

# 2016-17 COLLEGE CATALOG

## GENERAL INFORMATION AND CURRICULUM



 **TROCAIRE**  
COLLEGE

# INQUIRIES

## Mailing Addresses:

### Main Campus:

Trocaire College  
360 Choate Avenue  
Buffalo, NY 14220-2094

### Extension Center: (mailing address)

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

### 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 ..... | 827-4300 |
| Admissions Office .....                        | 827-2545 | Diagnostic Medical Sonography .....   | 827-2497 |
| Advisement & Career Services Office .....      | 827-2444 | Echocardiography .....                | 827-2497 |
| Alumni Services .....                          | 827-4344 | General Studies .....                 | 827-2466 |
| Bookstore .....                                | 827-2437 | Health Information Technology .....   | 827-2560 |
| Chief Enrollment Officer.....                  | 827-2450 | Healthcare Informatics .....          | 827-2560 |
| Communications Office (Public Relations).....  | 827-4347 | Hospitality Management .....          | 827-4304 |
| Development & Community Engagement.....        | 827-4344 | Human Resource Management .....       | 827-4309 |
| Disability Services.....                       | 827-2412 | Massage Therapy .....                 | 827-2492 |
| Distance Learning Education Coordinator.....   | 827-2557 | Medical Assistant .....               | 827-2563 |
| Financial Aid Office .....                     | 827-2416 | Nursing (A.A.S.) .....                | 827-2407 |
| Help Desk .....                                | 827-4330 | Nursing (B.S.) .....                  | 827-2407 |
| Health Office.....                             | 827-2489 | Nutrition and Dietetics.....          | 827-4307 |
| Human Resource Office .....                    | 827-2559 | Practical Nursing .....               | 827-2407 |
| Library, Rachel R. Savarino .....              | 827-2434 | Radiologic Technology .....           | 827-2443 |
| Mission and Service .....                      | 827-2483 | Surgical Technology .....             | 827-2454 |
| Opportunity Program (TOP) .....                | 827-2562 |                                       |          |
| President .....                                | 827-2423 |                                       |          |
| Registrar .....                                | 827-2485 |                                       |          |
| Registration Office .....                      | 827-2415 |                                       |          |
| Russell J. Salvatore School of                 |          |                                       |          |
| Hospitality and Business .....                 | 827-4300 |                                       |          |
| Seneca Street Building.....                    | 827-4320 |                                       |          |
| Special Events (Fundraising) .....             | 827-4344 |                                       |          |
| Student Accounts (Billing).....                | 827-2427 |                                       |          |
| Student Affairs Office .....                   | 827-2481 |                                       |          |
| Testing (Accuplacer) .....                     | 827-2545 |                                       |          |
| Tours, Campus .....                            | 827-2545 |                                       |          |
| Transcripts .....                              | 827-2469 |                                       |          |
| Veteran's Services .....                       | 827-2553 |                                       |          |
| Workforce Development .....                    | 827-4310 |                                       |          |

For updated information please consult the Trocaire College Website.

# President's Welcome



Welcome to Trocaire College, where lives are transformed. We work to ensure our students will be graduates of choice in career-oriented professions. By enrolling at Trocaire College, you are taking an important step in your journey toward a career of achievement and a life of purpose.

Unique benefits of a Trocaire education include:

- Excellent career outcomes and opportunities for lifelong education
- Personal attention and support services to help students succeed
- A comprehensive, quality liberal arts foundation
- A culture committed to personal enrichment and service in the spirit of the Sisters of Mercy
- A competitive private-college tuition coupled with financial aid resources
- Extraordinarily high alumni satisfaction rates

Whether they come straight from the halls of high school or are returning to the classroom after years in the workforce, our students are driven, determined and passionate about their futures. Your experiences here—the hands-on clinicals and internships, program-specific courses from faculty who are experts in their field, liberal arts classes that enhance critical thinking skills—will prepare you for the opportunities that await in the working world.

This catalog provides a comprehensive view to the academic offerings and student support services we provide at the College. It also includes information that can be helpful to you as you navigate your experience while you pursue your educational goals.

As president of Trocaire, I'm excited about the commitment our faculty, staff and administrators make every day to support you and your academic goals. You should be proud to be part of such a caring higher educational community that embodies the Mercy traditions of our founders. I wish you much educational and personal success this year!

Sincerely,

A handwritten signature in black ink, appearing to read "Bassam M. Deeb". The signature is fluid and cursive.

Bassam M. Deeb, Ph.D.  
President  
Trocaire College

# Trocaire at a Glance

|  |   |   |
|--|---|---|
| <b>History:</b>                                    | A private coeducational Catholic college with a strong liberal arts core, established by the Buffalo Regional Community of the Sisters of Mercy in 1958. Accredited by the Middle States Commission on Higher Education, and chartered by the Regents of the University of the State of New York.   |   |
| <b>Student Enrollment:</b>                         | Approximately 1,369 students  |   |
| <b>Student / Faculty Ratio:</b>                    | 11 / 1  |   |
| <b>Location:</b>                                   | <b>Main Campus:</b>   | 360 Choate Avenue, Buffalo, NY 14220 – behind Mercy Hospital and adjacent to Cazenovia Park.<br>2262 Seneca Street, Buffalo, NY 14210 |
|  | <b>Extension Center:</b>  | 6881 Transit Road, Williamsville, NY 14221 (Mailing Address)  |
| <b>Residence:</b>                                  | 94% of students are from Erie County<br>6% of students are from surrounding counties  |   |
| <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><br/>Healthcare Informatics*<br/>Nursing</p> <p><b><i>Associate Degree Programs:</i></b><br/>Computer Network Administration*<br/>General Studies<br/>Health Information Technology<br/>Healthcare Informatics*<br/>Hospitality Management*<br/>Human Resource Management*<br/>Massage Therapy<br/>Medical Assistant<br/>Nursing<br/>Nutrition and Dietetics*<br/>Radiologic Technology<br/>Surgical Technology</p> <p><b><i>Certificate Programs:</i></b><br/>Computer Network Administration*<br/>Diagnostic Medical Sonography<br/>Echocardiography<br/>Healthcare Informatics*<br/>Hospitality Management*<br/>Human Resource Management*<br/>Massage Therapy<br/>Practical Nursing</p> <p>*For these programs, all courses except one are held at the Extension Center. The remaining course must be taken at the main campus.</p> |   |
| <b>Workforce Development / Life Long Learning:</b> | Offering a variety of professional, credit-free and CEU courses.  |   |

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. **Please check the college website for any updated information as it relates to this catalog at <http://my.trocaire.edu/academics/registrar/>**

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**NON-DISCRIMINATION 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 an individual’s actual or perceived, race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, genetic information or any other basis prohibited by New York state and/or federal non-discrimination laws. Retaliation against an individual because he or she made a complaint, testified or participated in any manner in an investigation or proceeding will not be tolerated and is unlawful under Civil Rights laws.*

**Civil Rights Compliance Officer**

**Inquiries concerning the college’s non-discrimination policies should be directed to:**

Compliance and Diversity Coordinator  
 360 Choate Avenue, Room 321  
 Buffalo, NY 14220  
 (716) 827-2461  
[CivilRightsCompliance@trocaire.edu](mailto:CivilRightsCompliance@trocaire.edu)

**For further information on notice of non-discrimination, please contact:**

|                                     |   |
|-------------------------------------|---|
| New York Office                     | Telephone: (646) 428-3900   |
| Office for Civil Rights             | FAX: (646) 428-3843   |
| U.S. Department of Education        | TDD: (800) 877-8339   |
| 32 Old Slip, 26 <sup>th</sup> Floor | Email: <a href="mailto:OCR.NewYork@ed.gov">OCR.NewYork@ed.gov</a>   |
| New York, NY 10005-2500             | <a href="http://www2.ed.gov/about/offices/list/ocr/docs/howto.pdf">http://www2.ed.gov/about/offices/list/ocr/docs/howto.pdf</a> |

**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 or sexual assault 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.*

