PN105, PN106, PN107

\* A minimum grade of "C" (2.0) is required.

CURRICULUM		
<b>First Semester (Summer, Fall or Spring)</b>		
<b>Courses</b>		<b>Credits</b>
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
EN101 or	English Composition or	
EN200	Advanced Composition.....	3
GS100 or	College Seminar or	
GS102	College Success.....	1 / 3
PSY101	General Psychology.....	3
SOC101	Principles of Sociology.....	3
<b>Semester Total</b>		<b>14 / 16</b>
<b>Second Semester (Fall or Spring)</b>		
<b>Courses</b>		<b>Credits</b>
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
NU114	Medication Essentials I.....	1
PN104	Fundamentals of Practical Nursing...	7
PN105	Practical Nursing II.....	7
<b>Semester Total</b>		<b>19</b>
<b>Third Semester (Fall or Spring)</b>		
<b>Courses</b>		<b>Credits</b>
NU115	Medication Essentials II.....	1
PN106	Practical Nursing III.....	7
PN107	Practical Nursing IV.....	7
<b>Semester Total</b>		<b>15</b>

When a Nursing student completes an application for licensure and first registration as a licensed practical nurse or registered professional nurse, questions are asked by the State Education Department about conviction of a crime and pending charges. These questions appear on the application form. If the answers are in the affirmative, there is an automatic referral to the State Education Department, Office of Professional Discipline and the case is assigned to an investigator. Depending upon the results of the investigation, the case may or may not require a hearing. The National Council Licensure Examination may be taken. However, the licensing process and issuance of a license will be held until the process described above is completed.

For more information about our graduation rates, the median debt of students who completed the certificate program and other important information, please visit our website at [www.trocaire.edu/programs/nursing\\_lpn.html](http://www.trocaire.edu/programs/nursing_lpn.html)

## RADIOLOGIC TECHNOLOGY

### A.A.S.

(HEGIS Code 5207)

The Radiologic Technology Program prepares the graduate to assume the duties and responsibilities of an entry level Diagnostic Radiographer with confidence and ability. The Radiologic Technologist, as a skilled professional, and, as a member of the health care team, exercises independent judgment and discretion in technical radiographic procedures.

The Radiologic Technology course is a two year program with lecture and laboratory components provided at the college. Related clinical experience is obtained at area hospitals or health agencies affiliated with Trocaire. In addition to basic entry level skills, the student also has the opportunity to observe the latest advanced imaging modalities. **(Transportation to and from the college and/or the clinical affiliates is the responsibility of the individual student.)** Cardiopulmonary Resuscitation Certification (CPR) is required for all students before a student begins the clinical component of the Radiologic Technology program.

The Radiologic Technology program is accredited by the JRC/ERT Joint Review Committee on Education in Radiologic Technology.

20 N. Wacker Drive, Suite 2850  
Chicago, IL 60606-3182  
(312) 704-5300  
Fax: (312) 704-5304  
[www.jrcert.org](http://www.jrcert.org)

Upon completion of the academic and clinical requirements, the graduate receives an associate in applied science degree, and, is eligible to take the National credentialing examination for both New York State Licensure and the American Registry of Radiologic Technologists (A.R.R.T.)(R).

#### Admission Requirements:

1. High School diploma (minimum 85% average) or GED Diploma with a minimum score of 2750
2. Two units of high school or college Algebra; Biology, Chemistry, and Physics
3. 2.75 cumulative average with minimum grades of "C" in laboratory sciences for current and transfer students
4. Cardiopulmonary Resuscitation (CPR) is required for clinical experiences
5. Students applying for programs in the health professions are required to participate in two stages of academic preparedness. Initial admittance to a health science program places a student into a "pre-professional" component. **Admittance into the "professional" component is not guaranteed.** Students must meet established academic standards. **Students should speak to an admissions counselor or to the Program Director prior to**

**registration to insure they understand all of the academic requirements for advancement in the program of their choice.**

#### Minimum Degree Requirements:

1. A total of at least 81 semester hours with a Quality Point Average of 2.0. This includes an 8 week summer clinical component following the first and second year's course work.  
Normal Time to Completion: 24 months
2. **General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*  
Basic Communication (EN101 or EN200)  
Humanities (Literature Elective: 3 credits)  
Mathematics (3-4 credits)  
Natural Science\* (BIO130/BIO130L, BIO131 / BIO131L)  
Philosophy/Religious Studies (PH205 and one 3 credit philosophy or religious studies elective)  
Social Science (One 3 credit Sociology elective and one 3 credit social science elective)
3. **Other Requirements:**  
BU132
4. **Program Requirements\*:**  
RT101, RT102, RT102L, RT103, RT104, RT105, RT106, RT106L, RT107, RT108, RT109, RT201, RT202, RT203, RT205, RT206, RT207, RT208, RT209, RT210, RT211, RT212, RT215

\* A minimum grade of "C" (2.0) is required.

Curriculum		
First Year – 1 <sup>st</sup> Semester		
Courses		Credits
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
EN101 or EN200	English Composition or Advanced Composition.....	3
GS100 or GS102	College Seminar or College Success.....	1 / 3
RT101	Image Acquisition & Evaluation I.....	3
RT102	Radiographic Procedures I.....	2
RT102L	Applied Radiographic Procedures I.....	1
RT103	Patient Care & Management I.....	1
RT104	Clinical Education I.....	2
<b>Semester Total</b>		<b>17 / 19</b>
First Year – 2 <sup>nd</sup> Semester		
Courses		Credits
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
BU132	Information Technology I.....	3
	Literature Elective.....	3
RT105	Image Acquisition & Evaluation II.....	3
RT106	Radiographic Procedures II.....	2
RT106L	Applied Radiographic Procedures II.....	1
RT107	Patient Care & Management II.....	1
RT108	Clinical Education II.....	2
<b>Semester Total</b>		<b>19</b>

<b>First Year – Summer Session</b>		
<b>Courses</b>		<b>Credits</b>
RT109	Applied Radiologic Technology I Clinical Education..... (Eight Weeks)	6
	<b>Summer Session Total</b>	<b>6</b>
<b>Second Year – 1st Semester</b>		
<b>Courses</b>		<b>Credits</b>
	Mathematics Elective.....	3 / 4
	Philosophy/Religious Studies Elective.	3
RT201	Equipment Operation & Maintenance I.....	2
RT202	Radiation Physics & Protection.....	3
RT203	Applied Radiologic Pathology I.....	2
RT205	Clinical Education III.....	2
	Sociology Elective.....	3
	<b>Semester Total</b>	<b>18 / 19</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
PH205	Ethics in Health Care.....	3
RT206	Equipment Operations & Maintenance II.....	1
RT207	Radiation Biology.....	2
RT208	Applied Radiologic Pathology II.....	1
RT209	Special Imaging Topics.....	1
RT210	Clinical Education IV.....	2
RT212	Sectional Anatomy for the Radiographer.....	1
RT215	Capstone Course.....	1
	Social Science Elective.....	3
	<b>Semester Total</b>	<b>15</b>
<b>Second Year – Summer Session</b>		
<b>Courses</b>		<b>Credits</b>
RT211	Applied Radiologic Technology II Clinical Education.....	6
	<b>Summer Session Total</b>	<b>6</b>

When a Radiologic Technology Student completes an application for New York State Licensure, and, the A.A.R.T.(R), questions are asked about conviction of a crime and pending charges. These questions appear on both application forms. If the answers are in the affirmative, particulars and disposition of each charge must be listed. A conviction is not an automatic bar to licensure and registry, however, each case is considered and investigated on its individual merits.



## **RADIOLOGIC TECHNOLOGY**

### **B.S.**

(HEGIS Code 5207)

Radiologic Technology represents a dynamic health care profession that plays an integral role in the delivery of health care services. Radiologic Technologists (RT's) perform a variety of radiographic procedures that involve ionizing and non-ionizing radiation such as X-ray, ultrasound (US), computed tomography (CT) and positron emission tomography (PET), as well as magnetic resonance imaging (MRI). These methods are often used in the diagnosis and treatment of disease. Employment opportunities for RT's with the American Registry of Radiologic Technologists (ARRT) certification are available throughout New York State, and nationally at sites including hospitals, clinics, doctor's offices and public health institutions. However, the professional practice of utilizing CT and other tomographic techniques requires specific knowledge and skills that cannot be obtained in basic educational programs. The core content of Trocaire's Bachelor of Science (B.S.) in Radiologic Technology program represents curriculum elements that are considered essential in educating technologists for state-of-the-art careers in CT.

### **B.S. with a Major in Radiologic Technology (RT) and Specialization in Computed Tomography (CT)**

Trocaire College is registered with the New York State Education Department (NYSED) for a Bachelor of Science (B.S.) degree with a major in Radiologic Technology (RT) and a specialty in Computed Tomography (CT). Trocaire's B.S. in Radiologic Technology program will build upon and complement the Associate in Applied Science (A.A.S.) degree in Radiologic Technology currently available at Trocaire and other colleges. The B.S. RT program is an undergraduate degree designed to prepare skilled entry-level RT's for positions as CT specialists. Moreover, the application of applied physical and biological sciences at the B.S. level extends career opportunities beyond the RT profession into the broader sphere of biomedical imaging.

Trocaire's B.S. RT program is designed on a 2+2 format, whereby interested students that are licensed radiologic technologists possessing a two year A.A.S. degree in RT with ARRT certification or equivalent, can successfully obtain their B.S. degree by completing two additional years of study with courses offered in the evening and/or on weekends. This provides the flexibility for RT's to continue working while completing their degree. With the additional education and experience afforded by the B.S. RT degree, graduates will be better prepared for employment as tomographic imaging specialists, radiologic administrators, clinical and basic science researchers and teachers. B.S. RT graduates

may also decide to further their education in any number of graduate programs currently available at the Master's (M.S.) and Doctorate (Ph.D.) levels in medical physics and medical imaging disciplines.

### **Admission Requirements:**

1. All general admission requirements and policies for non-matriculated students in to Trocaire College must be fulfilled. Students should apply first to Trocaire for admission and then matriculate into the B.S. RT program as soon as their pre-requisite courses, clinical experience and certification are successfully completed.
2. A.A.S. Degree in Radiologic Technology, or successful completion of a hospital based RT program and required liberal arts course work, or demonstration of equivalent academic and clinical course work as determined by the B.S. RT Program Director. All other programs of study that result in ARRT Certification will be subject to the approval of B.S. RT Program Director and the subsequent completion of all liberal arts and core RT requirements equivalent to Trocaire's A.A.S. Radiologic Technology program.
3. Current ARRT Certification (or proof of temporary New York State License and work permit as a Radiologic Technologist).
4. Current Cardiopulmonary Resuscitation (CPR) certification (or satisfactory documentation that certification was successfully completed prior to first clinical practicum).
5. Personal interview with the B.S. RT Program Director is required before formal admission into the program is complete.

### **Minimum Degree Requirements:**

The core liberal arts requirements for the B.S. degree consists of 22 credit hours beyond that required for the A.A.S. in RT degree. An additional 30 credit hours at the 300 and 400 level specific to CT and essential medical imaging course work are also required to complete the B.S. in RT degree. (81-84 credit hours minimum for A.A.S. in RT degree) + (52 credit hours for B.S. in RT specialization) = 133 to 136 total college credit hours required for a B.S. degree with a major in RT and a specialization in CT. A minimum Quality Point Average of 2.0 (C average) is required for successful completion of the B.S. with a major in RT and specialization in CT.

Normal Time to Completion: 48 months

**Specific courses required for a B.S. degree with a major in Radiologic Technology (RT) and specialization in Computed Tomography (CT) are:**

Courses	Title	Credits
RT300	Computed Tomography Procedures Protocols	4
RT301	Computed Tomography Physics & Instrumentation	3
RT302	Sectional Anatomy & Imaging Applications	3
RT400	Pathology Correlation in Computed Tomography	4
RT402	Advanced Imaging Practicum (Clinical)	2
RT403	Advanced Patient Care & Pharmacology	1
RT404	Computed Tomography-Capstone Seminar	1
<b>Total Number of RT Credits Required</b>		<b>18</b>
BIO333	Pathophysiology	3
BIO340	Concepts of Pharmacology	3
BIO310	Advanced Sectional Anatomy	3
HIT400	Health Care Law and Compliance	3
<b>Total Number of Other Required Courses</b>		<b>12</b>
EN300	Public Relations Writing	3
HI300	History of Technology in Modern Society	3
MA455	Quantitative Methods for Research	3
PH304	Social / Political Philosophy	3
PHY111	Physics I with Lab	4
PSY315	Social Psychology	3
PSY320	Research Methods	3
<b>Total Number of General Education Courses</b>		<b>22</b>
<b>Total Number of Credits Required for A.A.S.</b>		<b>81/84</b>
<b>Total Number of Credits for 3<sup>rd</sup> and 4<sup>th</sup> Year</b>		<b>52</b>
<b>Total Number of Credits for B.S. with a major in RT and Specialization in CT</b>		<b>133 / 136</b>

<b>Fourth Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
HIT400	Health Care Law and Compliance.....	3
MA455	Quantitative Methods for Research...	3
PH304	Social / Political Philosophy.....	3
RT402	Advanced Imaging Practicum (Clinical).....	2
RT403	Advanced Patient Care and Pharmacology.....	1
RT404	Computed Tomography - Capstone Seminar.....	1
<b>Semester Total</b>		<b>13</b>

<b>CURRICULUM</b>		
<b>Third Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO310	Advanced Sectional Anatomy.....	3
EN300	Public Relations Writing.....	3
HI300	History of Technology in Modern Society.....	3
PHY111	Physics I.....	3
PHY111L	Physics I Lab.....	1
<b>Semester Total</b>		<b>13</b>
<b>Third Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO333	Pathophysiology.....	3
PSY320	Research Methods.....	3
RT300	Computed Tomography Procedure Protocols.....	4
RT301	Computed Tomography Physics and Instrumentation.....	3
<b>Semester Total</b>		<b>13</b>
<b>Fourth Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO340	Concepts of Pharmacology.....	3
PSY315	Social Psychology.....	3
RT302	Sectional Anatomy and Imaging Applications.....	3
RT400	Pathology Correlation in Computed Tomography.....	4
<b>Semester Total</b>		<b>13</b>

<b>SURGICAL TECHNOLOGY</b> (HEGIS Code 5211)	<b>A.A.S.</b>
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The Surgical Technology Program offers an Associate in Applied Science Degree. The program is accredited by the Accreditation Review Committee on Education in Surgical Technology and Surgical Assisting in cooperation with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

ARC-STSA  
 6 West Dry Creek Circle  
 Suite 110  
 Littleton, CO 80120  
 (303) 694-9262

CAAHEP  
 1361 Park Street  
 Clearwater, FL 33756  
 (727) 210-2350

The mission of the ARC-STSA is to provide recognition for the quality of the education programs in its system to the public.

The degree program prepares the student to be a practitioner with a broad knowledge base from which to draw and apply to the diverse, ever changing and advancing field of Surgical Technology. National certification is available to graduates through the National Board of Surgical Technology and Surgical Assisting. Senior Surgical Technology students are eligible to sit for the CST Examination at Trocaire College. Students are eligible for student membership in the Association of Surgical Technologist's (AST). AST is the oldest and most recognized professional organization for surgical technologists and surgical assistants. AST's primary purpose is to ensure that surgical technologists and surgical assistants have the knowledge and skills to administer patient care of the highest quality.

The Surgical Technology program is offered either in the day or evening. The evening curriculum is identical in content to the day program. However, the evening curriculum is distributed over a six semester (2 year) time period including two summer sessions. In addition to the regularly scheduled evening experiences, selected clinical laboratory experiences may be scheduled during the daytime and/or weekend hours. These clinical days provide a comprehensive experience of surgical cases which normally occur during the day.

Surgical Technologists are crucial members of the surgical team, working closely with surgeons, registered nurses, and anesthesiologists to provide the best possible care for the patient undergoing a surgical intervention. The primary role of the "Scrub Tech" is to prepare a sterile field and pass instruments to the surgeon during the surgical procedure. A Surgical Technologist should possess a stable temperament, manual dexterity, physical stamina, and the ability to integrate and prioritize a variety of activities. Lecture and laboratory experiences are offered at the college and experience in a hospital setting is provided. **Students**

**are responsible for their own transportation to and from clinical sites.**

The curriculum leading to the A.A.S. degree is comprised of 68 credits distributed over four (4) semesters for the day program and six (6) semesters (including two summer sessions) for the evening program. The program consists of a balance of general education and Surgical Technology courses. The Surgical Technologist's professional role and concepts relating to patient needs, surgical conditions, asepsis, surgical routines, human behavior, communication, and caring provide the framework for the curriculum. As the student progresses through the curriculum, classroom theory is applied to clinical practice in the operating room setting. A mix of laboratory practice and hospital operating room experiences during the first year, introduces the student to the operating room environment. In the laboratory setting, no more than 12 students will be paired with a qualified Surgical Technology instructor. The second year emphasizes clinical experiences in a broad range of surgical specialties and operating room settings to prepare the student for future practice as a surgical technologist.

#### Admission Requirements:

1. High School diploma (minimum 85% average) or GED Diploma with a minimum score of 2750
2. Two units in high school or College Algebra, Biology and Physics (minimum grade of 80% or higher)
3. Cumulative average of 2.5 with minimum grades of "C" in laboratory sciences for current and transfer students
4. ST100-Medical Terminology for the Surgical Technologist is a pre-professional requirement that must be successfully completed prior to the first semester's Surgical Technology course work. This course is offered for two weeks prior to the start of each semester.
5. Student is required to participate in an onsite interview with the Surgical Technology Department prior to acceptance into the program.
6. Cardiopulmonary Resuscitation (CPR) certificate is required for clinical experiences.
7. Students applying for programs in the health professions are required to participate in two stages of academic preparedness. Initial admittance to a health science program places a student into a "pre-professional" component. **Admittance into the "professional" component is not guaranteed.** Students must meet established academic standards. **Students should speak to an admissions counselor or to the Program Director prior to registration to insure they understand all of the academic requirements for advancement in the program of their choice.**
8. Acceptance into the program is based on clinical space availability and successful completion of all prerequisites.