# 2016-2017 Academic Calendar

## All Academic Programs

| FALL 2016        |         |  |
|------------------|---------|--|
| <b>August</b>    | 8       | Scheduled Early Nursing Classes Begin  |
|                  | 22      | Regular Classes Begin  |
|                  | 29      | Last Day to Drop/Add   |
| <b>September</b> | 5       | Labor Day - No Classes, College Closed   |
| <b>October</b>   | 10      | Columbus Day - No Classes, College Open  |
|                  | 11      | No Classes, College Open   |
|                  | 12 - 18 | Mid-Term Week  |
|                  | 31      | Last Day to Officially Withdraw  |
| <b>November</b>  | 23 - 27 | Thanksgiving Break - No Classes, College Open November 23, College Closed November 24 - 27 |
| <b>December</b>  | 6 - 12  | Final Week of Semester; December 12 – Last Day of the Semester                             |
|                  | 16      | Fall Commencement  |
|                  | 24 - 31 | Christmas Break - College Closed   |

| SPRING 2017     |         |   |
|-----------------|---------|---|
| <b>January</b>  | 1       | New Year's Day - College Closed   |
|                 | 16      | Martin Luther King Day - College Closed   |
|                 | 17      | Classes Begin   |
|                 | 24      | Last Day to Drop/Add  |
| <b>February</b> | 20      | President's Day – No Classes, College Open  |
|                 | 21      | No Classes, College Open  |
| <b>March</b>    | 8 - 14  | Mid-Term Week   |
|                 | 28      | Last Day to Officially Withdraw   |
| <b>April</b>    | 12 - 16 | Easter Break – No Classes, College Open April 12-13, College Closed April 14 - 16 |
| <b>May</b>      | 2 - 8   | Final Week of Semester; May 8 – Last Day of the Semester                          |
|                 | 16      | Spring Commencement   |

| SUMMER 2017 |    |  |
|-------------|----|--|
| <b>May</b>  | 22 | Summer Session I Begins; Classes Begin   |
|             | 29 | Memorial Day – No Classes; College Closed  |
|             | 30 | Last Day to Drop / Add   |
| <b>June</b> | 13 | Last Day to Officially Withdraw  |
|             | 22 | Last Day of Summer Session I   |
|             | 26 | Summer Session II Begins; Classes Begin  |
| <b>July</b> | 4  | July 4 <sup>th</sup> – No Classes, College Closed (July 4 on a Tuesday – hold classes Mon) |
|             | 5  | Last Day to Drop/Add   |
|             | 18 | Last Day to Officially Withdraw  |
|             | 27 | Last Day of Summer Session II  |



# General Information

## History

Trocaire College, a private coeducational Catholic 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 Conference for Mercy Higher Education. 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 are formed. Trocaire is chartered by the Regents of the University of the State of New York and confers the degrees of Bachelor of Science, Bachelor of Professional Studies, Associate in Arts, Associate in Applied Science, and Associate in Science. It is also authorized to confer Pre-Baccalaureate Certificates.

Chartered in 1958, the former Sancta Maria Junior 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 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 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 amended by the Regents of the University of the State of New York in 2009 to allow the college to confer the degree of Bachelor of Science. Trocaire now offers several programs at the Bachelor's level.

Academic offerings at Trocaire have continued to expand in response to community needs as determined through community surveys and analysis of local, regional and national trends.

## Accreditation

Trocaire College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104. (267-284-5000). The Middle States Commission on Higher Education is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics and Information Management, a specialized accrediting agency recognized by the Council for Higher Education Accreditation. Programs in Nursing are accredited by the Accreditation Commission for Education in Nursing, a specialized accrediting agency recognized by the U.S. Secretary of Education. The Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs, a specialized accrediting agency recognized by the Council for Higher Education Accreditation. The Nutrition and Dietetics Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics, a specialized accrediting agency recognized by the U.S. Secretary of Education. The Radiologic Technology Program is accredited by the Joint Review Committee on Education in Radiologic Technology, a specialized accrediting agency recognized by the U.S. Secretary of Education and the Council for Higher Education Accreditation. The Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs, a specialized accrediting agency recognized by the Council for Higher Education Accreditation. The non-credit Phlebotomy Program is approved by the National Accrediting Agency for Clinical Laboratory Sciences, a specialized accrediting agency recognized by the Council for Higher Education Accreditation.

Information regarding a program's accreditation status and any written correspondence or documentation related to that accreditation can be acquired upon request. This request should be sent to the Vice President for Academic Affairs and Planning in writing either through hardcopy or electronic formats. The inquiry should identify the accrediting body and the specific information needed. Expect a minimum of two weeks from inquiry date for a response.

## 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.

## 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. Our commitment to education is best demonstrated by our focus on excellence in teaching. It is important 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.

## Service Learning at Trocaire College

Service learning is a teaching and learning approach that integrates meaningful community service with instruction and reflection to enrich the learning experience, promote growth in compassion and critical thinking skills, foster civic responsibility, and strengthen communities.

Service learning offers students immediate opportunities to apply classroom learning to support or enhance the work of local agencies to affect positive change in the community. Students engage in activities that address human and community needs designed to achieve desired learning outcomes. Following their experience, students will complete a reflection exercise, an essential element to service learning.

**Before completing each academic program, all students must participate in a service learning experience as part of the graduation requirement.** The type of experience is at the discretion of the academic program and/or professor in collaboration with the Coordinator of Service Learning.

In addition to enhancing academic learning, personal growth, and meeting a community need, service learning highlights the Mercy tradition of service to the universal community, an integral part of Trocaire College's mission statement.

## Consumer Information

The Consumer Information page, on the college's website, provides prospective students, current students and employees with information about Trocaire College in accordance with the Higher Education Opportunity Act. Visit the Consumer Information page for more information:

<http://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 a starting point for Canadian travel.

Metropolitan Buffalo is home to the 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, located at 360 Choate Avenue, is sited 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 Tiftt Street exit from the Buffalo Skyway brings one to Trocaire's 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 Wilson Stadium, First Niagara Center, and Father Baker's institutions.

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

The main campus is mostly situated on the campus of Mercy Hospital in an approximately 89,000 sq. ft. building at 360 Choate Avenue, Buffalo, N.Y. 14220.

The centerpiece of Trocaire's main building is the Rachel R. Savarino Library on the fourth floor of the front wing. This wing also houses administrative offices, classrooms, language, computer and science laboratories, the Margaret L. Wendt Center, Admissions Office, President's Office and the Trocaire College Bookstore.

The central wing of the college houses 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, the Palisano Center for Academic Success, 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.

In addition to the main building on Choate Avenue, the main campus includes a building at 2262 Seneca Street, Buffalo, NY. The Massage Therapy clinic, Massage Therapy program and several multi-purpose classrooms are housed at that location. Shuttle service is available to transport students to and from the Seneca Street building and the main building on Choate Avenue.

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

Trocaire College provides its students with a high quality computing environment. There are over 90 PCs available for student use. The PCs are located in three 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 your student home drive (H:/drive). All student PCs run the Microsoft Windows 7 operating system. Student PCs provide excellent high-speed Internet access through the college's 50 Mbps 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 Office of Information Technology Help Desk provides student support and manages the 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.

The Nursing and Practical Nursing 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 7,500 sq. ft. facility at 2262 Seneca Street. 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.

### **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, which hosts the Russell J. Salvatore School of Hospitality and Business, is housed in a 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, the Penfold Commons, and the Statler Foundation Hospitality, Food and Nutrition Service Learning Laboratory.

Students may take most of the required course work in the following programs: Computer Network Administration, Healthcare Informatics, Hospitality Management, Human Resource Management and Nutrition and Dietetics at the Extension Center. However, for all of these programs students must take at least one course at the main campus. In addition, students may take general education courses as offered, including some laboratory classes.

### **Hours of Operation**

During scheduled class sessions, the college opens one 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. Anyone wishing to know the hours of operation of an office or service should contact the campus receptionist.

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

Salvatore's Grand Hotel and Russell's Steaks, Chops and More Restaurant to the end of the lot.

### **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 the drive of

# 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 actual or perceived race, color, creed, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, domestic violence victim status, genetic information, or any other basis prohibited by New York State and/or federal non-discrimination laws.

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**  
**Office of Admissions**  
**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).

Candidates who have completed a homeschool program are also eligible for admission. Written documentation of this completion must be provided from the collaborating public school district.