**Minimum Degree Requirements:**

- A total of at least 68 semester hours with a Quality Point Average of 2.0  
Normal Time to Completion: 24 months
- General Education Requirements:**  
GS100 College Seminar or GS102 College Success\*  
Basic Communication (EN101 or EN200)  
Humanities (EN102)  
Mathematics (3-4 credits)  
Natural Science\* (BIO130/BIO130L, BIO131 / BIO131L, BIO223/BIO223L)  
Philosophy/Religious Studies (PH103, PH205)  
Social Science (PSY101, and one 3 credit social science elective)
- Other Requirements:**  
Free Elective (one 3 credit course)
- Requirements for Program Completion:**  
In order for students to successfully complete the Surgical Technology Program, they **MUST** show evidence of the following:
  - Completion of ALL courses according to the Surgical Technology Degree Audit (with a grade of "C" or better in all Surgical Technology Core Courses)
  - The total number of cases the student must complete is 120 and are defined as follows:
  - Students are required to complete 30 cases in General Surgery. Twenty of the cases must be in the First Scrub Role.
  - Students are required to complete 90 cases in various surgical specialties. Sixty of the cases must be in the First Scrub Role and evenly distributed between a minimum of 5 surgical specialties. However, 15 is the maximum number of cases that can be counted in any one surgical specialty.
  - The surgical technology program is required to verify (through the surgical rotation), documentation of the student's progression in First and Second Scrubbing surgical procedures of increased complexity as he/she moves towards entry-level graduate abilities.
  - Diagnostic endoscopy cases and vaginal delivery cases are not mandatory. But up to 10 diagnostic endoscopic cases and 5 vaginal delivery cases can be counted towards maximum number of Second Scrub Role cases.
  - Observation cases must be **documented**, but do not count towards the 120 required cases.
  - The potential graduate student from the Surgical Technology program must participate in taking the web based CST examination offered on campus.

\* A minimum grade of "C" (2.0) is required.

<b>DAY CURRICULUM</b>		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
EN101 <b>or</b> EN200	English Composition <b>or</b> Advanced Composition.....	3
GS100 <b>or</b> GS102	College Seminar <b>or</b> College Success.....	1 / 3
ST100	Medical Terminology for the Surgical Technologist*** .....	1
ST101	Introduction to Surgical Technology...	4
ST102	Concepts of Surgical Patient Care.....	2
ST103	Clinical Education I.....	2
<b>Semester Total</b>		<b>17 / 19</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
EN102	Introduction to Literature.....	3
PSY101	General Psychology.....	3
ST104	Fundamentals of Surgical Technology.....	4
ST105	Surgical Pharmacology.....	2
ST106	Clinical Education II.....	2
<b>Semester Total</b>		<b>18</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO223	Microbiology.....	3
BIO223L	Microbiology Lab.....	1
	Mathematics Elective.....	3 / 4
PH103	Introduction to Philosophy.....	3
ST201	Advanced Surgical Technology.....	5
ST202	Clinical Education III.....	2
<b>Semester Total</b>		<b>17 / 18</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
	Free Elective.....	3
PH205	Ethics in Health Care.....	3
	Social Science Elective.....	3
ST203	Specialized Surgical Technology.....	5
ST204	Clinical Education IV.....	2
<b>Semester Total</b>		<b>16</b>

\*\*\*ST100 is taken prior to the beginning of the semester.

<b>EVENING CURRICULUM</b>		
<b>First Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO130	Anatomy & Physiology I.....	3
BIO130L	Anatomy & Physiology I Lab.....	1
GS100 <b>or</b>	College Seminar <b>or</b>	
GS102	College Success.....	1 / 3
ST100	Medical Terminology for the Surgical Technologist*** .....	1
ST101	Introduction to Surgical Technology...	4
ST102	Concepts of Surgical Patient Care.....	2
ST103	Clinical Education I.....	2
<b>Semester Total</b>		<b>14 / 16</b>
<b>First Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO131	Anatomy & Physiology II.....	3
BIO131L	Anatomy & Physiology II Lab.....	1
ST104	Fundamentals of Surgical Technology.....	4
ST105	Surgical Pharmacology.....	2
ST106	Clinical Education II**.....	2
<b>Semester Total</b>		<b>12</b>
<b>**Clinical Experiences will continue into the summer</b>		
<b>First Year – Summer Session</b>		
<b>Courses</b>		<b>Credits</b>
EN101 <b>or</b>	English Composition <b>or</b>	
EN200	Advanced Composition.....	3
	Mathematics Elective.....	3 / 4
<b>Summer Session Total</b>		<b>6 / 7</b>
<b>Second Year – 1<sup>st</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
EN102	Introduction to Literature.....	3
PSY101	General Psychology.....	3
ST201	Advanced Surgical Technology....	5
ST202	Clinical Education III.....	2
<b>Semester Total</b>		<b>13</b>
<b>Second Year – 2<sup>nd</sup> Semester</b>		
<b>Courses</b>		<b>Credits</b>
BIO223	Microbiology.....	3
BIO223L	Microbiology Lab.....	1
PH103	Introduction to Philosophy.....	3
ST203	Specialized Surgical Technology.	5
ST204	Clinical Education IV.....	2
<b>Semester Total</b>		<b>14</b>
<b>Second Year – Summer Session</b>		
<b>Courses</b>		<b>Credits</b>
	Free Elective.....	3
PH205	Ethics in Health Care.....	3
	Social Science Elective.....	3
<b>Summer Session Total</b>		<b>9</b>

\*\*\*ST100 is taken prior to the beginning of the semester.

# Course Descriptions

The number of semester credit hours given for each course is indicated in parenthesis after each course title.

The course description states prerequisites if any. Unless otherwise noted, the course will be offered as stated. Information about class offerings is printed in the course schedule each semester. Copies are available in the Registrar's Office.

Cross Registration opportunities with all Western New York Colleges are readily available to Trocaire students. Contact the Registrar's Office regarding application forms and policies.

## ART

### ART100 Art Appreciation (1)

An introduction to the elements and principles which form the basis of the visual arts. Course content focuses on developing visual awareness and an appreciation of art and artists through discussion, AV presentation and a gallery tour.

### ART101 Art History (3)

A survey of the visual arts within a historical and cultural framework. Emphasis is placed on the development of visual perception and expanding critical awareness of selected works of the major periods in the history of art. Includes discussion, AV presentation, and field trip(s) to area museums and galleries.

### ART299 Independent Study (3)

Study by a qualified student of a more advanced phase of art on a tutorial basis. Previous art history or experience required. Plans must be approved by the Director of Liberal Arts.

## BIOLOGY

### BIO105 Human Biology (3)

A study of life structure and function from a human perspective. Human organ systems, human evolution and ecology will be presented with a focus on homeostasis, bioethics, and ecology. Three lecture hours. (Fall, Spring and Summer semesters)

### BIO107 Health, Safety and Nutrition for Young Children (3)

This course provides an in-depth view of the interactions of health, safety, and nutrition in relation to the developmental stages of infancy through childhood. Geared toward the child care provider, this course is of great value to anyone in contact with young children. Three lecture hours.

### BIO109 Essentials of Anatomy and Physiology (3)

A one semester course designed for the allied health careers. It gives an introductory treatment of the structure and function of the human body including cell, skeletal, muscular, nervous, endocrine, respiratory, cardiovascular, digestive, urinary and reproductive systems. Three lecture hours.

Co-requisite: BIO109L

### BIO109L Essentials of Anatomy and Physiology Laboratory (1)

Laboratory experience coincides with lecture topics. Two laboratory hours.

Co-requisite: BIO109

### BIO130 Anatomy & Physiology I (3)

An introduction to the general principles of human anatomy and physiology with emphasis on the structure and function of the cell, tissues, and the skeletal, muscular, cardiovascular, and lymphatic systems. (Fall, Spring and Summer). Three lecture hours.

Prerequisites: high school biology with a minimum of 75% average (or equivalent), or, BIO105 or BIO109 with a grade of "C" or better, or director's permission

Co-requisite: BIO130L or director's (Natural Sciences) permission upon second attempt.

### BIO130L Anatomy & Physiology I Laboratory (1)

Laboratory experience coincides with lecture topics. Two laboratory hours.

Co-Requisite: BIO130 or director's (Natural Sciences) permission upon second attempt.

### BIO131 Anatomy & Physiology II (3)

A continuation of Anatomy & Physiology I. Study of the respiratory, nervous, endocrine, digestive, urinary and reproductive systems. Fluid and electrolyte balance also studied. (Fall, Spring and Summer). Three lecture hours.

Prerequisites: BIO130/BIO130L with a grade of "C" or better

Co-requisite: BIO131L or director's (Natural Sciences) permission upon second attempt.

### BIO131L Anatomy & Physiology II Laboratory (1)

Laboratory experience coincides with lecture topics. Two laboratory hours.

Prerequisites: BIO130/BIO130L with a grade of "C" or better.

Co-Requisite: BIO131 or director's (Natural Sciences) permission upon second attempt.

### BIO140 Introduction to Pharmacology (3)

This course is an overview of pharmacology and medication as it pertains to the allied health professions. Major classifications of drugs and their indications will be examined, as well as the role of the health professions. Three lecture hours.

Prerequisites: BIO130/BIO130L and BIO131/BIO131L

### BIO180 General Biology I (3)

A study of the general principles of biological science. Topics include the scientific method, structure of molecules, the origin of life, biology of the cell, energetics, reproduction and heredity, molecular genetics and evolution. Three lecture hours.

Co-requisite: BIO180L

### BIO180L General Biology I Laboratory (1)

Laboratory experience coincides with lecture topics. Two laboratory hours.

Co-requisite: BIO180

### BIO181 General Biology II (3)

A continued study of biological principles as evidenced in the diversity of organisms. Topics include the morphology, phylogeny, physiology and ecology of major taxa with evolution as the unifying principle. Three lecture hours.

Prerequisites: BIO180/BIO180L

Co-requisite: BIO181L

### BIO181L General Biology II Laboratory (1)

Laboratory experience coincides with lecture topics. Two laboratory hours.

Co-requisite: BIO181

### BIO205 Environmental Science (3)

This course is an introduction to how nature works, how the environment has been and is being used and abused, and what you can do to protect and improve it for yourself, and for future generations. Some topics of study include: Ecosystems, Wildlife and the Environment, Environmental Risk and Human Pollution: soil, water and air, Population Dynamics, Waste and Waste Disposal, and past and present attitudes toward the environment and environmental problems. Three lecture hours.

### BIO208 Nutrition and Wellness (3)

A study of the principles of the science of nutrition, as it relates to daily life and well-being. Topics include personal wellness, digestion, absorption and metabolism of nutrients, planning and evaluating dietary intake. The course will consider social, economic, and psychosocial factors in

relationship to dietary practices. This course provides an opportunity to explore areas of special interest such as nutrition for various age levels, weight control, and physical performance. (Fall semester)

### **BIO208L Nutrition and Wellness Laboratory (1)**

Laboratory experience coincides with lecture topics. Two laboratory hours.

### **BIO210 Sectional Anatomy (3)**

This course focuses on the practical application of sectional anatomy for the Health Science student. The use of sectional anatomy imaging such as Computed Tomography (CT) and MRI will be stressed. Three lecture hours.

Prerequisites: BIO130/BIO130L and BIO131/BIO131L

### **BIO223 Microbiology (3)**

The study of scientific principles of Microbiology emphasizing the isolation and identification of pathogenic organisms to man in areas of bacteriology, mycology, virology and parasitology. The culture, morphology, general physiology, immunology and applied aspects of the representative micro-organisms will be studied. Three lecture hours. (Fall, Spring and Summer Semesters)

Prerequisites: BIO109/BIO109L, or BIO130/BIO130L, or BIO180/BIO180L, "C" grades or better is required.

Co-requisite: BIO223L

### **BIO223L Microbiology Laboratory (1)**

Laboratory experience coincides with lecture topics. Two laboratory hours.

Co-requisite: BIO223

### **BIO243 Neurology (3)**

An examination of the structure and function of neural tissue, the anatomy and physiology of the components of the Central Nervous System and the Peripheral Nervous System, embryology of the spinal cord and brain, nerve plexuses, spinal reflexes, and sensory and motor pathways. (Fall Semester)

Prerequisites: BIO130/BIO130L and BIO131/BIO131L. Massage Therapy students have additional prerequisites of MT110 and MT111.

### **BIO310 Advanced Sectional Anatomy (3)**

Advanced cross sectional anatomy provides an integrated approach to learning anatomy by means of correlating cryosections and radiographic cross sectional imaging. This course focuses on the practical application of sectional anatomy for the health science student. Emphasis is placed on vessels and organs orientation and relations to other anatomical structures. (Fall Semester)

Prerequisites: BIO130/BIO130L and BIO131/BIO131L

### **BIO333 Pathophysiology (3)**

A conceptual approach to the dynamic aspects of disease and how it affects normal physiology in relation to alterations, derangements, and mechanisms involved in disease. (Fall, Spring and Summer Semesters)

Prerequisites: BIO130/BIO130L and BIO131/BIO131L or equivalent

### **BIO340 Concepts of Pharmacology (3)**

This course will provide a core of fundamental information related to, and the general principles underlying, the use of pharmacological agents in the health occupations. Emphasis on sites of mechanism of action, toxicity, fate, and the uses of major therapeutic and diagnostic agents. (Fall Semester)

Prerequisites: BIO130/BIO130L, BIO131/BIO131L, Chemistry and Microbiology preferred.

## BUSINESS

### **BU099 Computer Literacy (1)\***

This course is an introduction to microcomputers, Windows operating system, microcomputer applications and the Internet. This course is one credit with one hour learning laboratory. (Fall and Spring Semesters)

\*Institutional credit only

\*Placement is based on a computer literacy placement test

\*Students must receive a grade of "C" (2.0) or higher to pass this course.

### **BU101 Introduction to Contemporary Business (3)**

This is an introductory course which will familiarize the student with the following topic areas: contemporary business and its environment – blending people and technology, the social responsibility of business and ethical behavior, economic challenges, competition in global markets, options or organizing large and small businesses, the entrepreneur, the Internet and the online business environment. This course also explores marketing, business management, and e-commerce. (Fall Semester)

### **BU106 Business Communications (3)**

Principles and mechanics of effective written and oral communication will be studied in relationship to work and the process using electronic technology and working with teams. International communication will be introduced and studies of listening skills as well as the writing process will be explored. Review of basic English grammar emphasizing principles of punctuation, capitalization, sentence structure and vocabulary; organizing, developing, and stylization of

letters, memorandum, email, and reports will be stressed. Human relations in business writing and oral reporting will be covered. (Fall and Spring Semesters)

### **BU132 Information Technology I (3)**

This course includes practical applications of microcomputers through the use of software packages. Topics include an overview of microcomputer hardware and the operating system, an overview of application software including expected features, comparative analysis and integration. Hands-on experience in the use of the operating system, a major spreadsheet package, a major word processing package and a major database package. (Fall and Spring Semesters)

### **BU201 Business Law (3)**

This course is designed to acquaint the student with an overview of the American legal system and courts. Areas to be covered are the nature and function of law, legal rights and obligations, formation, operation and discharge of contracts, and the law of sales under the Uniform Commercial Code and business organization. (Spring Semester)

### **BU203 Principles of Accounting (3)**

A sound basic knowledge of accounting terms, concepts, and procedures is stressed in this course. It offers a practical background in accounting for students embarking on business careers covering the full accounting cycle for a sole proprietorship service business. A full accounting cycle for merchandising firms, as well as the impact of microcomputers and their effect on the accounting work environment is also provided. (Fall Semester)

### **BU207 Introduction to Management (3)**

This course provides an overview of the management process with an emphasis on basic management principles and their application to realistic situations. Various types of management styles will be studied with special emphasis on the differences between the domestic and various international management styles. (Fall Semester)

### **BU274 Seminar and Internship (4)**

A supervised on-the-job work experience in a business setting provides the student with the opportunity to apply skills. One hour weekly seminars will be used to review the work experience. Students will receive one hour of credit for the seminar and three hours of credit for 120 hours of internship. (Spring Semester)

### **BU300 Project Management I (3)**

Project management is a process to manage personnel, data, resources and timeframes to accomplish specific organizational goals and initiatives. This first of two courses will introduce students to the concepts of project management,

why it is used by organizations and the elements that make a project successful or unsuccessful. This course is designed to guide students through a complete project, project-related meetings, to evaluating progress, revising plans and bringing the project to a successful conclusion.

### **BU400 Project Management II (3)**

Project management is a process to manage personnel, data, resources and timeframes to accomplish specific organizational goals and initiatives. This second of two courses will introduce students to advanced concepts of project management. This course is designed to teach students leadership and financial skills and techniques, as well as advanced technical project management skills.

Prerequisite: BU300

## MEDICAL BUSINESS COURSES (MB)

### **MB119 Medical Terminology (3)**

This course is a study of the language of medicine as it relates to all body systems. Emphasis is placed on the understanding of word roots, prefixes, suffixes and abbreviations. Terminology related to anatomy, physiology, laboratory, clinical procedures and pharmacology will be covered. Pronunciation and spelling will be emphasized. (Fall and Spring Semesters)

### **MB213 Medical Office Systems & Procedures (3)**

This course covers the responsibilities performed by the medical administrative assistant in a contemporary medical office including patient relations, appointment scheduling, insurance billing and collection, management of medical records, and report generation. Various simulated office procedures are included. (Spring Semester)

Prerequisites: BU132 and MB119

### **MB221 Medical Transcription I (3)**

This introductory course gives the student the opportunity to acquire skills in the growing field of medical transcription. Various medical documents such as histories and physicals, operative reports, pathology reports, radiology reports, and discharge summaries will be transcribed. Formatting and proofreading skills are emphasized in this course (Spring Semester)

Prerequisites: BU132 and MB119

### **MB265 Insurance & Reimbursement Processing (2)**

This course covers the principles and practice of health insurance billing and reimbursement. Students will learn what impact managed care and state and federal regulations have on health insurance billing. Guidelines for completing claims for inpatient, outpatient, emergency department, and physician office encounters using the appropriate forms will

be covered. Students will learn about claims submission using Electronic Data Interchange (EDI). Simulations, real world examples and review exercises will give students the opportunity to apply learned material. (Fall Semester)

## OFFICE TECHNOLOGY COURSES (BOT)

### **BOT103 Keyboarding I and Document Processing (3)**

This is an introductory course focusing on a thorough understanding of the computer keyboard with touch typing techniques. Formatting of basic documents such as business letters, envelopes, memorandums, and reports as well as proofreading skills will be developed. (Fall Semester)

### **BOT108 Word Processing I (3)**

This introductory course provides the student with hands-on experience in the use of word processing software. Students will learn the fundamentals such as creating, editing, saving, naming, formatting, and printing a document, as well as spell check, pagination, and mail merge. (Spring Semester)

Prerequisite: BOT103 or equivalent

## CHEMISTRY

### **CH100 Introduction to Chemistry (3)**

An introduction to chemical concepts for students who have little or no background in chemistry. Topics include: measurement and numbers, chemical terminology, atomic theory, the Periodic Table, chemical bonding, types of chemical reactions, phases of matter and chemical solutions.