### 2. Program Admission

The ACCUPLACER placement test is administered to prospective or entering students to determine whether they have acceptable college level competencies in reading, writing, and mathematics. Appointments to take the ACCUPLACER test can be made by contacting the Office of Admissions at (716) 827-2545 or (716) 827-4300.

Students applying for select programs may be required to participate in two stages of academic preparedness. Initial admittance the program may require a student to be placed into a "general studies" or "pre-professional" component. Upon satisfactory

completion of the academic requirements for their desired program, the student may then be reviewed for acceptance into that program. 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.**

### 3. Transcripts

Official transcripts of academic 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)

- or -

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

Both application methods are FREE!

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, if applicable. You may obtain a GED transcript request form from the Office of Admissions 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 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.

## 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.

## Transfer Credit

At the time of admission to the college, the Registrar's Office 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.

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, should consult with the Registrar's Office to discuss the transferability of the course work.**

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 a Trocaire College Certificate.

## 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 courses for credit, and has not been admitted as a degree or certificate candidate in any registered program within the college.

## Foreign Student Admission Policy

Foreign students who are applying:

1. Submit an online application by visiting <https://www.trocaire.edu>
2. All international transcripts must be sent through a credit evaluation service that will evaluate transcripts to the American grading system and course equivalencies. You must send a set of transcripts to the World Education Services at <https://www.wes.org/> and request a course by course evaluation.
3. TOEFL (Test of English as a Foreign Language). Students for whom English is not their first language must take TOEFL and submit their test scores to the Office of Admissions. The TOEFL website is [www.ets.org/toefl](http://www.ets.org/toefl).
4. Once all official documents, TOEFL score (if appropriate) and WES evaluation are received by the Admissions Office, you will receive an admissions decision.
5. If you are accepted and you are applying for F-1 status, you must provide a completed Proof of Financial Support Certificate. This form can be downloaded from our website. Once that is received, Form I-20 will be issued by the Chief Enrollment Officer.

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).

## 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.

## Transitional Studies

Students who place into Transitional Studies coursework will be assigned a dedicated advisor until they have been accepted into their program of study. Students will be required to take College Success (GS102) which will focus on the topics of Academic Success, Career Exploration, and Life Skill. This course will be instructed by the Academic & Career Advisor for Transitional Studies.

A student's performance on the ACCUPLACER placement test determines what courses are required in the areas of developmental reading, writing, and math.

Transitional Studies coursework includes:

- GS102 College Success
- EN095 Intermediate Reading  
(ACCUPLACER Reading Score below 70)
- EN099 Basics of Composition  
(ACCUPLACER Sentence Skills score below 82)
- MA096 Pre-Algebra  
(ACCUPLACER Algebra score below 26)
- MA097 Introduction to Algebra  
(ACCUPLACER Algebra score between 26 - 57)

## 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 Advisement and Career Services is available to assist students in the transfer process.

| College  | Articulation Type   |
|--|---|
| <b>Canisius College</b>                        | <b>Transfer Articulation:</b> Trocaire College graduates with an A.A.S. degree in Computer Network Administration, Hospitality Management, Massage Therapy, Medical Assistant, Nutrition and Dietetics, or Surgical Technology to baccalaureate program in Professional and Technical Studies.  |
| <b>Daemen College</b>                          | <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.<br><b>Transfer Articulation in Massage Therapy:</b> Massage Therapy (A.A.S.) to Health Care Studies (B.S.)<br><b>Transfer Articulation in Liberal Arts:</b> Liberal Arts (A.A.) to Humanities (B.A.). |
| <b>Hilbert College</b>                         | <b>Transfer Articulation:</b> Trocaire College graduates with an Associate's Degree to baccalaureate programs in Business Administration, Criminal Justice, English and Human Service.  |
| <b>Medaille College</b>                        | <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.   |
| <b>Niagara University</b>                      | 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.   |
| <b>State University of New York at Buffalo</b> | <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.  |

# Workforce Development / Lifelong Learning

The Department of Workforce Development and Lifelong Learning offers non-credit classes and programs for the professional and personal development of our alumni and the community. These classes are available at the main campus, at the Transit Road Extension Center in Lancaster, NY, and online. Our goal is to build on our strengths in healthcare and related fields by offering continuing education classes in the fields of Nursing, Allied Health, Business, Education, and Technology.

Listings of Workforce Development / Lifelong Learning class schedules and related online resources can be found at <http://www.Trocaire.edu/WD>; and <http://apm.activecommunities.com/trocairecollege/home>

## Medical Offerings

- ❖ EKG Technician/Cardiac Monitor Technician
- ❖ New York State Mandated Infection Control
- ❖ Sterile Processing & Distribution (SPD) Technician
- ❖ CPR/BLS
- ❖ Phlebotomy
- ❖ Radiography Registry Seminar
- ❖ Registered Nurse Refresher Training Program
- ❖ Perioperative Nursing
- ❖ Licensed Practical Nurse Refresher Training
- ❖ NCLEX-PN Review
- ❖ Massage Therapy New York State Continuing Education
- ❖ Surgical Technology Review
- ❖ Surgical Technology Continuing Education
- ❖ Nursing Specialties

## Business Offerings

- ❖ CPCU: Chartered Property Casualty Underwriter
- ❖ Multitude of business seminars and topics
- ❖ SAT Preparation
- ❖ Contract Training
- ❖ ServSafe

To contact the Workforce Development Office, please call (716) 827-4310, or email: [WorkforceDev@trocaire.edu](mailto:WorkforceDev@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.

## **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 re-enter 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**

Workforce Department offers a wide range of training and educational opportunities for individuals getting started in the workplace, furthering their current careers, or working to meet licensure/certification requirements; at the same time, creating contract training opportunities for all businesses in Western New York who need a catered program.

## **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 creation of a high-performance workforce.



# Tuition Information

## Expenses as of Fall 2016 *(Subject to Change):*

|  |            |
|--|------------|
| Tuition for full-time students per semester<br>(12-19 credit hours)..... | \$8,225.00 |
| Over 19 credit hours additional per credit hour....                      | 200.00     |
| Tuition for part-time students per credit hour .....                     | 680.00     |

*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..... | \$4,080.00 |
| Echocardiography.....              | 4,080.00   |
| Radiologic Technology.....         | 4,080.00   |

### Fees *(Subject to Change)*

|                                   |          |
|-----------------------------------|----------|
| Practicum Fees, per semester..... | \$625.00 |
|-----------------------------------|----------|

*(Includes: program fee, materials cost, malpractice insurance, etc.)*

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

|  |         |
|--|---------|
| Malpractice Insurance, per internship..... | \$45.00 |
|--|---------|

Full and part-time students in the following programs:  
Healthcare Informatics, Hospitality Management, and Nutrition and Dietetics

|   |          |
|---|----------|
| 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 I.....   | \$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>   |          |
| 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 attention of Student Finance Associate. 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 14 ..... | 5% Late Fee                                       |
| *** November 21 ..... | 30 Day Final Notice                               |
| *** December 19 ..... | 30% Fee added and<br>account placed in collection |

#### SPRING

|                      |   |
|----------------------|---|
| First payment .....  | January 5   |
| Second payment ..... | February 5  |
| Third payment .....  | March 5   |
| Final Payment .....  | April 5   |
| *** April 17 .....   | 5% Late Fee                                       |
| *** April 24 .....   | 30 Day Final Notice                               |
| *** May 22 .....     | 30% Fee added and<br>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. **(If I am delinquent by 30 days, I understand that Trocaire College will issue a final billing notice and place my account in collection. If my account is placed in collection, I agree to reimburse the College the fees of any collection agency, which may be up to 30% of my outstanding balance. I further agree to reimburse the College for reasonable attorney fees and costs the College incurs in connection with such collection efforts.)**

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, healthcare informatics, hospitality management, and nutrition and dietetics students are required to carry malpractice insurance. This insurance is strictly limited to the time of clinical experience connected with the college course.