Prerequisite: High school algebra or MA096

### **CH111 General Chemistry I (3)**

A detailed introduction to the basic principles and theories of chemistry. Topics include: physical measurements, matter, atomic theory, chemical reactions, stoichiometry, gas laws, thermochemistry, quantum theory, periodicity, chemical bonding, molecular geometry and chemical solutions. Three lecture hours.

Prerequisites: High school algebra and high school chemistry or CH100.

Co-requisite: CH111L

### **CH111L General Chemistry I Laboratory (1)**

This lab designs a course of action based on what the student knows about the principles and theories in order to solve problems by the test results of techniques employed relating to laboratory procedures. Students will interpret results of laboratory experiences and relate their procedures and findings to principles covered in the

course. Topics relating to classroom lecture to will be presented. Two laboratory hours.

Co-requisite: CH111

### **CH112 General Chemistry II (3)**

A continuation of General Chemistry I. Topics include: kinetics, equilibrium, acids and bases, solubility, electrochemistry, nuclear chemistry and chemistry of selected elements. Three lecture hours.

Prerequisites: CH111/CH111L

Co-requisite: CH112L

### **CH112L General Chemistry II Laboratory (1)**

Laboratory experiences are based on topics covered in lecture which include basic techniques and procedures for identification of various chemical substances. An understanding of proper procedures for determining specific compounds will be achieved. Two laboratory hours.

Co-requisite: CH112

### **CH250 Organic Chemistry (3)**

An introduction to the chemistry of carbon-containing compounds. Topics include: nomenclature, organic functional groups, physical properties, chemical bonds, molecular structure, synthesis, reaction mechanisms and stereochemistry. Three lecture hours.

Prerequisites: CH111/CH111L

Co-requisite: CH250L

### **CH250L Organic Chemistry Laboratory (1)**

Laboratory experiments will include areas of separation and synthesis of various compounds. Students will also explore the practical application of these techniques in research and industry. Two laboratory hours.

Co-requisite: CH250

## COMPUTER NETWORK ADMINISTRATION

### **CNA101 Introduction to Computer Hardware (4)**

This course focuses on computer hardware, in particular, the components of a personal computer. The specific component areas covered include: processors, motherboards, memory, storage, peripherals, portable hardware, and tools and test equipment. General areas/activities include: concepts, specifications, upgrading, and troubleshooting. The course has a highly hands-on orientation. A major activity is the selection of computer components by the class leading to the building of a personal computer by each student (which then they own). (Fall Semester)



**CNA105 Introduction to Computer Networking (4)**

This course provides the introduction to the field of computer networking. Topics include: standards, protocols, media, hardware devices, network operating systems, security, and troubleshooting. Hands-on activities include: creating network cabling configurations, building network configuration, and working with network hardware components such as: hubs, switches, routers, firewalls, and wireless equipment. (Fall Semester)

**CNA112 Operating Systems (3)**

This course covers both theoretical concepts and their practical application in all computers. A number of major operating systems are covered. General topics include: concepts, system management, security, installation, configuration, maintenance, and troubleshooting. The course is hands-on and students will work with computers running the different operating systems. Students will install and configure an operating system on the personal computer that they built in a previous class. (Spring Semester)

Prerequisite: CNA101

**CNA115 Network Infrastructure (3)**

This course covers the key network services that are supported by the Network Administrator and required to allow a client-server network to function. Specific topics include: network addressing, name resolution, routing, remote access, and security. General areas/activities include: concepts, installation, configuration, management, maintenance, and troubleshooting. The course is hands-on with operating computer networks used to practice the concepts presented. (Spring Semester)

Prerequisite: CNA105

**CNA208 Linux/UNIX (3)**

This course covers the major alternatives to Microsoft's current client and server operating systems – Linux and UNIX. This important family of operating systems plays a key role in the Internet. Coverage includes both Linux and UNIX as a workstation operating system and as a network operating system. The open source software business model is covered. The course is hands-on and personal computers and operating computer networks are used to practice the concepts presented. (Fall Semester)

Prerequisite: CNA112

**CNA210 Network Administration (4)**

This course, along with CNA260, are the capstone courses of the program. Typical Network Administrator's responsibilities are covered including: installation, configuration, security, resource allocation, storage management, backup, maintenance, and troubleshooting. The course is hands-on and operating computer networks are used to practice the concepts presented. Server hardware is covered and

the class will select server components and then students will build individual servers (which they then own). (Fall Semester)

Prerequisite: CNA115

**CNA220 Visual Basic (3)**

This course is an introduction to computer programming using Visual Basic. The general programming topics of data types, input/output, calculation, flow of control, and program structure are covered. Event-driven and object-oriented programming along with user interface controls are covered in the context of Visual Basic.

**CNA250 Network Planning and Design (3)**

This course involves applying network concepts in planning and designing functional networks. Emphasis is placed on recognizing the need for a network, conducting an analysis, and designing solutions.

Prerequisite: CNA105

**CNA255 Computer Architecture (3)**

This course focuses on the design of computer processors. Topics include: digital electronics, integrated circuit manufacture, design of processors, introduction to machine language, and multiprocessor configurations. This is a hands-on course where students build operating digital circuitry using electronic components on prototyping equipment and practice machine language programming on personal computers.

Prerequisite: CNA101

**CNA260 Advanced Network Administration (4)**

This course, along with CNA210, are the capstone courses of the program. This course continues the coverage of CNA210 Network Administration. The course is hands-on and operating computer networks are used to practice the concepts presented. (Spring Semester)

Prerequisite: CNA210

**CNA264 Computer Security (3)**

Computer security is a critical issue in the computer and network field. This course covers the full range of threats and the responses for both networks and individual devices on the networks. Hardware, software, and procedural security solutions are covered. The course is hands-on and operating computer networks are used to practice the concepts presented. (Spring Semester)

Prerequisite: CNA105

**CNA266 Project Management (3)**

This course covers general project management concepts, tools and techniques. A popular project management software package is used to practice the techniques.

**CNA274 Seminar & Internship / Capstone Experience (2)**

A supervised 120 hour, on-the-job work internship experience in a computer networking setting. The internship provides the student with the opportunity to apply skills. As a second option, an approved research project may be completed in lieu of the internship. The seminars will be used to review the work/project experience and cover career preparation skills. (Spring Semester)

**CNA299 Independent Study (3)**

Study of a more advanced nature based on previous computer network course work, developed and applied by individual students on a tutorial basis. Plans must be approved by the Director of the Program.

## DIAGNOSTIC MEDICAL SONOGRAPHY

**DMS100 Cross Sectional Anatomy (3)**

This course will focus on the basic sectional anatomy of the neck, abdomen and pelvis building upon the basic knowledge of anatomy. It will prepare the student to recognize sectional anatomy of major human structures amenable to sonographic technique. (Fall Semester)

**DMS101 Introduction to Diagnostic Medical Sonography (3)**

This course provides the student with an orientation to the field of Diagnostic Medical Sonography followed by the techniques for assisting and monitoring patients. Ethics and patient care procedures pertinent to sonography will be covered. Chart reading and record keeping relative to clinical medicine will be presented. The student will study and investigate the principles underlying sonographic visualization. This will include the theoretical concepts of image reproduction, pertinent equipment considerations and alternative methods of information storage and display.

This course includes college laboratory experience on basic scanning technique relative to college lecture material. (Fall Semester)

**DMS106 Physics of Ultrasound I (2)**

Fundamental principles of acoustical physics including wave propagation, acoustical impedance properties, and transducer characteristics will be presented. Basic types of equipment and instrumentation are discussed. Doppler Principles are introduced. (Fall Semester)

**DMS110 Abdominal Sonography I (2)**

Abdominal Sonography I provides the student with information necessary to perform an abdominal sonographic

examination. Normal anatomy will be viewed as well as an emphasis on the detection of pathology, anomalies and deviation from the normal sonographic appearance. Correlation with clinical tests and related clinical signs and symptoms will be included. (Fall Semester)

### **DMS111 Abdominal Sonography Laboratory I (1)**

The student is provided with college laboratory experiences on abdominal scanning techniques and protocol relative to the abdominal structures and their physiology. (Fall Semester)

### **DMS115 Pelvic Sonography (2)**

Pelvic sonography provides the student with information necessary to perform a pelvic sonographic examination. Normal anatomy will be reviewed as well as emphasis on the detection of pathology, anomalies and deviation from the normal sonographic appearance. Correlation with clinical tests and related signs and symptoms will be included. (Fall Semester)

### **DMS116 Pelvic Sonography Laboratory (1)**

The student is provided with college laboratory experiences on pelvic scanning techniques and protocol relative to the pelvic structures and their physiology. (Fall Semester)

### **DMS120 Sonography Clinical Practicum I (3)**

This course concentrates on the development of initial practical skills in basic sonographic procedures. Emphasis is on the role of initial observer to assistant under the close supervision of faculty and sonography staff, and is provided at area diagnostic medical sonography clinical sites. (Fall Semester)

Twenty four hours per week.

### **DMS205 Obstetrical Sonography (3)**

This course provides the student with the fundamentals of obstetrical scanning of normal and abnormal anatomy. Fetal development, including abnormal etiology and diagnostic techniques are presented. The detection of abnormalities, pathologies, and deviation from normal are stressed. (Spring Semester)

Prerequisites: DMS100, DMS101, DMS106, DMS110, DMS111, DMS115, DMS116, DMS120

### **DMS206 Physics of Ultrasound II (1)**

This course focuses on practical applications of principles and concepts presented in "Physics of Ultrasound I". In addition, the student is provided opportunities for preparation for the American Registry of Diagnostic Medical Sonographers (ARDMS) certification examination in Ultrasound Physics and Instrumentation. (Spring Semester)

Prerequisites: Grades of "C" or better in all first semester Diagnostic Medical Sonography or Echocardiography courses.

### **DMS210 Abdominal Sonography II (2)**

This is a continuation of the in-depth study of abdominal sonography. The didactic and clinical knowledge necessary to perform basic sonographic examinations of anatomy classified as "small parts" will also be presented. (Spring Semester)

Prerequisites: DMS100, DMS101, DMS106, DMS110, DMS111, DMS115, DMS116, DMS120

### **DMS211 Abdominal Sonography Laboratory II (1)**

The student is provided with college laboratory experiences on advanced abdominal scanning techniques and protocol relative to the abdominal structures and their physiology. (Spring Semester)

Prerequisites: DMS100, DMS101, DMS106, DMS110, DMS111, DMS115, DMS116, DMS120

### **DMS215 Seminar/Research Course (1)**

This course is devised to help the student become familiar with describing sonographic images and correlating the descriptions with clinical histories. This is accomplished with case study presentations. The student will also develop research skills by writing a paper on an approved topic. A brief presentation of their topic will complete the course. (Spring Semester)

Prerequisites: DMS100, DMS101, DMS106, DMS110, DMS111, DMS115, DMS116, DMS120

### **DMS219 Special Sonographic Procedures (2)**

This course introduces the student to the field of vascular sonography with the main focus on carotid arterial and lower peripheral venous system. Obstetrical and Gynecological Doppler applications will also be presented. (Spring Semester)

Prerequisites: DMS100, DMS101, DMS106, DMS110, DMS111, DMS115, DMS116, DMS120

### **DMS220 Sonography Clinical Practicum II (3)**

This supervised off-campus experience continues to provide the student development of skills in scanning abdomens, with progression into the areas of obstetrical and gynecological applications. Small parts and Doppler techniques will be introduced. (Spring Semester)

Twenty four hours per week  
Prerequisites: DMS100, DMS101, DMS106, DMS110, DMS111, DMS115, DMS116, DMS120

### **DMS230 Sonography Clinical Practicum III (6)**

In this final and extended period of clinical study, the student progresses to full independence under the supervision of faculty and sonography staff. Upon demonstration of full competency, the

student will have an opportunity to refine his/her skills through more independent practice. (Summer)

Forty hours per week for twelve weeks.

Prerequisite: DMS220

### **DMS250 Ultrasound Physics and Instrumentation (3)**

This course will provide the student with the fundamental principles of acoustical physics including wave propagation, acoustical impedance properties and transducer characteristics. Basic types of equipment and instrumentation are discussed along with Doppler, cardiovascular physics and vascular physics. (Offered as needed)

Prerequisite: Currently employed in the ultrasound field.

### **DMS255 Abdominal Sonography (3)**

This course will provide the student with the information necessary to perform an abdominal sonographic examination. Normal anatomy will be reviewed as well as an emphasis on the detection of pathology, anomalies and deviation from normal appearance. Correlation with clinical tests and related clinical signs and symptoms will be included. The basic knowledge necessary to perform examinations classified as "small parts" will also be included. (Offered as needed)

Prerequisite: Currently employed in the ultrasound field.

### **DMS260 Obstetrical and Gynecological Sonography (3)**

This course will provide the student with the information necessary to perform a pelvic and obstetrical sonographic examination. Normal anatomy will be reviewed as well as an emphasis on the detection of pathology, anomalies and deviation from normal appearance. Correlation with clinical tests and related clinical signs and symptoms will be included. (Offered as needed)

Prerequisite: Currently employed in the ultrasound field.

### **DMS265 Vascular Sonography (3)**

This course will thoroughly examine the anatomy and physiology of the cerebrovascular, arterial and venous system. Testing to evaluate these structures and techniques to do so will be presented. Two-dimensional Doppler and pressure readings will be explained. Finally, therapeutic intervention will be discussed. (Offered as needed)

Prerequisite: Currently employed in the ultrasound field.

## DIETETIC TECHNOLOGY

### **DT101 Foundations of Nutrition (3)**

A study of the principles of the science of nutrition, as it relates to daily life and well-being. Topics include personal wellness, digestion, absorption and metabolism of nutrients, planning and evaluating dietary intake. The course will consider social, economic, and psychosocial factors in relationship to dietary practices. This course provides an opportunity to explore areas of special interest such as nutrition for various age levels, weight control, and physical performance. (Fall Semester)

### **DT102 Introductory Foods (3)**

Examines the basic concepts related to the preparation of food. Studies the principles of food preparation based on knowledge of both chemical and physical properties as well as consideration of cultural influences. Highlights the function of recipe ingredients and their effect on final product with special attention to focus on dietary modifications for disease prevention and treatment. Laboratory will include basic food preparation skills, sensory analysis of food and investigation of a variety of cultural foods. (Fall Semester)

### **DT103 Nutrition Care Process (2)**

The Nutrition Care Process and Model is the framework for the critical thinking process used by dietetics professionals as they provide nutrition services to their clients/patients. This course will introduce the student to the process including: nutrition assessment, diagnosis, intervention, evaluation and monitoring. This course will include a review of essential knowledge and skills needed such as understanding medical terminology and abbreviations, interpreting laboratory values and food-drug interactions, obtaining anthropometric data, the fundamentals of medical record documentation, Code of Ethics and Standards of Professional Performance for Dietetic Technicians. (Fall Semester)

### **DT104 Community Nutrition (4)**

Introduces students to community nutrition programs serving vulnerable populations throughout the lifecycle. Legislative decisions impacting food and nutrition policies, both historical perspective and current events will be studied. Students will plan and present a nutrition program to a community audience, and have an opportunity to participate in a public policy workshop regarding federal and state nutrition concerns. The student will participate in planned community nutrition practice experiences which may include programs such as WIC, school lunch, hunger relief organizations, senior nutrition programs and community wellness programs (Spring Semester)

Prerequisite: DT103

### **DT201 Diet and Disease I (3)**

This course examines the role nutrition and the dietetic technician play in the prevention and treatment of illness and chronic disease. Nutrition assessments and dietary modifications for the management of diseases such as cardiovascular disease, diabetes, and GI disorders will be studied. A focus on nutrition care of the elderly, and populations with developmental and cognitive deficiencies will be included. (Fall Semester) Prerequisite: DT104

### **DT202 Supervised Practice – Long-Term Care Settings (4)**

The student will participate in planned supervised practice experiences located at local long term care facilities, as a student member of the Nutrition Care Team, under the supervision of a Registered Dietitian. The student will participate in the Nutrition Care Process including: nutrition assessment, diagnosis, intervention and evaluation, as well as participate in foodservice operations and management activities. The student will have the opportunity to participate in professional association activities. (Fall Semester)

Co-requisite: DT201

### **DT203 Nutrition Education (3)**

Promotion of healthy eating and guiding behavior change is the central goal of nutrition intervention. Motivating clients and employees requires knowledge of a variety of techniques. Students will learn theories and methods of learning, communication and counseling as they apply to individuals and groups in nutrition education and employment settings. (Spring Semester)

### **DT204 Foodservice Management and Operations I (2)**

This course is designed to explore aspects of foodservice beginning with menu planning and development as well as food purchasing, storage, preparation, service and delivery systems. Concepts can be applied to both the institutional setting as well as in client counseling situations. (Fall Semester)

Prerequisite: DT103

### **DT205 Diet and Disease II (3)**

This course will examine the role nutrition and the dietetic technician play in the management of the client with complex nutrition diagnosis such as kidney disease, liver disease, cancer, HIV, and multiple medical diagnoses. Enteral and Parenteral nutrition will be studied. (Spring Semester)

Prerequisite: DT201

### **DT206 Supervised Practice – Acute Care Settings (4)**

The student will participate in planned supervised practice experiences at local health care facilities, as a student member of the Nutrition Care Team, under the supervision of a Registered Dietitian. The student will participate in the Nutrition Care Process including: nutrition assessment, diagnosis, intervention and evaluation as

well as participate in foodservice operations and management activities. The student will have the opportunity to participate in professional association activities. (Spring Semester)

Co-requisite: DT205

### **DT207 Seminar in Dietetic Technology (1)**

Preparation for the student to enter the profession of dietetic technology. Students will conduct a research review of current topics in nutrition and nutrition professions. Skills in resume preparation, interviewing techniques, review for the national registration exam, preparing a professional portfolio and participation in professional dietetic association activities. (Spring Semester)

### **DT208 Foodservice Management and Operations II (2)**

Advanced studies in foodservice which exploring management and leadership theory, trends in marketing, human resources, fiscal management, state regulations, and quality management. (Spring Semester)

Prerequisite: DT204

## ECHOCARDIOGRAPHY

### **ECH100 Introduction to Echocardiography (1)**

This course provides the student with an overview to the field of echocardiography, medical terminology related to procedures and instrumentation, and indications for use. Areas covered will include role of echocardiographer, legal/ethical issues and universal precautions. An overview of the program will be given. (Fall Semester)

Prerequisite: 2 years Allied Health Degree, B.S., Degree, M.D., D.O.

### **ECH101 Echocardiography I (2)**

This course includes a study of examinations, techniques, measurements, equipment and patient preparation for 2-D Imaging, M-Mode, Doppler and Color Doppler of the normal adult and pediatric hearts. Correlation with other cardiac evaluation methods will be presented such as: angiography and cardiac catheterization, electrocardiograph, electrophysiologic studies, Holter monitoring, stress testing, radionuclide studies, other topographic imaging procedures, phonocardiography, external pulse recordings, Thallium tests and Stress echocardiography. (Fall Semester)

Prerequisite: 2 years Allied Health Degree, B.S., Degree, M.D., D.O.

**ECH102 Echocardiography College Laboratory I (1)**

This course includes college laboratory experience on basic scanning techniques as presented in lecture. (Fall Semester)

Prerequisite: 2 years Allied Health Degree, B.S., Degree, M.D., D.O.

Co-requisites: ECH100, ECH103

**ECH103 Echocardiography Principles and Instrumentation (3)**

A study of the principles of Ultrasound instruments, modes of operation, operator control options, frequency selection, scanning motions and planes in a cardiac examination, patient histories and physical signs, patient preparations and Doppler vs. Color Doppler protocols are a few of the areas to be covered. Basic generalized pathology of the different organs will be covered. (Fall Semester)

Prerequisite: 2 years Allied Health Degree, B.S., Degree, M.D., D.O.

**ECH104 Anatomy and Physiology of the Heart (3)**

This course provides the student with the normal anatomy of the pericardial and thoracic cavities, including the skeletal framework, the normal anatomy of the heart's large vessels, embryology development, cardiac physiology, the function of circulation, coronary circulation, parameters of arterial pressure measurement and heart pressures. Students will study the normal sonographic appearances. (Fall Semester)

Prerequisite: 2 years Allied Health Degree, B.S., Degree, M.D., D.O.

**ECH120 Echocardiography Clinical Practicum I (3)**

This course concentrates on the development of initial practical skills in basic echocardiography procedures. Emphasis is on the role of the initial observer to assistant under the close supervision of faculty and sonography staff and is provided at area echocardiography clinical sites. (Fall Semester)

Twenty four hours per week

**ECH201 Echocardiography II (4)**

This course will focus on the recognition and identification of cardiac pathologies with their hemodynamics in different types of heart disease. Students will learn their echographic structures. Echocardiography diagnostic procedures will be discussed such as: stress, transesophageal and intraoperative echocardiography giving indications, limitations, technical procedures and clinical pharmacology. Fetal echocardiography will be introduced. Registry style examinations will be given. (Spring Semester)

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH202 Echocardiography College Laboratory II (1)**

The student is provided with college laboratory experience on basic scanning techniques related to college lecture material (Spring Semester)

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH203 Seminar/Research Course (2)**

This course is designed to help the student become familiar with describing sonographic images and correlating the descriptions with clinical histories. This is accomplished with case study presentations. Student case presentations and literature reviews will be required. The student will also develop research skills by writing a paper on an approved topic. A brief presentation of their topic will complete the course. (Spring Semester)

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH204 Pathology of the Heart (4)**

This course will give the student an in-depth study of the cardiac pathologies, their physiological symptoms, outcomes, and their sonographic appearance. Special attention will be given to the mitral and tricuspid valves, acquired aortic and pulmonic valvular heart disease, cardiomyopathies, coronary artery disease, pericardial disease, inflammatory, neoplastic and thrombotic disease. Other areas covered will include cardiac trauma, prosthetic heart valves and pediatric congenital heart disease. Pediatric congenital heart disease will be presented. (Spring Semester)

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH220 Echocardiography Clinical Practicum II (3)**

This supervised off-campus experience continues to provide the student development of skills in scanning procedures. (Spring Semester)

Twenty four hours per week

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH230 Echocardiography Clinical Practicum III (6)**

In this final and extended period of clinical study, the student progresses to full independence under the supervision of faculty and sonography staff. The student will be prepared to function as a beginning Echocardiographer and will be ready to sit for the RDCS examination given in October. This course is an extension to the learning that the student encountered during the first and second semesters. (Summer)

Forty hours per week for twelve weeks

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH250 Pediatric Echocardiography (3)**

This course includes a study of examinations, techniques, measurements, equipment and patient preparation. Correlation with other cardiac evaluation methods will be presented. Cardiac pathologies and hemodynamics as well as fetal echocardiography will be discussed. (Offered as needed)

Prerequisite: Currently employed in the ultrasound field

**ECH255 Adult Echocardiography (3)**

This course includes a study of examinations, techniques, measurements, equipment and patient preparation. Correlation with other cardiac evaluation methods will be presented. Cardiac pathologies and hemodynamics as well as stress echocardiography will be discussed. (Offered as needed)

Prerequisite: Currently employed in the ultrasound field

**ECONOMICS****EC201 Principles of Macroeconomics (3)**

The course focuses on using economic methodology in the study of macroeconomic principles. Topics include derivation of the GNP, the impact of fiscal and monetary policy on output, employment, and cost level. Current economic issues will be discussed. (Spring Semester)

**EC202 Principles of Microeconomics (3)**

This course offers an explanation of how the market system operates in the context of limited resources. Emphasis is placed on the manner in which individual business firms and consumers determine what to produce, how to produce and for whom to produce. (Spring Semester)

**ENGLISH****EN095 Intermediate Reading (3)\***

This course is a reading comprehension and critical reasoning course that covers essential reading comprehension skills. These skills include: understanding literal and figurative meaning, identifying the main idea, recognizing supporting details and transitions and identifying quotes and paraphrases. Topics include: fact and opinion, purpose and tone, patterns of organization, critical thinking, inferences and argument. (Fall, Spring and Summer Semesters)

\*Institutional credit only.

\*Placement is based on Accuplacer scores.

\*Students must receive a grade of "C" (2.0) or higher to pass this course.

**EN099 Basics of Composition (3)\***

This course emphasizes sentence structure, paragraph development and the basic elements of composition. Students are assigned to this class according to performance on the College Placement Test. (Fall, Spring and Summer Semesters)

\*Institutional credit only.

\*Placement is based on Accuplacer scores.

\*Students must receive a grade of "C" (2.0) or higher to pass this course.

**EN101 English Composition (3)**

The course seeks to aid the communication process by developing the ability to write clear, concise, expository prose, with emphasis on pre-writing and revision. It assists the student in finding a voice and an audience. A research paper is required, thus techniques of writing a formal research paper are reviewed. (Fall, Spring and Summer Semesters)

Prerequisite: Students will be required to achieve a satisfactory score on the Placement Writing Sample or successfully complete EN099.

**EN102 Introduction to Literature (3)**

A study of the basic elements of short fiction, poetry, and drama. By exploring form and design in the arts, this course provides opportunities for students to discover inter-relatedness of theme and type, to develop critical analysis skills, and to make connections with elements in other disciplines. Critical reading and analysis papers are required. (Fall, Spring and Summer Semesters).

Prerequisite: EN101 or EN200

**EN200 Advanced Composition (3)**

The course develops critical thinking, reading, and writing skills as they apply to the analysis of primary and secondary non-fiction books, articles, and essays from a range of academic and cultural contexts. The course emphasizes the techniques and principles of effective research-based writing.

Prerequisite: EN101

**EN201 Readings in World Literature (3)**

A survey course focusing on selected classics of literature from Eastern, Western, and African cultures. Selections include works from ancient, medieval, and modern societies. The goal of this course is to enable student to understand the similarities that surround the human condition and to appreciate the differences evidenced in each culture's response to the complexities of human life.

Prerequisite: EN101

**EN205 Communication Arts (3)**

An opportunity to develop the art of communicating with ease in business and professional situations. Students will examine the relationship of speaker and audience, noting techniques of effective communication. This course will focus on multicultural verbal and non-verbal skills.

**EN206 Children's Literature (3)**

An introduction to the qualities of style, theme, and illustrations demonstrated in the finest children's literature. Throughout the semester, students will read and evaluate a variety of stories, fantasies, tales, and poetry written by past and current writers of literature focusing on children's needs, interests, and concerns. This course includes authors and illustrators from various cultures and ethnic groups.

Prerequisite: EN101

**EN209 American Literature (3)**

The study and exploration of writings that have contributed significantly to the unique quality of American Literature. Well known poems, stories, and other selections as well as lesser known works will be examined.

Prerequisite: EN101

**EN211 Explorations in Poetry (3)**

The study and appreciation of poetry through a consideration of poetry as an art form. This course examines poetic techniques, themes, and symbolic language through a study of selected works.

Prerequisite: EN101

**EN213 Short Story (3)**

An examination of a cross-section of short fiction by both American and inter-continental authors. Cultural connections, themes, and principles basic to the structure of short story will be explored.

Prerequisite: EN101

**EN217 Drama (3)**

The study of drama through a variety of plays to the conventions of drama and drama's role in reflecting the human situation. Focus is on connections within and beyond cultural differences.

Prerequisite: EN101

**EN225 Film as Literature (3)**

An investigation and focus on elements of film literature such as theme, character development, plot structure, narration, point of view, and purpose.

Prerequisite: EN101

**EN240 Creative Writing (3)**

An opportunity for the student to experience the process of imaging and creating various forms of prose and poetry with emphasis on original works.

Prerequisite: EN101

**EN299 Independent Study (3)**

Study of a more advanced nature based on previous English course work, developed and applied by individual students on a tutorial basis. Plans must be approved by the Director of Liberal Arts.

**EN300 Public Relations Writing (3)**

This course surveys various elements of public relations and public relations writing. It involves exploring the foundations and meaning of public relations, the ethical and legal issues involved in public relations writing, the principles of public relations

writing, writing persuasively, writing for specific publics, writing for mass media and writing for speeches and presentations. Additionally, the course requires concentrated practice in writing for a variety of public relations circumstances: news releases, video news releases, public service announcements, advertising copy, broadcast media, print media, e-mails, memos, letters, reports, proposal, and speeches. (Fall Semester)

Prerequisite: EN101

**EN304 Race, Gender, and Literature (3)**

This course will seek to explore the ways in which literature addresses the issues of Race and Gender in the postmodern / postcolonial context. Breaking free from the traditional understanding of literature as an imaginative work of art, the selected

readings will showcase the nexus between the literary and the political. The course will deal with the categories of 'race' and 'gender' as sociological constructs propagated within the political framework of 'othering'. The lectures and readings will examine the varied representations and negations of the general understanding of these concepts, and how literary writers articulate their specific concerns to challenge the ideological tropes of our mainstream society. To explore the issues of race and gender, students will be introduced to works by the twentieth century African, Caribbean, African American writers, Black feminists, Queer theory, and Gay and Lesbian writing.

Prerequisite: EN101 or permission of instructor

<h2>GENERAL EDUCATION</h2>
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**GS100 College Seminar (1)\***

The College Seminar is a course designed to provide students strategies for successful learning in college and beyond. Topics in the course include: learning styles, learning and study strategies, cognitive strategies, time management, goal-setting, note-taking, test-taking strategies, overcoming test anxiety, cultural diversity, and other issues that focus on enabling students to become better achievers.

The course is one credit with one hour laboratory. Students are required to take this course in their first semester at Trocaire College. (Fall, Spring and Summer Semester)

\* Students must receive a grade of "C" (2.0) or higher to pass this course.

**GS101 Information and Research Basics (1)**

This course provides an introduction to information literacy using library research methods and resources. Students will learn to access scholarly information through a variety of resources: books, journals,

databases, streaming media and different platforms of electronic resources (eBooks, reference collections, image databases). Students will learn the best practices for evaluating resources in order to obtain academic research and information. Students will learn not only how to fully use the Libraries@Trocaire as a research destination, but how to use other libraries and the Internet to become effective information users today and in the future. Topics include: creating keyword searches to effectively use databases and electronic reference collections, journals vs. periodicals in research, evaluating websites on the Internet, citation and style guides, plagiarism, library catalog searching, fair use and open source information, Interlibrary Loan and InfoPass. (Fall and Spring Semesters)

### **GS102 College Success (3)\***

The College Success is a course designed to provide students strategies for successful learning in college and beyond. It is part of the Transitional Studies curriculum. Central to the course is students' intensive work in learning strategies and the use of the diagnostic tool, *Learning and Study Strategies Inventory* (LASSI). Topics in the course include: learning styles, learning and study strategies, cognitive strategies, time management, goal-setting, note-taking, test-taking strategies, overcoming test anxiety, cultural diversity, and other issues that focus on enabling students to become better achievers. This course is three credits and is open only to new Trocaire Students who participate in Transitional Studies. They are required to take this course their first semester at Trocaire College. (Fall and Spring Semesters)  
\* Placement is based on participation in Transitional Studies  
\*Students must receive a grade of "C" (2.0) or higher to pass this course.

### **GS201 Information Fluency and Research Skills (2)**

The student will study the research process in depth through the application of critical/analytical thinking skills. Students will learn how to formulate effective standard searches and understand the organization and evaluation of information in print, electronic, and other formats. The class will learn skills needed to access, retrieve, and organize information in any academic library. Students will evaluate the quality of print information and web-based information. At the completion of this course the student will know how information is produced, organized, and accessed within the practical and ethical aspects of intellectual freedom and copyright guidelines.

### **GS212 General Studies Seminar (1)**

This course is designed to assist the student in the transition from college to career by developing the knowledge and skills necessary for future success. Topics include: establishing career goals, work-

related values, skills and job search strategies. A professional portfolio will be developed in the class. Students will meet individually or in small groups with the instructor. (Offered as needed)

### **GS499 Multiculturalism (3)**

The course in Multiculturalism takes an interdisciplinary perspective that addresses the major issues of culture including; race/ethnicity, social class, worldviews, generational differences, sexual orientation, disabilities, religion, and geographic location. Culture is addressed through the integration of related issues of personal identity development and experiences and the resultant choices of preferred styles of life, morals, ethics, and values from a western perspective, but also an appreciation of how this varies from non-western perspectives. This can be addressed within the parameters of the varied fields within the Liberal Arts including, but not limited to; English, History, Philosophy, Psychology, Sociology, and any branches within each.

\* Students must be in their fourth year of study (90 credits completed) to take this course.

## HEALTH INFORMATION TECHNOLOGY

### **HIT101 Introduction to Health Information Systems (4)**

This course is designed to provide an introduction to the field of Health Information (Medical Record) Science. Topics include: history of the development of the Health Information profession, organization and structure of healthcare facilities; Medical Staff organization; analysis of the functions of a Health Information Department in a health facility such as confidentiality, file/retrieval/record control systems, indexes and registers, storage and retention of health records, qualitative and quantitative analysis. (Fall Semester)

### **HIT103 Health Information Systems (3)**

Students learn to utilize software applications in the healthcare industry and specific to the Health Information department of a healthcare facility. Hardware and Software systems, databases, electronic health records will be included. Overview of selection and development of a system, data quality, security control, confidentiality, and report management will be emphasized. (Fall Semester)

### **HIT104 Legal Aspects of Health Information (3)**

Students become familiar with the health record as a legal document, the role of the

Health Information department in legal proceedings, laws pertaining to the release of information, security, and confidentiality of health records. The course includes a study of the U.S. court system. Bioethical issues which supplement the course in Ethics in Health Care are presented for discussion. (Spring Semester)

### **HIT200 Clinical Practicum I (2)**

Students will complete 45 hours over 15 weeks in classroom lab setting and will complete the other 45 hours over 6 weeks (8 hours per day, 1 day per week) onsite at a hospital under the supervision of a qualified Allied Health Professional. The student competencies/objectives of this course include application of knowledge acquired during the first year of the program to include: chart assembly, file, and retrieval control procedures; chart analysis and deficiency tracking; compilation and quantitative analysis of health statistics; NYS required registries; release of information and correspondence; discharge data abstracting; utilization review/case management; quality assessment and improvement; credentialing and compliance / risk management. (Spring Semester)

Prerequisite: HIT101

### **HIT202 Health Statistics (3)**

This course introduces students to a study of methods for compiling statistics for hospital administration, medical staff, and licensing and accreditation agencies. Vital statistics, public health statistics, and hospital statistics are covered. An introduction to research techniques with graphic presentation of medical data is also covered. (Spring Semester)

### **HIT204 Inpatient Coding Systems (4)**

This course introduces students to principles and application of the ICD-9-CM and CPT coding system and will be discussing the ICD-10 coding system. There will be an Introduction to the Official Coding Guidelines for Coding and Reimbursement. The theory and practice of coding medical records using manual methods and encoder software systems will be used. (Fall Semester)

Prerequisites: BIO130/BIO130L, BIO131 /BIO131L, MB119

### **HIT208 Quality Assurance & Improvement (2)**

This course introduces students to the areas of a Quality Management (QA). Other highlights of this course include projects where students apply the tools for identifying and displaying health care data and utilize quality improvement tools. (Fall Semester)

### **HIT209 Clinical Practicum II (2)**

Students will complete 45 hours over 15 weeks in classroom lab setting and they will complete the other 45 hours over 9 weeks (8 hours per day, 1 day per week) onsite at an alternate care setting under the

supervision of a qualified Allied Health Professional. The student competencies/objectives of this course include application of knowledge acquired during the first year of the program to include: chart assembly, file and retrieval control procedures; chart analysis and deficiency tracking; compilation and quantitative analysis of health statistics; NYS required registries; release of information and correspondence; ICD-9-CM and PPS coding; CPT and HCPCS coding; discharge data abstracting; utilization review / case management; quality assessment and improvement; credentialing and compliance / risk management. (Spring Semester)

Prerequisite: HIT200, HIT204

Co-requisites: HIT216, HIT220, HIT225, HIT222

### **HIT216 Ambulatory Care Coding (3)**

This course introduces student a study of CPT-4 and ICD-9-CM and will discuss the ICD-10 coding system as it relates to ambulatory coding. An overview of ambulatory coding and data collection will be included. (Spring Semester)

Prerequisites: HIT204

### **HIT220 Management Principles for Health Information (2)**

This course introduces students to supervisory concepts including planning, organizing, controlling, and actuating techniques. Areas of focus will include staffing, communication, productivity, motivation, leadership styles, committee activities, and the role and the functions of the Health Information management team. This course also introduces students to quality management, utilization review, and risk management. (Spring Semester)

### **HIT222 Survey of Health Care Delivery (1)**

This course introduces students to the study of regulatory issues, content, use and structure of healthcare data and data sets as they relate to long term care facilities, home health agencies, hospice, mental health facilities, ambulatory care, physician's offices and others. The financing of health care services will be discussed as it relates to the various payment and reimbursement system. (Spring Semester)

Prerequisite: HIT101

### **HIT225 Health Information Seminar (1)**

This course introduces students to the principle of health information consulting and business requirement for self-employment. Resume preparation and interviewing techniques demonstrated. Certification exam preparation. (Spring Semester)

### **HIT400 Health Care Law & Compliance (3)**

This course focuses on the legal and compliance issues that directly affect both the employer and the employee regarding

accreditation and compliance issues. In addition, information is given on risk management techniques including reporting that can help mitigate non-compliance. (Spring Semester)

Prerequisites: Completion of A.A.S. Radiologic Technology program; current New York State X-ray License, ARRT certification.