### 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 – Trocaire College

**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 next page 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 you 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 2016-2017 school year, the earliest processing dates are as follows:

| Type of Aid  | Fall 2016  | Spring 2017 |
|--|------------|-------------|
| <b>Student Loan, Pell, SEOG, Funded Aid</b>  | 9/23/2016  | 2/17/2017   |
| <b>Student Loan: First Time Borrowers</b>  | 9/30/2016  | 2/24/2017   |
| <b>Student Loan: Single Semester Student* 2<sup>nd</sup> disbursement</b>                          | 10/28/2016 | 3/24/2017   |
| <b>TAP, College Based Aid, Student Loan: single semester students* 2<sup>nd</sup> disbursement</b> | 11/11/2016 | 4/7/2017    |

\* **Please note:** If you only attend one semester during the 2016-2017 academic year (ex. students graduating in Fall 2016), you will receive your loan in two disbursements on the dates indicated.

## 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 the Student Finance Associate 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

Students are encouraged to apply for financial aid, which is awarded 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 Grant Program and the NYS Tuition Assistance Program (TAP).

**Please Note:** Anyone convicted and having completed incarceration for a forcible or non-forcible sexual offense is ineligible to receive a Federal Pell Grant.

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). The previous PIN number used to sign the FAFSA form is being replaced with a FSA ID, which will be comprised of a user-selected name and password. Refer to [StudentAid.gov](http://StudentAid.gov) for further information. Following the completion of the FAFSA you should apply for the New York State's Tuition Assistance Program (TAP) by clicking on 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 2016-2017 academic year are \$16,868 for most academic 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 per year; room and board \$7,000; 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 additional 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.

## Applying for Aid

When you apply for financial 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 FSA ID from the Department of Education. Keep this FSA ID 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 institution 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 adjusted 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.

#### 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 \$598 to \$5,815. 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 Pell eligible 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. In the junior and senior years, the limit is increased to \$7,500. Independent students can borrow up to \$9,500, \$10,500, and \$12,500 respectively. Information regarding the loan interest rates can be obtained from the Financial Aid Office. There is an origination fee charged for this loan. Repayment of this loan does not start until 6 months after a student has graduated, withdrawn 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 during our nation's most recent conflicts, Trocaire will potentially cover OIF and OEF veterans with additional tuition costs that the VA will not reimburse. Contact the Office of Veterans Services for additional information. Our school is very proud to have veteran and dependent students here on campus and this number continues to grow each year.

Thanks to the support of federal, state, and local financial aid programs, veterans and their dependents can attend Trocaire College with little or no financial obligation. Our hard working staff continues to go above and beyond to help the military veterans and their 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 steps 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 the Admissions section)
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.va.gov](http://www.gibill.va.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 (reimbursement) 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. Make an appointment with our Department of Veterans Services and bring the following paperwork:
  - Copy of your DD214 and your VA education certificate of eligibility (COE).
  - Any other paperwork from the VA regarding your education benefits.
  - 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. 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 may also be federal work study positions available for those that 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 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 \$5,165 per year. Eligibility requirements, award estimator and other provisions for this and other state awards can be obtained at the website [www.hesc.ny.gov](http://www.hesc.ny.gov).

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".

## **NYS 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 Education Department. 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.

## **Say Yes to Education Scholarship Program**

Trocaire College is pleased to participate in the Say Yes to Education Scholarship Program. The college provides a total of 12 openings for Buffalo City or Charter School students to receive a Tuition Scholarship at the college if they meet the following conditions of the Say yes to Education Program:

- Be a resident of the City of Buffalo
- Continuously enroll in a Buffalo Public or Charter high school from at least 9<sup>th</sup>-12<sup>th</sup> grades. (Or be legally designated as having refugee status on an Arrival-Departure Record (I-94) from U.S. Citizenship and Immigration Services (USCIS) or be an otherwise eligible noncitizen).
- Graduate from a Buffalo Public or Charter School in June 2013 or after.
- Enroll as a full-time student (12 credits per semester) within one academic year after graduation.
- Maintain an academic GPA of 2.0 or better
- Apply and remain eligible for financial aid each year by not defaulting on a student aid program, refuse to register for Selective Service as required by law, or are ineligible noncitizen.

Apply for the Say Yes Tuition Scholarship online at: [www.sayyestoeducation.org/chapter/buffalo](http://www.sayyestoeducation.org/chapter/buffalo)

## **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.

## **NYS Regents Award 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. Additional information is available at [www.hesc.ny.gov](http://www.hesc.ny.gov).

## **NYS 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,  
Room 461 EBA,  
Albany, NY 12234  
(518) 474-0537

## **Adult Career and Continuing Education Service – Vocational Rehabilitation (formerly known as 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 ACCES-VR.

Individuals should contact the local office listed below  
508 Main Street  
Buffalo, NY 14202  
1 (888) 652-7062

## **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 go to [www.health.ny.gov/funding](http://www.health.ny.gov/funding).

## 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.

To determine eligibility for the following scholarships, final high school transcripts must be received before the start of the Fall and/or Spring semesters.

### Presidential Scholarships

Awarded to high school seniors. The scholarship is based on GPA, community service and recommendation from either a guidance counselor, teacher or principal. The scholarship award is for \$3,000 each and is awarded by the Admission's Office. The Presidential Scholarship is available for 4 semesters if the student maintains a 2.5 average or higher. The award will be prorated if the student drops below full time.

### Academic Achievement Awards

Awarded to transfer students or first time college students who have been out of high school for a minimum of one year. The scholarship is awarded based on GPA and financial need. Students must complete a FAFSA form prior to review. The scholarship award ranges from \$1,000-2,000 each and is awarded by the Admission's Office. The Academic Achievement Award is available for 4 semesters if the student maintains a 2.5 average or higher. The award will be prorated if the student drops below full time.

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

#### Conditions:

- Recipient should 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.

### Trocaire Partial Scholarships

A limited number of scholarships are awarded at Honors Convocation. Applicants must have completed one semester at Trocaire College to apply. These scholarships are available by application in January.

## Trocaire Grant

An institutional grant is awarded to students demonstrating need.

### Statler Foundation

You must be enrolled in the Hospitality Management program to be eligible for this scholarship. To apply for this scholarship, contact the Director of the Hospitality Management Program.

### 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, contact our office at (716) 827-2416, or [www.trocaire.edu](http://www.trocaire.edu).

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, 2016. 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 are examples of donor based scholarships that have been previously awarded. Funding varies from year to year and awards are only available to currently enrolled students. Applications are available at the beginning of each spring semester and are applied to the following academic year. Please see the Financial Aid Office for more information.

*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 Fund*  
*The Dr. Susan Lombardo Community Health Nursing Scholarship Fund*  
*The Dr. Teresa Lawrence Scholarship*  
*The Garman Scholarship*  
*The Grace C. Mecca-Diina Family Scholarship*  
*The Georgette G. Cordera Memorial 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 Mary C. and Urban J. Pauly Trustee Scholarship*  
*The Mary C. Sturniolo Scholarship Fund*  
*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 Vincent and Harriet Palisano Foundation Scholarship*  
*The Virginia and John E. Spara Nursing Scholarship*

## Satisfactory Academic Progress (SAP)

The Federal and State Aid Programs – Pell Grant, Supplemental Equal Opportunity Grant (FSEOG), Direct Stafford Loan Program, TAP, and APTS require that you meet standards of Satisfactory Academic Progress, heretofore written as SAP, to be eligible to receive aid from these sources.

## Federal Aid Programs – PELL, FSEOG, Direct Loans

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 SAP.

### SAP Federal Aid Standards include:

- A qualitative component (Grade Point Average or “GPA”)
- Two quantitative components (Pace and Maximum Time Frame)
  - Pace  
Pace is calculated by dividing the student's earned credit hours by the student's attempted credit hours for each semester.
  - Maximum Timeframe  
The maximum time frame in which a student must complete his or her program of study cannot exceed 150% of the published length of the program as measured in credit hours. (Example: Students in the Registered Nursing Program that requires 67 credit hours are eligible to receive Federal financial aid for no more than 100.5 credit hours.)

Please refer to the Federal Aid Program SAP Standard Chart to determine the student's placement.

## Transfer Credit Hours

Transfer credits evaluated by the Registrar's Office and posted to a student's transcript are counted as both attempted and earned credit hours for their individual program.

Credit hours that have been granted Academic Amnesty/Bankruptcy (marked with a 'Z') are counted as attempted credit hours.