## HEALTHCARE INFORMATICS

### **HCI101 Healthcare Systems and Operations (3)**

This course would be required for students who do not have an existing healthcare background. Students would be introduced to healthcare specific terminology associated with regulations legal issues, accreditation, finance and reimbursement, managed care, quality and patient safety, and government oversight agencies. A key area of focus will be on hospital systems with an in depth evaluation of the different departments that are within a hospital and the overall operations of a hospital from the perspective of the management's techniques, technologies, and services that must be rendered to patients.

### **HCI102 Introduction to Healthcare Informatics (3)**

This is an introductory course for students that cover the history of the rapidly evolving discipline of healthcare informatics. Students will explore critical issues and challenges facing informatics professionals today along with an overview of new information technology applications and how they have improved the management and delivery of healthcare. Topics include HIPAA and other legislation, application of electronic health records, and other clinical and administrative applications of health information systems.

### **HCI200 Legal, Regulatory and Ethical Issues in Healthcare (3)**

This course provides an overview of the legal, regulatory, and ethical issues to be considered in the implementation, management, and maintenance of electronic health record systems. Local, state, federal and international privacy laws and regulations, in particular the Health Insurance Portability and Accountability Act of 1996 (HIPAA), along with the government agencies and regulatory bodies charged with oversight will be discussed.

### **HCI210 Healthcare Informatics Data Standards (3)**

This course examines the importance of consistency in health data, the current data standards, future federal initiatives and the standards lead organizations are using. An evaluation of ontology, acronyms, coding, and classifications systems utilized in

health information technology will be evaluated from the perspective of the users of the systems, and by those who design and maintain those systems.

### **HCI300 Business Systems Analysis and Design in Healthcare (3)**

This course promotes the conceptual and skill based learning needed to understand the process of analyzing and designing information systems. The course focuses on the analysis involved in the systems development process and the steps involved in understanding and modeling the user needs in an information system solution. The course will touch on project planning and management aspects and the design of computer programs in order to provide an overview of the whole information system development process.

### **HCI310 Healthcare Administration and Management (3)**

The course focuses on the delivery, quality and costs of healthcare for individuals and populations. A managerial perspective of the challenges facing professionals operating within hospital, ambulatory care, long term care, and public health settings will be presented. Emphasis will be on costs, financing, organizational structures, quality outcomes, and accessibility of care.

### **HCI320 Healthcare Leadership and Change Management (3)**

This course addresses the role of the informatics professional in helping an organization embrace change. The course will focus on the struggle between administration, and clinicians to identify the best solutions that will support the unique structures within healthcare organizations and the behaviors within these organizations that impact decision making. Challenges and solutions will be evaluated from a macro (organization-wide) perspective and micro (specialty and individual level) perspective, with emphasis on aligning work to be carried out against organizational values, mission and vision and gaining consensus that a selected solution will effectively deliver services within an organization.

### **HCI330 Clinical Decision Support Systems (3)**

The course discusses the significant role clinical decision support systems play in the field of clinical knowledge management technologies. The topic will take a deep dive into their capacity to support the clinical process and use of knowledge, from diagnosis and investigation through treatment and long-term care.

Prerequisite: HCI102

### **HCI400 Database Healthcare Management Systems (3)**

This course will introduce fundamental database concepts used to develop and implement database systems, the relational model along with the use of structured

query language (SQL). Principles of good database design will be used to illustrate the construction of databases, as well as evaluating implementation methods and approaches.

### **HCI410 Healthcare Informatics Practicum (3)**

This course provides students an opportunity to apply and integrate knowledge and skills acquired throughout the program in a simulated EHR environment. Students will have hands-on activities and real world exercises.

Prerequisites: HCI101, HCI102, HCI200, HCI210 HIT208

## HISTORY

### **HI101 Western Civilization I (3)**

A survey of the history of Western Civilization. Proceeds from the ancient early civilizations of Mesopotamia and Egypt through the Classical Ages up to the Renaissance and contact between the New and Old Worlds. Examines themes, notions, personalities and events of that epoch.

### **HI102 Western Civilization II (3)**

A survey of the Reformation to modern times. Examines the evolution of religion, politics, social realities, the Great Wars, and more recent global implications of the Western experience.

Prerequisite: HI101

### **HI103 World Civilizations I (3)**

A survey of certain proto-civilizations and early cultures beginning with the emergence of settled agricultural societies in Mesopotamia, Egypt, and China ranging up to about A.D.1492. HI 103 will focus broadly on those experiences which contributed key ingredients to early civilizations and, thus, to the rich global mosaic of cultures from which many modern societies derive their unique personalities and histories.

### **HI104 World Civilizations II (3)**

This course addresses certain general cultural and historical aspects of more recent civilizations and societies. Focuses on the effects of permanent contact between the Old and New Worlds, the emergence of independent nation states (and nationalities), the so-called "Third World" of former colonial dependencies, and the recent trend toward an increasingly diverse, "global" society.

Prerequisite: HI103

### **HI201 The American Experience: Pre-Contact to Civil War (3)**

A survey of the early American experience. Ranges from an analysis of pre-Contact aboriginal cultures through Independence to and including the Civil War. Emphasizes the social, cultural, and intellectual aspects of that experience.

### **HI202 The American Experience: Reconstruction to the Contemporary Period (3)**

A survey of the more recent American experience. Ranges from Reconstruction (with its social and racial implications) to and through the emergence of capitalism, imperialism, the Great Wars, the Depression, up to the modern era of Civil Rights and Women's Rights Movements

### **HI206 Issues in the American Experience (3)**

A seminar-type course which selects and examines an important topic or issue in the American historical experience. Recent topics have included "The City and Change", "War and its Meanings", and "Race and Its Implications for Americans". This course emphasizes a core of common readings, discussion and participation, guest lecturers, and a final formal paper. (Offered as needed)

Prerequisite: HI201

### **HI300 History of Technology in Modern Society (3)**

Course content will provide an in-depth look at the history of technology with a particular focus on the impact of technology, science and medical instrumentation on American society. The most important technological advances in medical imaging will be discussed and topics posed for detailed presentation by students pertaining to tomographic visualization, molecular imaging, CT, PET, MRI, fluorescence imaging and/or other topics previously approved by the instructor. Emphasis will be placed on conceptual content and the impact of technology in society as new technologies are continuing to be developed and applied to improve our quality of life. (Fall Semester)

## HOSPITALITY MANAGEMENT

### **HM101 Introduction to Hospitality (3)**

This course takes a management perspective in introducing students to the organization and structure of hotels, restaurants, food service operations, clubs, cruise ships, convention bureaus, conference centers and casino hotels. Other topics include: business ethics, franchising, management contracts, and areas of management responsibility such as human resources, marketing and sales, and advertising. (Fall Semester)

### **HM102 Introduction to Food & Beverage Management (3)**

This course will give students a basic understanding of the working of a commercial kitchen. Topics covered include: culinary professionalism, knife skills, food preparation skills, kitchen

management, kitchen safety, food handling and equipment identification. (Fall Semester)

*Lab fee applied and uniform required.*

### **HM103 World Travel Geography and Cultural Awareness (3)**

From high level business negotiations to casual conversations among friends, every interpersonal interaction is shaped by cultural norms and expectations. Seldom is this more clearly brought to light than in encounters between people from different cultural backgrounds, when dissimilar communication practices may lead to frustration and misunderstanding. This thought-provoking class will present a new framework for understanding the impact of culture on communication and to help students build intercultural communication and awareness competence. With illustrative examples from around the globe, frequent hands-on experiences of different cultures, this class will show that verbal and non-verbal communication involves much more than transmitting a particular message – it also reflects each participant's self-image group identification and values, and privacy and relational needs. The class will learn to move effectively and appropriately through a wide range of transcultural situations by combining culture-specific knowledge with mindful listening and communication skills. (Spring Semester)

### **HM202 Planning & Control for Food & Beverage Operations (3)**

This course will cover the principles and procedures involved in an effective food and beverage control system, including product cost, labor cost, controllable and non-controllable cost, profit margin analysis, break even analysis, menu pricing, electronic controls, operating budgets, and computer applications.

### **HM204 Food and Beverage Service and Sanitation (3)**

This course is focused on service techniques, responsible alcohol service and safe food handling. The course presents principles and theories to support and reinforce the practical aspects. ServSafe Certification (safe food handling) and T.I.P.S. Certification (Training for Intervention Procedures: responsible alcohol service) are taught during this course. (Spring Semester)

*Lab fee applied and uniform required.*

### **HM205 Principles of Hotel & Resort Service and Management (3)**

This course focuses on the flow of business through a hotel, from the reservations process to check-out and settlement. The course will highlight the different departments that are within a hotel, while explaining the proper management techniques and service that must be rendered to guests. (Spring Semester)



**HM207 Leadership and Management in Hospitality (3)**

Students will learn how to improve their leadership abilities and develop an understanding of high performance teams and employee empowerment. New information will provide students with an understanding of diversity and cultural change. Practical information prepares them to put management tools into action to enhance service and boost business. Principles and mechanics of effective written and oral communication, active listening skills and human relations are developed. (Spring Semester)

**HM209 Hospitality Information Systems (3)**

Provides an overview of the information needs of lodging properties and food service establishments; addresses essential aspects of computer systems, such as hardware, software, and generic applications; focuses on computer-based property management systems for both front office and back office functions; examines features of computerized restaurant management systems; describes hotel sales computer applications, revenue management strategies, and accounting applications; addresses the selection and implementation of computer systems; focuses on managing information systems; and examines the impact of the Internet and private intranets on the hospitality industry.

**HM210 Hospitality Sales and Marketing (3)**

This course is designed to provide students with a solid background in hospitality sales, advertising, and marketing. The textbook's main focus is on practical sales techniques for selling to targeted markets. (Fall Semester)

**HM212 Human Resources Management in Hospitality (3)**

This course presents a systematic approach to human resources management in the hospitality industry. Student will analyze contemporary issues and practices, as well as employment laws that have an impact on the way people are managed. (Fall Semester)

**HM220 Event Planning in Action (3)**

This course is designed to equip the student with the skills necessary to market, plan, and implement meetings and events. Site selection, program planning, logistics, material development, transportation, and food and beverage service, and lodging will be considered.

**HM221 Current Trends in Hospitality and Tourism Management Research (3)**

This research based course will analyze current trends in the Hospitality and Tourism industry locally, domestically, and internationally. Each semester a topic, case study, or problem will be submitted to

students. In collaboration with faculty members, students, as a team, will develop a hypothesis, conduct primary and secondary research, analyze and interpret research, and report their findings.

**HM240 Culinary Foundations I (3)**

Students master the basics of food production, learn many creative ideas, and understand not only how to use ingredients and processes, but why they are used. Describes essential knowledge for understanding professional culinary preparation, including hot food preparation, cold food preparation (garde manger), and baking. Sanitation, proper storage and handling of food, and creative presentation of food are also discussed.

*Lab fee applied and uniform required.*

**HM241 Culinary Foundations II (3)**

This course provides a continuation into food preparation and is intended for students who have a strong desire to enter into the food and beverage sector of the industry. Students in this course will learn additional skills in banquet and catering preparation, regional cuisine and various world fusion cuisines.

*Lab fee applied and uniform required.*

**HM276 Hospitality Internship (4)**

Students will be exposed to practical field experience by being placed at one of our internship host sites. The basis of this course is for student to gain valuable hands-on experience by rotating through a variety of positions at the host site. Salvatore's Grand Hotel and Russell's Restaurant are the preferred locations for students to complete their internship experience. Areas such as hotel and restaurant operations, front desk, housekeeping, culinary arts, restaurant and foodservice management and banquet preparation and service are all examples of the areas of concentration.

**HM277 Disney Internship Experience (6)**

Also known as the Walt Disney World College Program, the Disney Internship Experience is designed to allow a Trocaille student to work in an industry position at Disney World in Orlando, Florida. This takes place during the fall or spring semester and students may take up to two classes from Disney to earn academic credit. This is a cooperative education experience designed to integrate classroom theory and practical work experience, lend increased relevancy to learning, and provide the student with realistic exposure to career opportunities with Disney. Interested students must attend the Disney presentation and apply for a Disney internship position. Candidates are interviewed and selected by the Disney Internship recruiter. Students generally work a minimum of 600 hours, and are required to submit a written journal and an oral presentation to the internship instructor. Disney will complete a performance evaluation on the student.

Students must meet all of the Disney requirements to enroll in this course. Expenses for travel, lodging and recreation will be incurred.

*Course can be taken in place of HM276.*

**HUMAN RESOURCE  
MANAGEMENT****HR101 Introduction to Human Resources (3)**

This is an introductory course that will develop theoretical and practical knowledge in the major areas of human resource management, including recruiting, selecting, training, developing, evaluating and compensating employees. (Fall Semester)

**HR105 Recruitment, Selection & Ethics (3)**

This is an introductory course that will take a strategic approach to the identification, attraction, selection, deployment, and retention of talent within an environment that emphasizes ethical, just and fair treatment of those involved. (Fall Semester)

**HR204 Organizational Behavior (3)**

This course explores the systematic interrelation of economic, technological, psychological, and sociological variables useful in observing, predicting, and influencing organizational behavior. Students develop ways of thinking about organizational problems to increase their effectiveness. The course will focus on HR's role in understanding and shaping culture within their organizations. (Spring Semester)

**HR210 Workplace Learning and Performance (3)**

This course combines the theory and application surrounding the learning-teaching experience to give the practitioner the ability to create training programs that advance organizational outcomes. In so doing, it pays particular attention to planning, learner motivation, the training process – needs analysis, training design, validation, implementation, and evaluation, and training methods. (Spring Semester)

**HR215 Employee and Labor Relations (3)**

This course examines the environment of labor relations, the activity of collective bargaining, and the need for administering an agreement after it is signed. (Spring Semester)

**HR220 Benefits and Compensation (3)**

This is a course that will explore the art and science of compensation practice – including compensation criteria, compensation system design issues, employee benefits, challenges of

compensating key employee groups, and global affects – and its role in promoting companies' competitive advantage. (Spring Semester)

## MASSAGE THERAPY

### **MT101 Introduction to Massage Therapy (3)**

This course provides an introduction to massage therapy, communication skills, client interaction and ethics. (Fall Semester)

### **MT105 Western Massage Therapy I (4)**

This course provides an introduction to the practice of western massage therapy. Special emphasis on the movements of massage, as well as positioning, muscle groups, and bony landmarks. The course provides an opportunity for demonstration, practice and evaluation of skills. (Fall semester)

Co-requisite: MT110

### **MT106 Eastern Massage Therapy I (3)**

This course is an introduction to Asian massage, specifically 5-Element Theory and the philosophy of Shiatsu. The course will provide demonstration and practice. (Spring Semester)

### **MT110 Myology (4)**

This course provides an in-depth study of muscle terminology and micro anatomy and physiology of the skeletal muscle tissue. The college lab focuses on the body as a whole and how the component parts function. (Fall Semester)

### **MT111 Myology/Kinesiology (4)**

This course provides a comprehensive study of muscle terminology and gross anatomy and physiology of the appendicular musculature. The student is introduced to kinesiology. (Spring Semester)

Prerequisite: MT110

### **MT205 Western Massage Therapy II (4)**

This course provides an in-depth study of advanced massage therapy techniques, range of motion and stretching techniques, palpation, client assessment, medical massage and pain management and treatment plans. The course provides demonstration and practice. (Spring Semester)

Prerequisites: MT105, MT110

Co-requisite: MT111

### **MT206 Eastern Massage Therapy II (3)**

This course presents a continuation of Eastern Massage Therapy I, including Yin and Yang Meridians as well as finger-

pressure massage. The course provides demonstration and practice of these techniques as well as charting and intake skills. (Fall Semester)

Prerequisite: MT106

### **MT211 Professional Development (1)**

This course provides an in-depth study of professional ethics and business practices. (Spring Semester)

Prerequisite: MT230

### **MT212 Applied Pathophysiology (3)**

This course provides an overview of procedures for treating complicating pathological conditions, working with other healthcare providers, and developing massage therapy treatment plans. (Spring Semester)

Prerequisites: BIO130/BIO130L, BIO131/BIO131L, BIO333 and MT230

### **MT216 Sports & Rehab Massage Therapy (3)**

This course will present the basics of sports and rehab massage. Myofascial and trigger point therapy work will be explored through demo and practice. The course will be offered as a 3 credit hands-on massage therapy elective. (Spring Semester)

Prerequisites: MT205

### **MT217 Thai Massage (3)**

This course offers a fundamental introduction to Nuad Bo-Rarn, the traditional massage of Thailand, levels I and II. Thai massage incorporates facilitated stretching similar to assisted yoga. Students completing levels I and II will be able to perform a full body Thai massage including front, back, side and seated position. (Spring Semester)

Prerequisite: MT206

### **MT218 Pregnancy Massage (3)**

This course will provide an opportunity to learn massage techniques specifically for pregnancy. Other aspects that will be addressed, but will not be limited to, are: anatomy and physiology, cautions/contraindications, emotional aspects of pregnancy, postpartum massage and marketing. (Spring Semester)

Prerequisite: MT205

### **MT219 Reflexology (3)**

This course will provide students with a working knowledge of the basics of reflexology, a hands-on body work technique designed to promote health and wellness. The history, development, and application of this approach will be studied, as well as the specific treatment techniques. Students will be able to provide a full treatment upon completion of the course which is both therapeutic and relaxing. (Spring Semester)

Prerequisite: MT205

### **MT230 Clinical Practicum I (1)**

The first clinical practicum experience, only offered to third semester students, provides the opportunity to practice massage therapy in a clinical setting under the supervision of a clinical instructor. The clinic is open to the public and provides hands-on practice in an environment similar to the workplace. (Fall Semester)

Prerequisites: MT101, MT105, MT106, MT110, MT111, MT205

Co-requisites: BIO243, BIO333, MT206

### **MT240 Clinical Practicum II (1)**

The second clinical practicum experience, only offered to fourth semester students, continues practice opportunities for massage therapy in a clinical setting under the supervision of a clinical instructor. The Clinic is open to the public and provides hands-on practice in an environment similar to the workplace. (Spring Semester)

Prerequisites: BIO243, BIO333, and MT230

Co-requisites: MT212, MT245

### **MT245 Massage Therapy Seminar I (1)**

This fourth semester course offers students an opportunity to integrate knowledge gained throughout the program in a review process in preparation for the state licensing exam. (Spring Semester)

Co-requisite: MT240

## MATHEMATICS

### **MA096 Pre-Algebra (3)\***

A foundation level course to provide students with essential mathematical skills for college programs which require basic algebra skills. Topics include basic operations with decimals, fractions and integers, percent applications, proportions, algebraic expressions, an introduction to solving linear equations, graphing linear equations and the metric system. (Fall, Spring and Summer Semesters)

\*Institutional credit only.

\*Placement is based on Accuplacer scores.

\*Students must receive a grade of "C" (2.0) or higher to pass this course.

Fulfills program prerequisite for High School Algebra.

### **MA097 Introduction to Algebra (3)\***

This course provides a study of solving first degree equations and inequalities. Other topics include: graphing linear equations and inequalities, solving word problems, scientific notation, and adding, subtracting, multiplying and dividing monomials and polynomials. (Fall, Spring and Summer Semesters)

Prerequisite: High School Algebra or MA096

\*Institutional credit only.

\*Placement is based on Accuplacer scores.

\*Students must receive a grade of "C" (2.0) or higher to pass this course.

Fulfills second math prerequisite.

**MA107 Logical Reasoning and Decision Making (3)**

This course introduces students to both informal and formal logic; and students will use the developed logic to evaluate decisions for given situations. Topics include: informal logical games, logical fallacies, truth tables, logical equivalence, sentential logic with proofs, categorical logic, probability, expected value, and decision making.

*(This course is cross listed in Philosophy PH107 – credit will not be granted for both PH107 and MA107)*

Prerequisite: Exit level high school Regents mathematics or equivalent; successful completion of MA096; and/or placement test.

**MA111 College Algebra and Statistics with Business Applications (3)**

This course provides students foundations in algebra and statistics as preparation for the demands of quantitative reasoning in the field of business. Topics on algebra include: function, linear, quadratic, radicals, exponential, logarithmic, and inverse functions. Topics on statistics include: measures of central tendency, measures of variations, measures of positions, counting principles, probability, expected value and regressions. Applications to business and finance problems are a focus.

Prerequisites: MA097 with "C" or better; exit level high school Regents mathematics; or placement test.

**MA112 College Algebra with Trigonometry (4)**

This pre-calculus course is designed to develop mathematics and skills so that students are adequately prepared for calculus and other college-level science courses. Algebra topics covered include: radicals, quadratic functions, logarithmic, exponential and their inverse functions, and systems of linear equations. Trigonometry topics include right triangle trigonometry, trigonometric ratios and identities. Graphing is emphasized in both algebra and trigonometry topics.

Prerequisite: MA097 with "C" or better\*, two years of high school level mathematics under the Regents curriculum, or an algebra course that covers solving linear and quadratic equation, systems of linear equations up to two variables; or placement test.

*\*Students would be well advised to achieve a grade of "B" or better in the prerequisite mathematics course in order to achieve success in this course.*

**MA120 Statistics I (3)**

An introduction to Statistics with modern applications to Sociology, Business, Economics, Ecology, Health Science and Psychology. Topics include descriptive statistics, central tendency, percentile rank, Z-Scores, probability, probability

distribution, correlation and regression analysis. (Fall and Spring Semesters)

**MA130 Calculus I (4)**

This is a study of differential and integral calculus with analytic geometry. Various types of functions with their derivatives, applications including curve plotting, maxima and minima problems, and related rates. Integration problems, including the area between two curves and the trapezoidal rule.

**MA200 Statistical Methods (3)**

This introductory statistics course focuses on several topics: population and samples; data organization and representation; measure of central tendency, variation, and position; basic probability and probability distribution; normal distribution; confidence interval; hypothesis testing of one population: z-test and t-test; type I and type II errors; linear regression; and non-parametric statistics. Statistics applications are drawn from several disciplines such as sociology, business economics ecology, health science, and psychology. This course uses a graphing calculator and computer statistical software.

Prerequisites: MA097 with "C" grade or better; or equivalent. A passing grade from any college algebra courses such as MA111 or MA112 may be used to fulfill the prerequisite.

**MA220 Statistics II (3)**

This course continues the study of statistics and takes up normal distribution, linear regression, sampling techniques and hypothesis testing, as well as analysis of variance and non-parametric statistics.

Prerequisite: MA120

**MA230 Calculus II (4)**

This course includes the transcendental functions; methods of integration with applications to volumes, polar coordinates, vectors and parametric equations, and infinite series.

Prerequisite: MA130

**MA455 Quantitative Research Methods (3)**

This hands-on research methods course introduces students to a variety of quantitative methods to investigate research questions. Students will collect data, and using statistics software, students will analyze and interpret data and then present the findings in formal reports. Through the experience of investigation, students will develop quantitative research, statistical analysis, and report-writing skills. (Spring Semester)

Prerequisites: MA111 or MA112 and MA120 or Instructor permission

**MEDICAL ASSISTANT****MAS134 Orientation to Medical Assisting (2)**

This course is designed as a comprehensive overview of the profession of Medical Assisting. Learning opportunities are provided for the student to develop skills in the three areas of competencies for Medical Assisting-Transdisciplinary, Clinical and Administrative. (Fall Semester)

**MAS233 Diagnostic and Clinical Laboratory Procedures (3)**

This course introduces the student to the theory and laboratory practice of diagnostic testing and techniques and clinical lab skills necessary for the Medical Assistant. Patient preparation for diagnostic testing will be emphasized. (Spring Semester)

Prerequisite: MA134

**MAS234 Medical Assistant – Clinical Procedures (3)**

This course provides the theory and laboratory practice of clinical procedures performed in a health care setting by a medical assistant. Theory includes study of vital signs, aseptic techniques, assisting with minor office surgery, general physical exams, and a basic knowledge of possible medical emergencies. The role of providing empathy and support for the patient is emphasized. (Fall Semester)

Prerequisites: MA134, MA233

**MAS235 Medical Assistant Clinical Seminar and Externship (4)**

A supervised clinical experience in an appropriate medical setting provides the student with an opportunity to apply clinical and administrative procedures and competencies. One hour weekly seminars will be scheduled to review clinical competencies, the clinical experience and current health and legal issues as it applies to the medical assistant. (Spring Semester)

Prerequisites: MAS233 and MAS234 taken within the last academic year. A grade point average of 2.0 with a grade of "C" in all program requirements.

**MUSIC****MU100 Music Survey Course (1)**

A survey of the fundamentals and development of the art of music in Western Civilization. Emphasis will be given to how music relates, influences, enriches and dignifies our lives. Includes a segment on the healing aspects of music.

**MU101 Music Appreciation (3)**

Introduces the student to the elements and principles of music, and the lives, works, and historical settings of significant composers of the past. A segment on the healing aspects of music is also included.

**MU114 Class Piano and Basic Musicianship (3)**

Beginning and intermediate level music theory and piano performance. Topics include: sight reading, ear training, technical aspects of piano playing, improvisation and application of theory to performance.

**MU299 Independent Study (3)**

The study by a qualified student of a more advanced phase of music under the supervision of a member of the music faculty. Plans must be approved by the Director of Liberal Arts. (Offered as needed)

## NURSING

**NU110 Health Assessment and Promotion (1)**

This course is designed to assist students in acquiring knowledge of basic physical and psychosocial skills related to nursing practice and health promotion. Emphasis will be on normal assessment findings and recognizing deviations from normal. The campus laboratory provides the opportunity for instruction and practice of related nursing techniques. (Fall and Spring Semesters – Day and Evening)

Ten classroom hours and fifteen laboratory hours.

NU110 must be taken concurrently with NU112.

**NU112 Nursing Concepts (5)**

This course will focus on the nurse's role in health assessment, health maintenance and health promotion across the life span. Students are introduced to basic principles, skills, and concepts of nursing practice. This course uses Nursing Process within the framework of Orem's Theory. A structured campus laboratory setting assists students in learning technical skills. Students will begin to integrate the role of Associate Degree Nurse as provider of care, manager of care, and member within the discipline of nursing through classroom, laboratory and hospital and community experiences. (Fall and Spring Semesters – Day and Evening)

Three classroom hours and six clinical/laboratory/weeks

NU110, NU114, and NU116 must be taken concurrently with NU112. PSY101, BIO131/BIO131L and GS100 must be taken prior to or concurrently with NU112. BIO130/ BIO130L must be taken prior to NU112.

**NU114 Medication Essentials I (1)**

The theory component of this course will focus on pharmacological principles that the professional nurse applies in the administration of medications. The nursing process will be used as a framework to identify nursing responsibilities related to medication administration. The campus laboratory component will provide students

with the opportunity to accurately calculate, prepare, and administer oral, topical and injectable medications. Critical thinking situations and clinical application will be emphasized throughout the course. (Fall and Spring Semesters – Day and Evening)

Ten classroom hours and fifteen laboratory hours.

This course must be taken concurrently with NU112 or PN104.

**NU115 Medication Essentials II (1)**

The theory component of this course will focus on the pharmacological principles that the professional nurse applies in the administration of medications and intravenous fluids. The nursing process will be used as a framework to identify nursing responsibilities related to major drug classifications, intravenous therapy and the use of intermittent infusion devices and pumps. The campus laboratory component will provide students with the opportunity to accurately calculate, prepare and administer medications via intravenous route. Critical care and pediatric medication calculation will also be presented. (Fall and Spring Semesters – Day and Evening)

Twelve classroom hours and nine laboratory hours.

Prerequisite: Minimum grade of "C" in NU114 ("C-" is not acceptable). This course must be taken concurrently with NU122 or PN106.

**NU116 Professional Issues I (1)**

An overview of the historical development of nursing and nursing education will be presented. Emphasis will be placed on the nurse's role in the delivery of health care and the ethical and legal responsibilities relevant to the nurse in today's society. Lecture, discussion, case studies and oral presentations will be utilized to promote student learning. (Fall and Spring Semesters – Day and Evening)

Seven and one half classroom hours.

This course must be taken concurrently with NU112.

**NU122 Health Restoration I (6)**

In this course the Nursing Process will be used within the framework of Orem's Theory to identify nursing care needs of patient experiencing acute and chronic cardiovascular, respiratory, gastrointestinal, fluid and electrolyte and acid-base health deviations and diabetes. Assessment skills, basic concepts and health promotion will be incorporated. On-campus laboratory experiences will provide instruction and practice of advanced clinical skills. Clinical experience will be provided in an acute care hospital setting. (Fall and Spring Semesters – Day and Evening)

Three classroom hours, one seminar hour, two laboratory hours and six clinical hours / week.

Prerequisites: Minimum grades of "C" in NU110, NU112, NU114, NU116, and BIO131/BIO131L ("C-" is not acceptable).

NU115 and NU124 must be taken concurrently with NU122. BIO223/BIO223L

and PSY102 must be taken prior to or concurrently with NU122.

**NU124 Maternal Newborn Nursing (2)**

Classroom theory and clinical experiences will provide a foundation for nursing care of childbearing women through pregnancy, labor and birth, the post-partum period and newborn stage. The nurse's role in health promotion, health maintenance and health restoration will be emphasized. Independent and supervised clinical experiences, lecture, discussion, seminars, simulation lab and computer assignments will be utilized to promote student learning. (Fall and Spring Semesters – Day and Evening)

Classes begin early August for fall semester and first week in January for the spring semester.

One and one half (1½) classroom hours/week and twenty-three clinical hours per semester.

Prerequisites: Minimum grades of "C" in NU110, NU112, NU114, NU116 and BIO131/BIO131L ("C-" is not acceptable).

**NU212 Introduction to Perioperative Nursing (4)**

This elective course provides theoretical and clinical experiences to introduce the student as well as the graduate nurse to the role and function of the perioperative nurse. The emphasis is on the role and responsibilities of the nurse caring for the surgical client in the pre-, intra- and immediate-post operative phases. Course content includes: aseptic technique, nursing process, assessment of the surgical client, and an introduction to instruments and equipment used in surgery. The inter-relationship of perioperative care, positioning, incisions and sutures, wound healing, and postoperative care will be considered. Ethical and legal aspects of perioperative nursing will be discussed.

Prerequisite: Minimum grade of "C" in NU122 ("C-" is not acceptable)

**NU214 Health Restoration II (5)**

In this course, the Nursing Process will be used within the framework of Orem's Theory to identify nursing care needs of patients experiencing acute and chronic endocrine, hematological, musculoskeletal, respiratory, shock, sensory and immunological health deviations. Concepts related to cancer will also be introduced.

Clinical experiences will be provided in acute care hospital settings. (Fall and Spring Semesters – Day and Evening)

Three classroom hours and six clinical hours/week.

Prerequisites: Minimum grade of "C" in NU115, NU122, NU124, PSY102, and BIO223/BIO223L ("C-" is not acceptable)

**NU216 Professional Issues II (0)**

This is the second course presented on contemporary professional issues. The student will be provided with the opportunities to explore current nursing

issues. Emphasis will be placed on the role of the nurse as manager of care and member within the discipline of nursing. An overview of leadership and management theories, the role of the nurse in quality improvement and workplace issues will be addressed. Students will be assisted in the transition from student to graduate role: preparation for the professional licensure, exploration of employment and further educational opportunities. Lecture discussion and computer assignments will be utilized to promote student learning. (Fall and Spring Semesters – Day and Evening)

Classes begin in early August for the fall semester; and the first week of January for the spring semester.

Seven and one half classroom hours.

Prerequisites: Minimum grade of “C” in NU116 and NU214 (“C-” is not acceptable)

This course must be taken concurrently with NU222.

### **NU217 Pediatric Nursing (2)**

Classroom theory and clinical experiences will provide a foundation for nursing of children and their families from birth through adolescence. The nurse's role in health promotion, health maintenance and health restoration will be emphasized. Supervised clinical experiences, lecture, discussion, research and computer assignments will be utilized to promote student learning. (Fall and Spring Semesters – Day and Evening)

Classes begin early August for fall semester and first week in January for the spring semester.

One and one half (1½) classroom hours/week and twenty-three clinical hours per semester.

Prerequisites: Minimum grade of “C” in NU115, NU122, NU124, BIO223/BIO223L and PSY102. (“C-” is not acceptable)

### **NU220 Mental Health Nursing (2)**

This course utilizes the nursing process within Orem's framework in providing care to patients experiencing psychosocial problems. The focus will be on health promotion, health maintenance, and health restoration. Roles of the Associate Degree Nurse as provider and manager of care and member within the discipline of nursing as they relate to mental health will be explored and applied. Lectures, seminars, and selected clinical experiences in hospital and community settings will be utilized as learning modalities. (Fall and Spring Semesters – Day and Evening) Classes begin early August for fall semester and first week in January for spring semester.

One and one half (1½) classroom hours/week and twenty-three clinical hours/semester.

Prerequisites: Minimum grade of “C” in NU214 and NU217 (“C-” is not acceptable).

### **NU222 Health Restoration III (7)**

In this course, the Nursing Process will be used within the framework of Orem's Theory to provide students with learning activities for patients experiencing acute and complex health deviations. Topics

related to acute cardiovascular, neurological, and renal health deviations, burns, women's health, and disaster preparedness will be presented. Students are expected to function more independently, using previous knowledge and experience in assuming the role of educator, manager of care and provider of care for clients in a variety of clinical and community settings. (Fall and Spring Semesters – Day and Evening)

Three classroom hours and twelve clinical hours/week.

Prerequisites: Minimum grade of “C” in NU214 and NU217 (“C-” is not acceptable).

NU216 must be taken concurrently with NU222.

### **NU300 Comprehensive Health Assessments for Nursing Practice (4)**

Focuses on developing and utilizing comprehensive assessments of families and communities. Plans intervention strategies relative to the needs, problems, and level of wellness of the population unit. Emphasizes systematic and comprehensive health assessments as a database for identifying nursing diagnoses and nursing intervention plans. Combines lecture and on-campus simulation laboratory experiences to develop advanced skills in assessment of physical, cognitive, spiritual, socioeconomic, genetic and environmental domain.

### **NU304 Introduction to Nursing Care Informatics (2)**

Teaches the use of information technology to access, retrieve, organize and evaluate information related to evidence based on nursing practice. Using a problem based approach, students will use information technology resources to examine health related problems, obtain and organize pertinent information and professionally communicate findings.

### **NU308 Research Procedures in Nursing Practice (3)**

Emphasis is on accessing, analyzing and critiquing research in scientific literature to determine implications for practice. Applies the principles of quantitative and qualitative research to patient care and synthesizing findings for evidence based on Nursing practice. Discusses specific elements of the research process including problem identification, literature review, variables, research design, sampling concepts, data collection, data analysis and interpretation. Critical analysis of research and the development of a research proposal will be included.

Prerequisite: MA200

### **NU310 Family Nursing Care Across the Lifespan (3)**

This course focuses on the family as a basic unit of society and promotion of family health across a lifespan. The role of the professional nurse as teacher, counselor,

and advocate will be emphasized in health promotion as well as dealing with the family unit challenged by acute, episodic illness / injury or chronic conditions / disabilities. Based on Orem's Self-Care Model and the nursing process, the student will develop the skills to provide family-centered, outcome oriented nursing care to care for the needs of diverse families. Major theories related to family nursing will be explored. Topics include: variables affecting families, family assessment, cultural diversity, anticipatory guidance, multigenerational families and family as care giver. The impact of adding, separating and dealing with the death of family members will be included.

Prerequisite: NU300

### **NU318 Nursing Theory and Practice Issues (3)**

Students will explore selected nursing theorists and the concepts of person, health and environment as a basis for implementing and evaluating nursing care. Issues and trends that influence professional nursing practice will be discussed. How the practice of nursing has adapted to change throughout the years and how today's health care delivery impacts professional nursing practice will be addressed.

### **NU402 Community Health Nursing: Individual and Family (3)**

Examines the nurse's role in delivery of primary health/community based services focusing on health promotion, disease prevention and management of episodic illnesses. Addresses health risks of age groups across the lifespan within the context of family, culture, and socioeconomic level. Epidemiological considerations apply to community settings; public health mandates will be considered. Healthy People goals and other national initiatives provide direction for developing nursing strategies. (24 clinical hours)

### **NU450 Leadership and Management for Professional Practice (3)**

Focuses on the role of the professional nurse as a leader in today's health care environment. Students will identify various leadership styles and compare and contrast leadership and management behaviors. Class discussions will include organizational structure and behavior, work place issues important to the nurse manager, delegation and change theory. Motivational and decision making strategies, conflict management principles, and quality care for positive patient outcomes and patient safety will be addressed.

### **NU470 Pharmacology for the Registered Nurse (3)**

This course correlates knowledge of human physiology, pathophysiology, and pharmacology as it relates the RN's role in the administration of drug therapies, assessment of responses and the

education of patients across the lifespan. Using a simple to complex approach, key content areas are presented to help conceptualize the important components related to nursing pharmacology. The basic concepts of pharmacology, such as drug testing and approval, pharmacokinetics and pharmacodynamics, therapeutic and toxic effects, and challenges related to drug therapy provide the foundation from which drug therapy associated with specific body systems is addressed. Discussion of the major drug groups focuses on therapeutic actions and indications, pharmacokinetics, contraindications and cautions, adverse effects, clinically important drug-drug interactions and nursing considerations which emphasize the nursing process and focus on patient care teaching. Prototypes of the major drug groups are emphasized. Lifespan considerations, evidence for best practice, patient safety, and crucial thinking are integrated throughout the course.