Your grade point average (GPA) is not transferrable.

## Successful Completion of a Course

To be counted as successfully completed or earned credit hours for Federal aid, the student must receive a grade of A, B, C, D or S, unless there are specific program of study / major grade requirements.

Please see the College Catalog regarding the program of study / major grade requirements.

## Repeat of Course Work

Students have the option to repeat courses in which they have earned an A- or lower. In cases of repeated courses, the last grade earned is used in computing the grade point average (GPA) but the course credit hours earned will count once for Federal aid.

A student may only repeat a previously passed course once. Failed courses with a grade of WF, F or FX may be repeated until successfully passed.\*

**\*Note:** Trocaire College's Repeat Course Policy states a student 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.

### New York State Programs – TAP, APTS

The number of New York State payments a student has received will determine the student's placement on the SAP State Aid Program Standard Chart as follows:

- Each semester the student uses TAP at Trocaire College it counts as one payment (1).
- Each semester the student uses APTS at Trocaire College it counts as a half of a payment (0.5).
- Earned credit hours at Trocaire College are calculated as is. (Example: If registered for 15 credit hours in a given semester, and the student earns 15 credit hours, that is what is used in the SAP determination. However if a student registers for 15 credit hours and earns only 12 credit hours, then 12 credit hours is used.)
- Students in a Certificate / Associate's Degree program can have a maximum of 6 payments.
- Students in a Bachelor's Degree Program can have a maximum of 8 payments.

### Academic Progress (ACP)

Each student must maintain a required cumulative grade point average and accumulate a designated number of credit hours at each payment in order to maintain SAP. The number of payments used to determine ACP is the payments received while in attendance at Trocaire College.

### Program Pursuit (PP)

To meet the program pursuit requirement, a student must complete a certain percentage of his or her course load each semester. The number of payments used to determine PP is the payments received in the student's whole college career.

### Transfer Students

Placement on the SAP Standards chart is determined by the number of payments a student received at Trocaire College and number of credit hours transferred in to Trocaire College.

If a student has received TAP/APTS previously and the college has accepted transfer credit, additional points are assigned based on the number of transfer credits as follows:

| # of Transfer Credit Hours | Assigned Payment Value |
|----------------------------|------------------------|
| 1 – 14                     | 1                      |
| 15 – 29                    | 2                      |
| 30 – 44                    | 3                      |
| 45 – 59                    | 4                      |
| 60 – 74                    | 5                      |
| 75+                        | 6                      |

### Successful Completion of a Course

To be counted as successfully completed or earned credit hours for State aid, the student must receive a grade of A, B, C, D, F, S or U.

### Repeat of Course Work

The student's minimum full-time course load (12 credit hours) can include repeated courses under certain conditions:

- If the student is repeating a failed course (grades of WF, F or FX).
- If the student is repeating a course in which the grade earned would ordinarily be passing but is a failure in a particular curriculum.

A student may only repeat a previously passed course once.

If the student chooses to repeat a course that they have passed but want to improve the grade, the credits for the repeated course cannot be included in determining a student's full-time status for the purpose of awarding New York State TAP.

### Incomplete Grade

Incomplete courses are counted as credit hours attempted for Federal and State aid.

The incomplete grade must be removed from the student's records within 30 calendar days after the incomplete grade was received or it will automatically convert to an F.

When the incomplete grade is changed to an actual grade, the course will be considered complete and the student's GPA will be reviewed for SAP purposes.

### Withdrawal (W, WF) / F or FX Grades

If a student earns a W, WF, F or FX grade for any class within the semester the credit hours for each course is counted as attempted credits but are NOT counted as earned hours for Federal and State aid. WF, F, and FX grades affect the student's GPA.

### Change of Major / Program of Study

The student may find it necessary to change their major / program of study and when the student does this, the College will 'reset' the student's accumulated, earned credit hours, and GPA based on the new major / program of study.

Please refer to the charts below for SAP standards for Federal and State aid:

### **SAP Standards Chart**

| <b>FEDERAL AID Programs</b> |                  |  |
|-----------------------------|------------------|--|
| Credit Hours Earned         | Minimum Cum. GPA | Overall rate of completion<br>(Earned Cr. Hrs. / Attempted Cr. Hrs.) |
| 1 – 14                      | 1.3              | 50%  |
| 15 – 29                     | 1.5              | 50%  |
| 30 – 44                     | 1.8              | 67%  |
| 45 – 59                     | 2.0              | 67%  |
| 60 – 74                     | 2.0              | 75%  |
| 75 – 89                     | 2.0              | 75%  |
| 90 – 104                    | 2.0              | 75%  |
| 105 +                       | 2.0              | 75%  |

| <b>STATE AID Programs</b>                 |                   |                                |   |
|---|-------------------|--------------------------------|---|
| Number of TAP / APTS<br>Payments Received | Academic Progress |                                | Program Pursuit<br>(Percentage of course<br>completion within semester) |
|   | Minimum Cum. GPA  | Minimum Earned Credit<br>Hours |   |
| 0.5                                       | 1.1               | 2                              | 50%   |
| 1.0                                       | 1.3               | 6                              |   |
| 1.5                                       | 1.4               | 10                             |   |
| 2.0                                       | 1.5               | 15                             |   |
| 2.5                                       | 1.7               | 21                             | 75%   |
| 3.0                                       | 1.8               | 27                             |   |
| 3.5                                       | 1.9               | 33                             |   |
| 4.0                                       | 2.0               | 39                             |   |
| 4.5                                       | 2.0               | 45                             | 100%  |
| 5.0                                       | 2.0               | 51                             |   |
| 5.5                                       | 2.0               | 55                             |   |
| 6.0                                       | 2.0               | 60                             |   |
| 6.5                                       | 2.0               | 66                             |   |
| 7.0                                       | 2.0               | 75                             |   |
| 7.5                                       | 2.0               | 81                             |   |
| 8.0                                       | 2.0               | 90                             |   |
| 8.5                                       | 2.0               | 96                             |   |
| 9.0                                       | 2.0               | 105                            |   |
| 9.5                                       | 2.0               | 111                            |   |
| 10.0                                      | 2.0               | 120                            |   |

#### **Process For Regaining Eligibility 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**.

SAP is reviewed by the College at the end of each semester. If a student fails to meet the conditions of SAP, the following steps can be taken to avoid losing **federal financial aid**:

- Financial Aid Warning (one semester)
- Financial Aid Appeal
- Financial Aid Probation (w/Academic Plan)
- Loss of Financial Aid

## Financial Aid Warning

Students who fail to meet SAP for the first time in any semester will be given a **one semester** written warning by the 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.

If the student receives a Warning letter at the beginning of the semester and is able to make SAP by the semester's end, then the student's federal financial aid is reinstated. However, if during the reinstated semester the student fails to maintain SAP, then they may receive another Warning letter at the end of that semester (Example: A student receives a Financial Aid warning for the fall semester and then successfully completes the semester. If the student is then unsuccessful in the spring semester, they will receive another Financial Aid Warning).

## Financial Aid Appeal

If students fail to meet SAP for a second consecutive semester, they will be notified that they must file an appeal with the Appeal Committee-Attention: Director of Financial Aid to avoid the loss of aid. Appeal forms 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 SAP. However, it is the decision of the Appeal 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 status assigned to a student who fails to meet the SAP 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 SAP are addressed. 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. The academic plan will be monitored 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.

The Director of Financial Aid shall notify each student that he or she is in need of an Academic Plan. The **student must** contact the Director of Advisement & Career Services to initiate this plan. The Director of Advisement & Career Services will monitor each plan and the progress of each student.

If at the end of the payment period a student continues to not meet SAP or does not follow their Academic Plan, federal financial aid to the student shall be discontinued. A student who fails to initiate these actions will be **denied federal financial aid.**

## Timeline

- First semester of failure to meet SAP (warning only)
- Second semester of failure to meet SAP - Probation (appeal & academic plan). If not approved, federal financial aid is denied.
- Third semester (meet SAP, follow academic 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 earned credit hours and achieve a high enough grade point average during the semester of ineligibility.

## Process for Regaining Eligibility for State 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 **state financial aid.**

SAP is reviewed by the College at the end of each semester. If a student fails to meet the conditions of SAP, the following steps can be taken to avoid losing **state financial aid:**

- Financial Aid Appeal
- State Aid Re-instatement

**\*\*New York State Legislation allows for ONE State aid appeal per student.\*\***



## **Financial Aid Appeal**

If students fail to meet SAP for a second consecutive semester, they will be notified that they must file an appeal with the Appeal Committee-Attention: Director of Financial Aid to avoid the loss of aid. Appeal forms 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 SAP. However, it is the decision of the Appeal Committee to determine the appropriateness of extenuating circumstances.

**Filing an appeal does not guarantee approval.**

## **State Aid Re-instatement**

Students whose appeal has been approved must sign a State Aid Re-instatement Contract with the Financial Aid Office before any holds are removed and aid is placed back on the student's account.

# Student Services

## Academic Support Services

The Palisano Center for Academic Success (PCAS) is currently expanding its collection of study aides for student use. Students also have access to an open anatomy and physiology lab where they can study the physical form of the human anatomy using various learning modalities. Tactile learning is especially emphasized as students have the ability to assemble and disassemble parts of the human anatomy models to examine.

The PCAS offers individualized sessions and workshops on academic skills development focusing on such topics as test-taking, time-management, overcoming test anxiety, and TEAS and ACCUPLACER test preparation.

## Tutoring Services

Free tutoring services are offered as one-to-one and in group settings by professional tutors, peer tutors, and academic coaches.

Professional tutors are degreed in the academic subject(s) or skill(s) they tutor.

Peer tutors are fellow students; they meet certain academic standards to tutor in a particular subject or academic program area.

Academic coaches are degreed professionals; they meet certain academic standards and provide assistance in general learning and study strategies such as note-taking, test-taking, time management, and information technology.

The PCAS also offers a writing drop box service where students can email their papers or writing projects any time of the day to a professional writing tutor who will review their work.

Tutoring is offered, but not limited to the following subjects:

|                               |                       |
|-------------------------------|-----------------------|
| Accounting                    | Medication Essentials |
| Anatomy and Physiology        | Nursing               |
| Biology (human biology)       | Philosophy            |
| Chemistry                     | Preparatory Physics   |
| English/writing               | Psychology            |
| Health Information Technology | Radiologic Technology |
| Information Technology        | Sociology             |
| Math                          | Surgical Technology   |

Personal and academic advisement is provided by an academic coach for students on academic probation. Advisement sessions emphasize critical problem solving and self-assessment of academic, social, and personal issues that impede students' academic progress.

## Testing Services

The PCAS provides testing services. Prospective and incoming students take the online ACCUPLACER® placement tests. Prospective RN students take the online TEAS (Test of Essential Academic Skills) test.

Testing accommodations are provided to students with disabilities. They include, but are not limited to: extension of time for testing, quiet/separate testing area, test readers, and test scribes.

Please contact the coordinator for disability services for more information about other student disability services.

## Testing Policies

In order to ensure the highest level of academic integrity while administering exams, PCAS requires that test-takers adhere to the following guidelines:

1. A photo ID is required in order to sign in to take the test.
2. The following items are not allowed\* in the testing area:
  - electronic devices
  - bags
  - notebooks/books
  - purses
  - jackets
  - other personal belongings

\*(Unless permitted by a course instructor)
3. All materials – including scrap paper – must be returned to the proctor upon completion of the exam.
4. In order to uphold academic standards, test-takers may not leave the testing site during the examination and will forfeit the ability to complete their test in so doing.
5. If a student will be late or unable to attend at the scheduled test time, please inform the PCAS as soon as possible.
6. If a proctor suspects that a test-taker is cheating, the test will be stopped and confiscated, and the incident will be reported.

## Advisement and Career Services

Advisement and Career Services provides comprehensive assistance to students throughout and beyond their academic career at Trocaire College. Advisors assist students in developing a plan to help them meet their academic and career goals.

Academic and Career Advisors meet with students to discuss study habits and attitudes beneficial to the student's academic progress. Time management, use of college resources, and students' overall career

development goals are discussed at the start of their academic career. Advisors also assist students in planning their program of study and choosing classes for each term.

Academic and Career Advisors assist students not only with academic planning but also with students' specific needs related to their careers and looking for employment. Assistance is available to students and alumni with individual career counseling, including various career assessments. Part-time and full-time jobs, along with other online job search resources, are posted at <http://my.trocaire.edu/advisement-career-services/>. Academic and Career Advisors also help students with developing resumes, learning appropriate interview skills and effective job search strategies. Opportunities to meet and network with employers are arranged every semester for students and alumni. Reference files are maintained in cooperation with each graduating student. Transfer advisement for students desiring to transfer to four-year institutions is provided on an individual basis.

## Alumni Association

The Trocaire College Alumni Association represents more than 10,300 Trocaire alumni throughout Western New York and beyond. Managed by the Alumni Board of Directors in partnership with the Office for Development and Community Engagement, the association provides a variety of benefits to college Alumni. Whether a student is graduating with an associate's degree, bachelor's degree, or certificate, lifetime membership includes career support, access to the Trocaire library, invitations to special events, communications such as the college magazine and newsletters, and more. For more information about the Trocaire College Alumni Association call the Office for Development and Community Engagement at (716) 827-4340, email [alumni@trocaire.edu](mailto:alumni@trocaire.edu), or visit us online at [www.trocaire.edu/alumni](http://www.trocaire.edu/alumni).

## 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 at the Choate Avenue campus in Room 112. 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.

Services are scheduled by appointment at the Extension Center.

## 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 <http://trocaire.edu/about-trocaire/consumer-information/>.

## Disability Services

### Rehabilitation Act

Rehabilitation Act prohibits federal agencies and their grantees and contractors from discriminating against people based on disability in employment, programs and activities.

### Section 504 of the Rehabilitation Act of 1973 (ADA/504)

A federal statute that guarantees the rights of disabled people to equal opportunity in all programs and activities that receive federal financial assistance. It prohibits discrimination against qualified individuals solely on the basis of disability. Section 504 regulations apply to state education agencies, elementary and secondary school systems, colleges and universities, libraries, vocational schools and state vocational rehabilitation agencies.

Inquiries regarding application of and compliance with Section 504 of the Rehabilitation Act of 1973 should be directed to the Associate Director of Academic Support and Retention.

### Americans with Disabilities Act of 1990

ADA was signed into law to protect individuals with disabilities against discrimination in employment; in programs operated by city, county, and state entities; public and private transportation, public accommodations and telecommunication services. The 2008 amendment act of ADA emphasizes that the definition of disability should be construed in favor of broad coverage of individuals to the maximum extent permitted by the terms of the ADA and generally shall not require extensive analysis.

### General Guidelines for Documentation

Trocaire College is committed to ensuring all students have an opportunity to pursue a college education regardless of the presence or absence of a disability. Trocaire College will make reasonable accommodations in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. No academically qualified student with a disability shall be denied access

to or participation in the services, programs and activities of the College.

To receive services the student must contact the Coordinator of Disability Services. The student is expected to identify themselves as having a disability and will be asked to provide documentation that includes a diagnosis or an assessment of a disability. Documentation can be given prior to or at the initial intake and must be from a licensed professional (psychologist, psychiatrist, medical specialist, etc.). High school IEP's and 504 plans are not sufficient documentation. If the student has no prior documentation, they will be referred for an appropriate evaluation.

For more information regarding Disability Services and testing accommodation procedures please contact the Coordinator of Disability Services in Room 112 at the Choate Campus or at (716) 827-2412.

#### Confidentiality

Information regarding a student's disability is considered confidential and will be shared only with those at Trocaire College who need to know. That includes administrators, faculty and staff who have access to disability related information, only in so far as it affects their functioning with a student who has a disability.