#### **NU484 Clinical Seminar (2)**

Preceptor guided seminar in an area of student choice with an emphasis on the application of baccalaureate level nursing knowledge. Integrates evidence-based practice, clinical judgment, inter-professional perspectives and patient preferences to improve patient care. Differences between pedagogy and andragogy will be explored. Content derived from clinical situations encountered. Student share clinical reports and raised critical questions regarding practice issues.

Prerequisites: NU300, NU304, NU310, NU402

#### **NU486 Professional Nursing Syntheses/Clinical Capstone (4)**

This course will allow students to demonstrate integration of baccalaureate nursing knowledge and practice in professional systems and settings. Students will be provided opportunities for synthesis and evaluation of professional nursing role behaviors essential to care of clients experiencing complex care needs in a variety of settings. Emphasizes critical thinking, communication, leadership, management and evaluation. Provides the student with a clinical immersion experience in a practice setting of their choice, with a professional nurse preceptor. (Fifteen class hours and 84 clinical hours)

Prerequisites: NU300, NU304, NU310, NU402

## PHILOSOPHY

#### **PH103 Introduction to Philosophy (3)**

This course is an introduction into the basic issues of philosophy: Being, God, Knowledge, Meaning, Self, Reality, Evil and Death as they are found and presented in the history of Western Philosophy. (Fall, Spring and Summer Semesters)

#### **PH107 Logical Reasoning and Decision Making (3)**

This course introduces students to both informal and formal logic; and students will use the developed logic to evaluate decisions for given situations. Topics include: informal logical games, logical fallacies, truth tables, logical equivalence, sentential logic with proofs, categorical logic, probability, expected value, and decision making.

*(This course is cross listed in Math MA107 – credit will not be granted for both PH107 and MA107)*

Prerequisite: Exit level high school Regents mathematics or equivalent; successful completion of MA096; and/or placement test.

#### **PH201 Ethics (3)**

A study of the main ethical systems found in Western Philosophy. Investigation of particular ethical concepts such as morality and the moral ideal, good and evil, right and obligation, conscience, moral responsibility and value, and how these, along with moral principle(s), are used to guide the moral life.

#### **PH204 Business Ethics (3)**

This course is designed to examine many of the philosophies presently operative in the business world and society. Special attention is given to such issues as corporate responsibility, morality in advertising, conflicts of interest, preferential hiring, personal morality vs. loyalty to employer, and capitalism vs. socialism.

#### **PH205 Ethics in Health Care (3)**

Modern medicine and health care have created new human ethical problems. This course will explore a number of medical ethical dilemmas, such as end-of-life decisions, defining the concept of death, ordinary versus extraordinary means of treatment, assisted reproduction, informed consent, confidentiality, truth-telling, withholding treatment, and the distribution of scarce medical resources, in the light of the principles of autonomy, non-maleficence, beneficence, and justice. One semester of clinical experience is strongly recommended. (Fall, Spring and Summer Semesters)

#### **PH207 Marriage and the Family (3)**

This course is designed to investigate the inner dynamism and nature of marriage and family relationships. It addresses itself to a variety of philosophical tenets, and the historical development and sociological ramifications of the institution.

#### **PH208 Death & Dying (3)**

Gearred to the very heart of the question: What is death? The course will examine the phenomenon as well as the human response to it both yesterday and today by great men and women and not so famous men and women of the East and West.

#### **PH215 Logic (3)**

An introductory course to the science of logic and the principles of deductive reasoning, correct thinking and valid argumentation. Special emphasis will be placed on the traditional Aristotelian syllogism.

#### **PH301 Philosophy of World Religions (3)**

The term 'philosophy' comes from Greek roots meaning 'the love of wisdom'. Philosophers ask questions such as: What is the meaning of life? What is a good life? Is there a God? What ought one to do? What is the nature of right and wrong? Is there one true religion, or many? (or none?) Should there be one ethical doctrine for everyone – or – should there be a diversity of moral options? In the age of the global economy and the Internet, the world's many diverse cultures have greater contact and interaction with one another than at any other time in history. In the post 9/11 world, the dangers of cultural conflict seem greater than ever. Such conflict often involves the clash of values and the clash of systems of religious belief that date back to the ancient and formative period times of today's cultures. But-is conflict inevitable? Are religion and ethics a source of unavoidable division or of potential unity? This course will introduce students to the philosophical approach to religion and also to religious & ethical ideas from several global cultures. It will also prepare students in medicine, business and related fields for the diversity of religious and moral views they will encounter in the modern workplace in general and health care institutions in particular.

Prerequisite: PH103 or permission of instructor

#### **PH304 Social / Political Philosophy (3)**

Course content will introduce students to the philosophical approach to ethical issues that arise in social, political and civic life. As such, it will address ethical problems at both the individual and group levels. Specifically, an overview of the major issues and theories in social-political philosophy will be discussed as well as an introduction to many of the key ethical thinkers in politics and civics arenas. This course will prepare students for careers in the medical field and similar occupations for ethical situations they will encounter in the social and political culture of the modern work place. (Spring Semester)

#### **PH350 Topics in Bioethics (3)**

This course will introduce students to various topics of the instructor's choosing in the areas of Bioethics. Bioethics can be seen as a branch of ethics, or more specifically, a branch of applied ethics. In many ways bioethical discourse presupposes ethical discourse. For this reason students will be introduced to an array of normative ethical theories and principles before embarking on a range of bioethical dilemma cases and topic areas.

The interdisciplinary nature of Bioethics also demands that students be introduced to the latest medical and scientific breakthroughs in areas such as stem cell research, cloning, regenerative medicine, and genetic screening. The course will guide students through a wide range of Bioethical issues which may include topics like abortion, euthanasia, embryonic stem cell research, cloning, scarce medical resources, and assisted reproduction. Students will be expected to carry out their own original research in the arena of Bioethics and will be asked to write a longer argumentative style essay in order to complete the course.

Prerequisite: PH205 or permission of instructor

## PHYSICS

### PHY099 Preparatory Physics (3)\*

An introduction to the basic concepts of physics with an emphasis on classical mechanics, electricity and the structure of the atom. Course reviews simple algebra, vectors and vector addition. Three lecture hours.

Prerequisite: High school algebra. *Students placed into MA096 must complete that course before registering for PHY099.*

\*Institutional credit only.

### PHY111 Physics I (3)

An introduction to the concepts and laws of physics. Topics include: classical mechanics, energy, momentum, rotational motion and heat. Three lecture hours.

Prerequisites: High school algebra or MA096, and high school physics.

Co-requisite: PHY111L

### PHY111L Physics I Laboratory (1)

Laboratory experiences are based on topics covered in lecture. Two laboratory hours.

Co-requisite: PHY111

### PHY112 Physics II (3)

A continuation of Physics I. Topics include: electricity, magnetism, light, optics, atomic and nuclear structure. Three lecture hours.

Prerequisite: PHY111/PHY111L

Co-requisite: PHY112L

### PHY112L Physics II Laboratory (1)

Laboratory experiences are based on topics covered in lecture. Two laboratory hours.

Co-requisite: PHY112

## PRACTICAL NURSING

### PN104 Fundamentals of Practical Nursing (7)

This course is designed to familiarize students with the historical development of

nursing, nursing education, and the roles and responsibilities of the nurse and the health care team. Development throughout the life cycle and basic nutrition and diet therapy will be discussed. This course uses the Nursing Process within the framework of Orem's Self-Care Deficit Theory. A structured campus laboratory setting assists students in learning and integrating technical skills. Clinical experiences will be provided in long-term and sub-acute health care settings. (Fall and Spring Semesters)

Fourteen Clinical hours per week (half semester)

Sixty classroom hours and thirty laboratory hours.

Prerequisites: Minimum grade of "C" in BIO130/BIO130L

### PN105 Practical Nursing II (7)

This course focuses on the basic concepts of nursing. The Nursing Process is utilized within the framework of Orem's Self-Care Deficit Theory to collect data in relation to individuals' ability to care for themselves. Psychomotor skills are demonstrated and practiced in the structured campus laboratory before they are applied in the clinical setting. Clinical experiences will be provided in acute care and sub-acute health care settings. (Fall and Spring Semesters)

Fourteen Clinical hours per week (half semester)

Sixty classroom hours and thirty laboratory hours.

### PN106 Practical Nursing III (7)

This course focuses on common health deviations which affects individuals of various ages. The Nursing Process will continue to be utilized to provide care for patients along the continuum with an emphasis in maternal, child adolescent and family health. Assisting children and adults with a variety of health deviations will be discussed. Advanced psychomotor skills are practiced and evaluated in the laboratory. Clinical experiences will be provided in maternal, family, pediatric and community settings. (Fall and Spring Semesters)

Seven Clinical hours per week

Sixty classroom and thirty laboratory hours

Prerequisites: Minimum grade of "C" in PN104, PN105 and NU114. NU115 must be taken concurrently with PN106.

### PN107 Practical Nursing IV (7)

This course focuses on common health deviations which affects the geriatric population. The Nursing Process will continue to be utilized to provide care for patients in various health care settings which include mental health, extended care, ambulatory, and community care health settings. Leadership and management skills as it relates to the LPN scope of practice will be discussed. Advanced psychomotor skills are practiced and evaluated in the laboratory. Clinical experiences will be provided in acute, long term, and

community care health settings. (Fall and Spring Semesters)

Seven Clinical hours per week

Sixty classroom hours and thirty laboratory hours

Prerequisites: Minimum grade of "C" in PN104, PN105 and NU114. NU115 must be taken prior to or concurrently with PN107.

## PSYCHOLOGY

### PSY101 General Psychology (3)

An introduction to the basic concepts, research methods and applications of psychology. The major theoretical perspectives are presented through such areas as sensation, perception, intelligence, cognition, personality, and abnormal behavior. The course requires a research paper. (Fall, Spring and Summer Semesters)

### PSY102 Developmental Psychology (3)

A study of the life span approach, from pre-natal development to aging and death. This course emphasizes physical, cognitive, intellectual, social, cultural and personality factors. Major theoretical perspectives and research findings, including cross-cultural studies, are applied throughout the course. (Fall, Spring and Summer Semesters)

Prerequisite: PSY101

### PSY201 Abnormal Psychology (3)

The course utilizes current classifications of mental disorders to explain abnormal behavior. Case studies and other resource materials are applied to demonstrate the complexity of determining etiology, diagnosis and treatment of mental illness. Students will be required to participate in a number of experiential projects to focus self-awareness in relation to "abnormal behavior".

Prerequisite: PSY101

### PSY202 Human Sexuality (3)

An exploration of human sexuality in Western society. Through personal inventory questions, group discussions, lecture, and experiential learning activities, students will assess their personal attitudes, values and knowledge of various sexuality topics. Efforts to understand and respect value systems that differ from personal beliefs will be stressed.

Prerequisite: PSY101

### PSY301 Health Psychology (3)

Health Psychology examines how biological, psychological, and social factors interact with and affect the efforts people make in promoting good health and preventing illness. The course explores how effectively people cope with and reduce pain and the recovery, rehabilitation, and psychological adjustment of patients with

serious health problems. The course also focuses on the role of stress in illness and certain lifestyle factors, such as smoking and weight control, and specific chronic illnesses such as cancer and heart disease. Students will be provided with training to evaluate the scientific quality of research in the field of health psychology.

Prerequisite: PSY101 or permission of instructor

### **PSY303 Organizational Psychology (3)**

Organizational Psychology is a specialized field within Psychology that attempts to understand and explain human behavior in organizational settings. Often referred to as I/O Psychology (Industrial and Organizational) this course will introduce the methods, practices, theories, and research of Organizational Psychology, which includes the social and psychological aspects of people in the workplace. Organizational processes are the focus of this course and are comprised of individual attitudes, behaviors, emotions, health, leadership, motivation, productivity, and well-being. As well as group dynamics and organizational communication, structures, and culture. A real-world application of empirical research of people in organizations will be addressed.

Prerequisites: PSY101 or permission of instructor

### **PSY315 Social Psychology (3)**

Social Psychology is a specialized field within Psychology that attempts to understand and explain human thought (mental process), perception, emotion, and behavior through intrapersonal, interpersonal, and group dynamics. Emphasis is on social perception, social influence, social relations, and applying them to western culture. Major theoretical perspectives and research findings, including multicultural aspects, are applied throughout the course.

Prerequisite: PSY101 or permission of instructor

### **PSY320 Research Methods: Techniques and Designs (3)**

Provides students with an introduction to research methods in the Behavioral Sciences. The assumptions and goals of the scientific method will be considered and various types of research techniques and designs will be studied. Students will learn the process of writing a research proposal and explore the ethics of research with human and animal subjects.

Prerequisite: PSY101 or permission of instructor

### **RT101 Image Acquisition and Evaluation I (3)**

This course covers the proper conventional and digital imaging techniques required to produce diagnostically useful radiographs. The four primary exposure factors are explained with discussion in concepts of density, contrast, and geometric factors. X-ray tube construction, intensifying screens, film processing, beam limitation and grid use are also addressed. When appropriate, students will work in the RT laboratory to produce images for evaluation. Students will also evaluate radiographs in the classroom to determine their technical acceptability (Fall Semester)

BIO130/BIO130L must be taken prior to or concurrently with RT101.

### **RT102 Radiographic Procedures I (2)**

The lecture component of this course begins with an introduction to the specific nomenclature, as well as underlying principles of radiographic positioning. Routine and advanced positioning studies, correlated with anatomy of the upper and lower extremities, chest, abdomen, thorax, and the urinary and digestive systems are presented. (Fall Semester)

BIO130/BIO130L must be taken prior to or concurrently with RT102.

### **RT102L Applied Radiographic Procedures I (1)**

The College laboratory component of Radiographic Procedures I contains anatomy and positioning applications, as well as film-critique sessions. A competency-based system of evaluation is utilized. (Fall Semester)

Two laboratory hours  
BIO130/BIO130L must be taken prior to or concurrently with RT102L

### **RT103 Patient Care and Management I (1)**

This course is designed to assist the student to develop both general and specific interactive skills in patient care. It focuses on record maintenance and administrative procedures, ethics and medicolegal issues, patient safety and transfers, vital signs, emergency situations, infection control, oxygen delivery, EKG monitoring, and contrast media. (Fall Semester)

BIO130/BIO130L must be taken prior to or concurrently with RT103

### **RT104 Clinical Education I (2)**

This course requires practical clinical application of knowledge and skills, and involves clinical experiences in general radiographic areas and contrast studies. It is taken concurrently with the didactic components of the semester, and is provided at the College's clinical affiliates. A competency-based system of evaluations is utilized. (Fall Semester)

Sixteen clinical hours (two days)  
BIO130/BIO130L must be taken prior to or concurrently with RT104.

### **RT105 Image Acquisition and Evaluation II (3)**

This course continues instruction on radiographic imaging principles. Students review RT101 concepts, then build on these

concepts by applying mathematical formulas (algebra level) utilized for technique compensation. Filtration, beam limitations and film processing are also discussed as well as digital imaging concepts of computer radiography and direct readout. (Spring Semester)

Prerequisites: RT101, RT102, RT102L, RT103, RT104, and BIO130/BIO130L with grades of "C" or better; BIO131/BIO131L must be taken prior to or concurrently with RT105.

### **RT106 Radiographic Procedures II (2)**

The lecture component of this course focuses on both routine and advanced positioning studies, correlated with anatomy of the spine, thorax and skull. (Spring Semester)

Prerequisites: RT101, RT102, RT102L, RT103, RT104 and BIO130/BIO130L with a grade of "C" or better; BIO131/BIO131L must be taken prior to or concurrently with RT106.

### **RT106L Applied Radiographic Procedures II (1)**

The College laboratory component of Radiographic Procedures II contains anatomy and positioning applications of the spine, thorax and skull, correlating with film-critique sessions. A competency-based system of evaluation is utilized. (Spring Semester)

Two laboratory hours  
Prerequisites: RT101, RT102, RT102L, RT103, RT104 and BIO130/BIO130L with a grade of "C" or better; BIO131/BIO131L must be taken prior to or concurrently with RT106L.

### **RT107 Patient Care and Management II (1)**

This course includes units on pharmacology, drug administration, and monitoring of medical equipment. In addition, specialized radiographic procedures are discussed throughout this semester. (Spring Semester)

Prerequisites: RT101, RT102, RT102L, RT103, RT104 and BIO130/BIO130L with a grade of "C" or better; BIO131/BIO131L must be taken prior to or concurrently with RT107.

### **RT108 Clinical Education II (2)**

In this semester, clinical experiences are provided in general radiographic areas and contrast studies with special emphasis on radiography of the skull and spinal column. It is taken concurrently with the didactic components of the semester and is provided at the Colleges' clinical affiliates. A competency-based system of evaluation is utilized. (Spring Semester)

**RADIOLOGIC  
TECHNOLOGY**



Sixteen clinical hours (two days)

Prerequisites: RT101, RT102, RT102L, RT103, RT104 and BIO130/BIO130L with a grade of "C" or better; BIO131/BIO131 must be taken prior to or concurrently with RT108.

### **RT109 Applied Radiologic Technology I (6)**

In the first summer clinical component, the student continues to gain experience in general radiographic and contrast studies, as well as portable and surgical radiography. Experiences are provided at the College's clinical affiliates. A competency-based system of evaluation continues to be utilized. (Summer)

Forty clinical hours (five days) per week for a total of 8 weeks or 320 hours.