#### Accommodations

Students with disabilities may be eligible for a variety of reasonable accommodations; they include but are not limited to:

- The use of audio textbooks
- Extension of time of quizzes/tests/exams
- The use of note takers
- Preferential seating in the classroom or lab
- A quiet or alternate testing area
- The use of recording devices
- The use of test readers
- The use of test writers
- Use of technology, including assistive technology

### **Health Records and Immunizations**

New York State Public Health Law 2165 requires students to show proof of immunity to measles, mumps, and rubella. Students must furnish the college with appropriate certification of immunity or provide documented statement of medical or religious exemption before classes begin. Persons born prior to January 1, 1957 are exempt from this requirement unless required by their academic major to meet clinical placement requirements. If you are exempt you must provide proof of age. New York State Public Health Law 2167 requires colleges to distribute information about meningococcal disease and vaccination to all students. Students must indicate, on appropriate form, their compliance with this.

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. Students who fail to complete these requirements will not be permitted to attend classes if immunizations are not submitted within 30 days of the first day of classes.

### **Health Services**

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.

### **Libraries@Trocaire**

The Libraries@Trocaire strive to provide the Trocaire community with the tools and resources needed for academic and professional success. Through our mission, we are dedicated to the development and success of our students, faculty, and staff. We empower students by promoting the skills needed to effectively find and use materials in all formats by providing access to the latest information resources and by teaching effective finding techniques. We assist diverse users in their preparation for lifelong personal enrichment, dignity and self-worth.

We offer two credit-bearing courses (GS101 and GS201), and regularly present Library Research and Information sessions and workshops to make certain users obtain the highest levels of information literacy, crucial in today's academic environment and future employment markets. When the Libraries are open, a librarian is always present to assist users in accessing information and research. When the library is closed, users can email [libraryhelp@trocaire.edu](mailto:libraryhelp@trocaire.edu). Emails will be answered the next day the library is open.

We have two locations to serve the Trocaire Community. The Rachel R. Savarino is located on the 4<sup>th</sup> floor of the Choate Avenue campus. The second library is located in the Transit Road Learning Commons. Both locations offer computers with Internet access and Microsoft Office.

For scholarly research we offer online article and image databases, streaming video, program guides, tutorials and eBooks. Most of these resources can be accessed through the library's website at <http://library.Trocaire.edu>. These materials can be accessed 24 hours a day, seven days a week. On-campus, users need only to log onto a Trocaire computer. From off-campus, users will be prompted to log in with their Trocaire network ID and password to

access library resources. Users with network ID problems must visit the Help Desk in room 360 on the Choate campus.

Library users must present a valid Trocaire College ID to borrow any type of library material, including books, academic journals, magazines, and DVDs. Most items can be checked out for home use but *Reserve* items must be used in the library.

For articles and books we do not own, the Libraries@Trocaire offer two solutions; Interlibrary Loan and Academic Share. For more information on any of the above and library hours, see <http://library.trocaire.edu>.

## **New Student and Transfer Orientations**

New and transfer students participate in 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.

## **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 GPA of 3.5, course work leading towards an Associate degree, and completed one semester of intended major. 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.

## **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.

Trocaire College encourages all students to be registered to vote. Voter registration forms are available anytime in the office of the Chief Student Affairs Officer, Room B15. The college will mail in the registration forms for all students. Students can also go on line to print out a registration form at:

[www.erieboe.com/content.aspx?id=6](http://www.erieboe.com/content.aspx?id=6)

## **Employment and Continuing Education Summary**

To obtain the latest graduation, employment, and continuing education information, contact Director of Advisement and Career Services at (716) 827-2444.

# 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.

## Academic Policies and Procedures

Trocaire publishes a one-year catalog. Therefore, students, especially those applying for an academic year beyond the current catalog, 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 items 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 and Planning that the student be suspended / dismissed from the College.
- D. The Vice President for Academic Affairs and Planning 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 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. Students are eligible for amnesty if they experienced academic difficulty while enrolled in a particular academic program, left the college, and who now desire to enroll in a different academic program. If approved, a student may have previously completed courses eliminated from the computation of his/her cumulative grade point average. These eliminated courses may not apply toward program requirements for graduation.

Note that academic amnesty cannot be used for federal aid satisfactory academic progress purposes. Students should visit the Financial Aid Office for advice regarding financial aid requirements.

Conditions for Amnesty: The student seeking amnesty must meet **all** of the following conditions:

- Have a cumulative grade point average (GPA) of less than 2.00 for coursework taken at Trocaire.

- Must have been away from the college for two full semesters (either as a result of dismissal or voluntarily). At least two full semesters (not including summer) must have elapsed before the student may be granted amnesty. Students may, however, submit their application for amnesty before two full semesters have elapsed.
- Students who have been granted Academic Bankruptcy are not eligible for Academic Amnesty.
- Students who have been granted Academic Amnesty previously are not eligible to apply again.
- Academic Amnesty applies to **all courses** taken prior to the point in time the academic amnesty is approved, regardless of the grade earned. That point in time must coincide with the beginning of a semester.
- Academic Amnesty will apply to **no more than the first 30 credit hours attempted**.
- The 30 credit hours to which amnesty applies may not be accumulated over more than the first three semesters of enrollment.

Application for Amnesty: The student seeking amnesty must submit a formal **Academic Amnesty Application** to the **Dean of Admissions**. The application should include information demonstrating that the conditions previously affecting academic performance have changed or been mitigated, and also provide evidence that there is a reasonable expectation of satisfactory academic performance in the future. In addition, the application should include the academic program the student was enrolled in when the academic difficulty occurred, the academic program the student wishes to enter now, and should stipulate the semesters for which amnesty is being requested.

Review Process: Upon receipt of the application, the Dean of Admissions will review the application and send a copy of the request to the Vice President for Academic Affairs and Planning. The Vice President for Academic Affairs and Planning will forward a copy of the application to the Dean and Director of the Program the student wishes to enter. The Dean and Program Director will review the student's prior record and make a recommendation about awarding amnesty. The Vice President for Academic Affairs and Planning will review the recommendation and will make a final determination to approve or deny the request. The student will be notified by letter regarding the amnesty decision.

Amnesty Procedure: If amnesty is approved, the student must first successfully complete at least six credit hours of college coursework and must obtain a minimum of a 2.0 cumulative GPA in these courses. Grades on these courses will apply towards the cumulative GPA. Assuming these six credits are successfully completed, the Registrar will then apply amnesty to the prior courses as identified in the amnesty application. Those courses for which amnesty is being applied will receive a special designation on the transcript and will not be included in

calculation of the cumulative GPA. Similarly, courses for which amnesty has been applied will not be counted towards requirement for the certificate or degree.

Note that the college is required to maintain a record of all courses taken and grades received, irrespective of whether amnesty has been granted. Therefore, courses for which amnesty has been granted and their associated grades will remain in the student record but will not be counted towards program completion requirements or the cumulative GPA.

There is no guarantee, expressed or implied, that academic amnesty will be recognized by any other college or university.

### Academic Bankruptcy

Academic Bankruptcy is designed to give matriculated students an opportunity to maintain good academic standing by "bankrupting" **all courses in the semester immediately completed**. If approved, a student will have all previously completed courses in the preceding semester eliminated from the computation of his/her grade point average.

Note that academic bankruptcy cannot be used for federal aid satisfactory academic progress purposes. Students should visit the Financial Assistance Office to complete an appeal form if financial aid eligibility is affected.

Conditions for Bankruptcy: The student seeking bankruptcy must have a cumulative Grade Point Average (GPA) of 2.5 or higher in the semester preceding the requested semester for bankruptcy. The student must have completed at least 2 semesters **successfully** (not including summer) before requesting bankruptcy. Academic bankruptcy applies to course work taken in the semester immediately preceding the registration for new course work. Academic bankruptcy will apply to no more than 18 credit hours attempted. Bankruptcy will apply to **all courses** taken during the period for which academic bankruptcy is granted regardless of the grade earned. Before academic bankruptcy is approved, the student must complete at least six credit hours with a minimum of a 2.0 GPA after requesting academic bankruptcy.

All course work taken (and grades received from) Trocaire College will remain on the student's transcript. A notation on the transcript will indicate the semester for which academic bankruptcy has been granted. There is no guarantee, expressed or implied that academic bankruptcy will be recognized by any other college or university.

In keeping with academic policy a student may not use bankruptcy to substitute for failure to meet program requirements.

Academic bankruptcy will be granted to a student only once. A student may not request bankruptcy if an amnesty has been previously granted.