Prerequisites: RT105, RT106, RT106L, RT107, RT108 and BIO131/BIO131L with grades of "C" or better

### **RT201 Equipment Operation and Maintenance I (2)**

This course covers basic electrical and mechanical examples as applicable to the structure and operation of radiologic equipment. It includes identification of structure and function of x-ray generating devices and circuitry with emphasis on the radiographic tube. (Fall Semester)

Prerequisite: RT109 with a grade of "C" or better

### **RT202 Radiation Physics and Protection (3)**

This course explores the interactions between radiation and matter, the electromagnetic spectrum, and related radiation concepts. Students learn about radiation detection and monitoring and the appropriate units of measurement. All aspects of radiation protection and dose reduction for patients and occupational radiation workers are explained. (Fall Semester)

Prerequisite: RT109 with a grade of "C" or better

### **RT203 Applied Radiologic Pathology I (2)**

This course provides the student with an introduction to the concepts of disease and surveys the pathology particular to selected body systems. Medical procedures related to the disease are investigated, with emphasis placed on radiographic studies. Normal anatomy/physiology is reviewed and compared with radiologic pathological conditions. Image demonstration utilizes conventional formats. (Fall Semester)

Prerequisite: RT109 with a grade of "C" or better

### **RT205 Clinical Education III (2)**

In the second year, students continue to gain general radiographic experiences, as well as begin experiences with special procedures, the emergency room, and other imaging areas. These areas include CT (computerized tomography), MRI (magnetic resonance imaging), and

Sonography. All experiences are offered at the College's clinical affiliates. A competency-based system of evaluation continues to be utilized. (Fall Semester)

Sixteen clinical hours (two days)

Prerequisite: RT109 with a grade of "C" or better

### **RT206 Equipment Operation and Maintenance II (1)**

Radiologic generating equipment, image intensification and fluoroscopic devices are presented in this course. Discussion on computer applications, digital imaging and processing equipment, and topics of quality control are also included. (Spring Semester)

Prerequisites: RT201, RT202, RT203, RT205 with a grade of "C" or better

### **RT207 Radiation Biology (2)**

This course begins with the effects of radiation on normal cell biology. Factors influencing the molecular and cellular response are discussed. Acute and chronic effects of radiation on tissue, organs, and whole body systems are also presented with in-utero and genetic effects. (Spring Semester)

Prerequisites: RT201, RT202, RT203, RT205 with a grade of "C" or better

### **RT208 Applied Radiologic Pathology II (1)**

This course continues to survey pathology particular to several selected body systems. Emphasis is placed on radiographic studies and procedures. Normal anatomy and physiology is reviewed and compared with radiologic pathological conditions. Image demonstration continues to utilize conventional formats. (Spring Semester)

Prerequisites: RT201, RT202, RT203, RT205 with a grade of "C" or better

### **RT209 Special Imaging Topics (1)**

This course is designed to provide a basic overview of advanced imaging areas such as: Special Radiographic Procedures, Portable, and Surgical Radiography. Advanced Positioning/Procedures are reviewed to prepare students to perform non-routine & trauma radiographic studies. (Spring Semester)

Prerequisites: RT201, RT202, RT203, RT205 with a grade of "C" or better

### **RT210 Clinical Education IV (2)**

Specialty clinical experiences continue as the students demonstrate applications of knowledge and skill. This course is taken concurrently with the didactic components of the semester and is provided at the College's clinical affiliates. A competency-based system of evaluation continues to be utilized. (Spring Semester)

Sixteen clinical hours (two days)

Prerequisites: RT201, RT202, RT203, RT205 with a grade of "C" or better

### **RT211 Applied Radiologic Technology II (6)**

Clinical experience involving general radiography, contrast studies, portable radiography, surgery, and specialty examinations. In addition, the student is provided review opportunities for the American Registry (R) Examination. (Summer)

Maximum of forty hours (five days) per week for a total of eight weeks or 320 hours.

Prerequisites: RT206, RT207, RT208, RT209, RT210, RT212, RT215 with a grade of "C" or better

### **RT212 Sectional Anatomy for the Radiographer (1)**

This course is designed to provide the Radiologic Technology student with an overview of human anatomy, viewed in body sections, as it relates to imaging. Anatomical structures are viewed in the axial, coronal and sagittal planes.

Emphasis is placed on the head and neck, thorax and abdomen. (Spring Semester)

Prerequisites: BIO130/BIO130L and BIO131/BIO131L

### **RT213 Mammography (3)**

This is a comprehensive didactic course that will cover many areas including mammographic positioning, breast anatomy and physiology, patient preparation, mammography equipment, quality assurance and modifications for non-routine patients. (Offered as needed)

Prerequisites: All courses in the first year of the Radiologic Technology program

### **RT215 Capstone Course (1)**

This course offers a variety of integrated topics, including advanced concepts of digital radiography and computerized tomography (CT). Resume preparation and career development are addressed, along with specific ARRT(R) examination instructions. Simulated RT Registry testing at the end of the semester summarizes all RT material. (Spring Semester)

Prerequisites: RT201, RT202, RT203, RT205 with a grade of "C" or better

### **RT300 Computed Tomography (CT) Procedure Protocols (4)**

This course will provide students with detailed information concerning all general aspects of procedure protocols commonly used in computed tomography (CT). Topics discussed will include but not be limited to general patient education as it relates to the preparation, orientation, positioning, gathering of patient history information pertinent to image acquisition and the overall assessment of tomographic image data. Representative CT images will be reviewed for quality, anatomy, physiologic content and pathology. (Spring Semester)

Prerequisite: Acceptance into the B.S. RT program; PHY111 and PHY111L

**RT301 Computed Tomography (CT) Physics and Instrumentation (3)**

This course is designed to provide students with the skills necessary to understand, acquire and assess the quality of computed tomography (CT) as well as other tomographic based image data sets. Areas to be studied include but are not limited to the historical development of CT and the subsequent evolution of magnetic resonance imaging (MRI). Also discussed are recent advances in medical imaging which continue to advance the field in structural/functional relationships such as positron emission tomography (PET) and molecular imaging.  
(Spring Semester)

Prerequisites: Acceptance into the B.S. RT program; PHY111 and PHY111L

**RT302 Sectional Anatomy and Imaging Applications (3)**

This course will provide students with general working knowledge concerning the structure and function of the human body in 2D and 3D rendering schemes. A review of organs, systems and gross anatomy in both 2D and 3D will be described and discussed. Detailed review of gross anatomical structures in relation to cross sectional displays will be systematically reviewed for location, relationship to other structures and normal physiologic function.  
(Fall Semester)

Prerequisites: BIO310, RT300, RT301 and PHY111/PHY111L must be taken prior RT302.

**RT400 Pathology Correlation in Computed Tomography (CT) (4)**

Course content is designed to introduce students to currently accepted theories of disease causation as well as major types of pathophysiologic disorders as they relate to normal versus abnormal anatomical structures on CT images in each of the major body systems. Etiology, pathophysiologic responses, clinical manifestations, anatomic appearance on CT and response assessment criteria relating to image data acquisitions and image artifacts will be presented. (Fall Semester)

Prerequisites: BIO310, RT300, RT301, and PHY111/PHY111L must be taken prior to RT400.

**RT402 Advanced Imaging Practicum (Clinical) (2)**

This course requires the practical application of skills and knowledge obtained in the classroom that will be required to work in a clinical environment utilizing CT. Clinical experiences will be focused on the most commonly acquired CT data sets (i.e., head, neck, abdomen, etc.). This course is to be taken concurrently with didactic components of the program. Clinical experiences will be offered at many of Trocaire's RT affiliated clinical sites. (Spring Semester)

Prerequisites: BIO310, RT300, RT301, RT302, RT400 and PHY111/PHY111L

must be taken prior to RT402. Current certification in CPR is required.

**RT403 Advanced Patient Care and Pharmacology (1)**

This course provides students with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures are described as well as infection control procedures utilizing universal precautions. Topics discussed will include the role of CT personnel in providing patients with the safety guidelines, contrast media procedures and a basic knowledge of acquisition issues that may be pertinent. Basic concepts of pharmacology will also be discussed. The theory and basic practice of administering contrast media as well as general procedures for venipuncture used in the administration of contrast media and/or intravenous medications are presented. Content is designed to broaden the technologist's knowledge of pharmacology.  
(Spring Semester)

Prerequisites: BIO310, RT300, RT301, RT302, RT400, and PHY111/PHY111L must be taken prior to RT403

**RT404 Computed Tomography – Capstone Seminar (1)**

This course will serve as an overall review of the material presented throughout the entire course of study in the B.S. RT program. Students should use this course to prepare for the National Accreditation Examination administered by the ARRT for certification in computed tomography (CT). Students will complete a written and/or oral compilation of their CT and/or imaging science understanding focused on tomographic imaging topics obtained in the didactic as well as clinical environments acquired throughout the course of their academic career. (Spring Semester)

Prerequisites: BIO310, RT300, RT301, RT302, RT400, and PHY111/PHY111L must be taken prior to RT404.

## RELIGIOUS STUDIES

**RS100 Introduction to Religious Thought (3)**

An introductory course into the fundamental concepts associated with religious thought. The student will be introduced to the concepts of the sacred, the symbol, ritual and rites of passage, faith, re-birth, mystery, myth, good, evil, the relationship of one to self, community and the Absolute.

**RS101 Introduction to Scripture (3)**

An introductory level survey of the historical development and contents of the Bible. Major focus will be on the purpose of scripture and its role in divine revelation.

**RS103 An Introduction to Christian Thought (3)**

An introductory inquiry into the Christian church as a community of faith. Major focus will be on the doctrinal concepts of the Nicene Creed.

**RS108 Major World Religions (3)**

An introductory survey of the major religions of the world. The major focus will be on the basic beliefs and practices found in Buddhism, Christianity, Hinduism, Islam, Judaism and Shintoism.

## SOCIOLOGY

**SOC101 Principles of Sociology (3)**

A basic survey of the history and fundamental principles of sociology. Examines several of the important contributors to the discipline, its operative concepts, and its terminology. Also, studies human groups and interactions, social institutions, and the role of the group in human socialization and development. (Fall, Spring and Summer Semesters)

**SOC207 Contemporary Social Problems (3)**

This course selects, presents, and examines a given social problem such as poverty, racism, crime, drug and alcohol addiction, the problems of aging, etc.

**SOC301 Sociology of Health and Medicine (3)**

This course is an introduction to the field of medical sociology. Its main thrust is on the sociological analysis of health or medical organizations and institutions. Another focus will include an examination of the social disparities in health care with respect to epidemiology and social status or age, sex, race, ethnicity, gender, and social class. The role of health professions in the United States will also be explored.

Prerequisite: SOC101 or permission of instructor

**SOC311 Coping with Illness (3)**

This course offers a broad overview of the sociological aspects of Coping with Illness in our society. Topics include attitudes toward and preparation for death; attitudes towards serious illness in society; the understanding of and care for terminally ill patients; funeral rituals, grief counseling; suicide and euthanasia. Readings and classroom activities will be supplemented by students' self-exploration and writing on feelings, attitudes, and beliefs about Coping with Illness.

Prerequisite: SOC101 or permission of instructor

## SPANISH

### SP101 Beginning Spanish (3)

An introduction to the fundamental language skills of the Spanish language: basic skills in understanding, speaking, writing, grammatical structure and vocabulary.

### SP102 Intermediate Spanish (3)

A continuation of SP101, this course includes further study of grammar structure and vocabulary building. Emphasis on communicating in Spanish: speaking, writing and listening skills will be the focus throughout the semester.

Prerequisite: SP101 or permission of instructor

## SURGICAL TECHNOLOGY

### ST100 Medical Terminology for the Surgical Technologist (1)

This course will present the student with a study of medical terminology mostly relating to the field of surgery. Prefixes, suffixes, root words, combining forms, special endings, plural forms, abbreviations, and symbols will be included in the content. A programmed learning, word building system will be used to learn word parts that are used to construct and/or analyze new terms. This will provide the student with the opportunity to decipher unfamiliar terms and check their spelling. Emphasis will be placed on spelling, definition, usage and pronunciation. Abbreviations will be introduced as related terms are presented. (This course is taken prior to the beginning of the first semester)

### ST101 Introduction to Surgical Technology (4)

This course introduces the student to the role of the health care team. Operating room organization, medical terminology, aseptic technique, surgical supplies, basic instrumentation and basic surgical routines will be emphasized. Introductory surgical regional anatomy will be discussed, as will surgical microbiology as it pertains to sterilization and disinfection. Beginning aspects of the ethical/legal aspects of patient care will be introduced. Learning activities will take place in the classroom, the simulated on-campus operating room, a hospital operating room and the Central Service Department of the hospital. (Fall and Spring Semesters)

Prerequisites: Completion of the Cardiopulmonary Resuscitation Certification; BIO130/BIO130L must be taken prior to or concurrently with ST101. ST100 must be completed with a "C" or better prior to beginning ST101.

### ST102 Concepts of Surgical Patient Care (2)

This course introduces the Surgical Technology student to basic concepts related to surgical patient care. The patient's needs and rights as a consumer of health care services will be examined. Principles of routine patient care, such as temperature, pulse, respiration and blood pressure, etc. and principles of infection control will be discussed. Also discussed will be the preoperative care of the surgical patient. This will include diagnostic tests with a brief overview of their meaning and importance to the surgical patient. Communication skills will be emphasized. Emergency procedures in the operating room will be included. This course is taken concurrently with ST101 (Fall and Spring Semesters)

### ST103 Clinical Education I (2)

This clinical laboratory experience takes place primarily in the simulated on-campus laboratory. There will be limited experiences in the hospital operating room setting during the course. Students are taught the basic skills necessary to begin practice in the surgical setting. Mandatory competencies of this course include scrubbing, gowning and gloving, gowning and gloving team members, back table and instrument setups, simulated draping, "opening of the abdomen", sequence of instruments and equipment. This course must be taken concurrently with ST101. (Fall and Spring Semesters)

Sixteen clinical hours (two days)

### ST104 Fundamentals of Surgical Technology (4)

This course focuses on the scrub duties and expanded instrumentation. Sterilization and disinfection will be continued as will further exploration of the ethical/legal aspects of surgical patient care and student accountability. Assisting with circulating duties and wound healing and closure concepts will be introduced. Wound closure materials and stapling devices will be explored in detail. Specialty equipment such as the use of electrocautery and use of LASER equipment will also be introduced. Regional surgical anatomy will continue to be discussed. The care of the anesthetized patient will be included. Learning activities will take place in the classroom, in the simulated on-campus operating room and hospital operating rooms. (Fall and Spring Semesters)

Prerequisites: ST100, ST101, ST102, ST103 and BIO130/BIO130L with a grade of "C" or better

BIO131/BIO131L must be taken prior to or concurrently with ST104.

### ST105 Surgical Pharmacology (2)

This is the study of drugs, medications and anesthesia and their use, especially as it applies to a patient's surgical experience. Drugs used in emergency situations will be included. Anesthetics, the types, agents,

and their use in the care of the surgical patient will be discussed. The ST's role in relation to surgical pharmacology is examined. Legal issues related to pharmacology will be explored. This course is designed to be taken concurrently with ST104. (Fall and Spring Semesters)

Prerequisites: ST100, ST101, ST102, ST103 and BIO130/BIO130L with a grade of "C" or better

BIO131/BIO131L must be taken prior to or concurrently with ST105

### ST106 Clinical Education II (2)

Clinical experiences are provided in a hospital operating room. The student will be primarily assigned to the scrub technologist's role performing and applying those skills learned in the first semester. This course is taken concurrently with ST104. The evening students take this course over the Spring semester and into the Summer (Fall and Spring Semesters)

Sixteen clinical hours (two days)

Prerequisites: ST100, ST101, ST102, ST103 and BIO130/BIO130L with a grade of "C" or better

BIO131/BIO131L must be taken prior to or concurrently with ST106

### ST201 Advanced Surgical Technology (5)

This course will focus on an overview of the surgical specialties: general surgery which includes gastrointestinal and biliary surgical procedures, gynecology, genitourinary surgery, ear, nose and throat surgery, and head and neck surgery. Surgical procedures will be discussed in relation to supplies, instrumentation and equipment. Surgical pathology, intra-operative patient care, the sequence of the surgical procedures, as well as potential complications will be presented. Clinical practice takes place in hospital operating rooms, as well as other intraoperative care facilities. (Fall and Spring Semesters)

Prerequisites: BIO131/BIO131L, ST104, ST105, ST106 with a grade of "C" or better

BIO223/BIO223L must be taken prior to or concurrently with ST201 (days) and ST203 (evenings)

### ST202 Clinical Education III (2)

Student clinical experiences are broadened in a hospital setting with the student expanding experience in the specialty surgical areas. The student will also begin to assist with circulating duties of the technologist. This course is taken concurrently with ST201. (Fall and Spring Semesters)

Sixteen clinical hours (two days)

Prerequisites: BIO131/BIO131L, ST104, ST105, ST106 with a grade of "C" or better

BIO223/BIO223L must be taken prior to or concurrently with ST202 (days) and ST204 (evenings)

**ST203 Specialized Surgical  
Technology (5)**

This course is a continuation of ST201. This course will focus on an overview of surgical specialties. Special consideration of the pediatric and older adult will be discussed. Transplant surgery including kidney, heart and lung will be explored. Clinical practice takes place in hospital operating rooms, as well as other intraoperative care facilities. During this last semester, as the student prepares for professional practice, further legal, and employment dimensions will be discussed. (Fall and Spring Semesters)

Prerequisites: ST201, ST202 and BIO223/BIO223L with a grade of "C" or better. BIO223/BIO223L must be taken prior to or concurrently with ST203 (evenings).

**ST204 Clinical Education IV (2)**

In this clinical course, students continue to gain experience in a variety of surgical settings with emphasis on more complex and specialized procedures. This course is taken concurrently with ST203. (Fall and Spring Semesters)

Sixteen clinical hours (two days)

Prerequisites: ST201, ST202 and BIO223/BIO223L with a grade of "C" or better. BIO223/BIO223L must be taken prior to or concurrently with ST204 (evenings).

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Kenmore Mercy Hospital  
Lifetime Health (Univera)  
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Mercy Hospital  
Niagara Falls Memorial Hospital  
Sisters of Charity Hospital  
St. Joseph Hospital  
Western New York MRI  
Windsong Radiology  
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Cornell Cooperative Extension of Erie County  
Cornell Cooperative Extension of Niagara County  
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Erie County Medical Center  
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Medical Center  
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**EKG / CARDIAC MONITOR TECHNICIAN**

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Center for Hospice & Palliative Care  
Deaconess Hospital  
DeGraff Hospital  
Elderwood Health Care Centers  
Erie County Home & Infirmary  
Erie County Medical Center  
Erie County Medical Center Trauma Registry  
Erie County Skilled Nursing Facility  
Health Care Solutions  
Inter-Community Memorial Hospital  
Kaleida Health System Tumor Registry  
Kenmore Mercy Hospital  
Lifetime Health (Univera)  
Maxim Management Services  
McAuley-Seton Home Care  
McGuire Group  
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Mercy Hospital  
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Niagara Falls Memorial Hospital  
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Odd Fellow & Rebekah Rehabilitation & Health Care Center  
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McGuire Group  
Mercy Hospital  
Millard Fillmore Suburban Hospital  
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Buffalo Psychiatric Center  
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Elderwood Health Care at Lakewood  
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Sisters of Charity Hospital  
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**David Clabeaux**, R.T.(R), CEO, Buffalo Neurosurgery Group  
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 Practicing CST: **Laurie Mangold**, CST, Roswell Park Cancer Institute  
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