*Process for Applying for Bankruptcy:* The student must submit a formal **Academic Bankruptcy Petition** to the Chief Enrollment Officer. The petition should include an explanation of the conditions affecting the GPA in the semester for which bankruptcy is being requested. Included with the petition should be a letter of recommendation from the student's current faculty advisor. Copies of the petition are sent to the Vice President for Academic Affairs and Planning who will forward them to Dean and Director of the program the student is in. The Dean and the Program Director will review the student's prior record and make a determination about awarding bankruptcy.

## 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 in a given semester 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 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 permission from the Vice President for Academic Affairs and Planning 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 and Planning.

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.

## Credit Hour Policy

1. All semester / credit hours awarded by Trocaire conform to federal and state requirements and definitions. In general, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than – (1) one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester. A semester hour means a credit, point, or other unit granted for the satisfactory completion of a course which requires at least 15 hours (of 50 minutes each) of instruction and at least 30 hours of supplementary assignments.
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

For further information, please see the college's website at <http://my.trocaire.edu>



## 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. Grade reports will 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 and Planning. 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

Students wishing to transfer out of their current major and into a new major must file a Program Transfer Request Form available through the Advisement & Career Services Office. This form must be completed by the student's academic advisor, and approved by the director of the program into which the student wishes to transfer.

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" in any course counts as an attempt at taking a course but does not count as a failure. Students will be allowed to repeat a course for which they have received a grade of "W" only once.

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.

**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.

**If a student chooses to repeat a course that they have passed but want to improve the grade, the credits for the repeated course cannot be included in determining a student's full-time status for the purpose of awarding New York State TAP.**

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 and Planning. **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) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution). These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Trocaire College receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school 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 school 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, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the school to amend a record should write

the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's 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 provide written consent before the college discloses personally identifiable information from 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 Directory 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.

#### ***Disclosure Without Consent***

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the records of disclosures. A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student -

- To other school officials, including teachers, within Trocaire College whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1)-(a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the college's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of personally identifiable information to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol, or a controlled substance if the school determines the student committed a

disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

4. 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

**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.

Tutoring and advisement services are offered for students who qualify under HEOP (Arthur O. Eve Higher Education Opportunity Program) and Perkins III.

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**Academic Standards**

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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**

Trocaire College generally follows a semester system with fall and spring semesters consisting of a minimum of 15 weeks, which includes one week for exams. Summer terms are typically less than 15 weeks but adhere to the requirements in terms of the total amount of instructional time and outside work required. For certain academic programs (for example, those offered via compressed schedules), term length may be less than 15 weeks but nonetheless adhere to the requirements in terms of the total amount of instruction / work required.

**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 semester grade point average (GPA) falls below 2.0. 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 from the College and loss of matriculation results from any of the following:

- a. Falling below the cumulative grade point average indicated for dismissal on the chart below.
- b. Failing (F or FX) three (3) or more courses in a single semester.
- c. Showing withdrawal (W or WF) from more than one-half of courses attempted in two consecutive semesters not counting summer.
- d. Being placed on academic probation for two consecutive semesters not counting summer.

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

| Total Credits Attempted | DISMISSAL Cumulative GPA Below |
|-------------------------|--------------------------------|
| 6 – 15                  | 1.00                           |
| 16 – 30                 | 1.25                           |
| 31 – 45                 | 1.50                           |
| 46+                     | 1.75                           |

Any extenuating circumstances will be reviewed by the Vice President for Academic Affairs and Planning 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 and Career Services. 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 Advisement & Career Services. 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 enrolled in a program

of study as registered with New York State. A non-degree or non-matriculated student is one taking classes but who is not enrolled in a registered program of study.

### Copyright Infringement and File Sharing

All faculty, staff and students are expected to comply with federal copyright laws. Persons found in violation of US Copyright Law ([www.copyright.gov/title17](http://www.copyright.gov/title17)) are subject to penalties which may include but not limited to being banned from access to specific technologies or facilities, loss of computer and network privileges, be required to make full restitution and/or prosecuted if criminal activity is found. For more information see the college's student handbook, listed under Technology – Acceptable Use Policy. A copy of the college's administrative regulation (Regulation No. 191) pertaining to copyright infringement and file sharing can be obtained by requesting it through the office of the Vice President for Academic Affairs and Planning.

### Cross Registration

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. Please see the Registrar's Office for the detailed Cross-Registration Agreement guidelines and a registration form.

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

1. Student must be matriculated 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 – one course per semester.

### 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 syllabus or program manual of the type of evaluation system that will be used for that course throughout the semester.

### Semester Grade Point Average (GPA) and Quality Points

Grades received earn quality points as indicated in the following 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 semester grade point average is computed based on courses attempted during the semester.

### Cumulative Grade Point Average

The cumulative grade point 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 work. In cases of repeated courses, the last grade earned is used in the cumulative GPA calculations, if the course is repeated at Trocaire.

### 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           |

### Course Withdrawal (W, WF)

**It is the responsibility of the student to contact his/her advisor and the Director of Advisement & Career Services 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 which may affect the number of times the student can repeat the course.

If a student withdraws after the tenth week, he/she receives a withdrawal failing grade (WF), except in extenuating circumstances.

**Please note:** A student who 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 grade 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.**

The 30 day completion requirement can be waived, under extenuating circumstances, with written permission of the Vice President for Academic Affairs and Planning.

### **(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 and Planning.

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 achievement of program learning objectives in his/her field of study. All policies related to Independent Study are included in the Independent Study Guide. Note: Independent Study must satisfy all relevant federal regulations, including the federal credit hour requirement. Student work and instructor

interaction must satisfy minimal criteria for awarding of credits.

### **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 arranged by contract, with the student meeting with the instructor in a seminar setting at regular intervals. Students must have the approval of the Vice President for Academic Affairs and Planning to register for a Directed Study Course. The college has the right to restrict the availability of Directed Study course work. Note: Directed Study must satisfy all relevant federal regulations, including the federal credit hour requirement. Student work and instructor interaction must satisfy minimal criteria for awarding of credits.

### **Graduation Honors**

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

The certificate with merit – a cumulative GPA of 3.4

The degree with distinction – a cumulative GPA of 3.4

The degree with high distinction – a cumulative GPA of 3.6

The degree with highest distinction – a cumulative GPA 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 as outlined previously.
- 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.

## Appeal of Academic Decisions

The college provides for procedural steps by which a student may appeal an academic decision. Students may file an appeal based upon the following grounds:

1. A practice/policy at variance with accepted College practice/policy.
2. Computer/calculation error.
3. Inconsistent application of grading standards within an instructor's sections of the same course.
4. Capricious or arbitrary application of standards concerning grading, curriculum, or placement status.
5. Allegation of academic dishonesty not supported by evidence.

The following definitions apply within the academic appeal process:

Academic decisions – decisions affecting the assignment of course grades, academic level placement, curriculum status, and academic dishonesty.

Business day – day when the administrative offices of the college are open.

Administrator – the administrator is the director of designee.

Appeal of Academic Decisions Form (AADF) – form originated in the director or other or Dean's office of the academic area in question documenting the results of each step in the appeal process.

Respondent(s) – the person or persons making the academic decision.

Appealing Academic Decisions: The Appeal Process must be followed in sequence as described below. The only exception should be the lack of availability of the respondents. In that case the student would begin with step two.

### Step One – Meeting with the respondents

Step one must be completed within thirty (30) business days of the date when the student received the academic decision. The date shall begin 2 days after the last day of the term, or the date shown in any letter or other written communication advising the student of any other academic decision.

The student consults with the respondent(s), the instructor or other persons responsible for the academic decision, to discuss the issue in question. This step shall not be skipped unless the respondent(s) are unable to meet with the student. Upon notice, the supervisor of the respondent(s) shall make every effort to notify the respondent(s) concerning the appeal, but if that is unsuccessful, the student may proceed to step two.

Outcomes of Step One: If the respondent(s) find that an error has been made, or that a compromise can be reached, the respondent(s) may take appropriate steps for correction. On the other hand, the respondent(s) may uphold their decision, in which case the student may either accept the decision or proceed to Step Two.

### Step Two – Discussion with Program Director or Supervisor

Step two must be initiated within ten (10) business days of the completion of Step One and must be completed within the next ten business days of its initiation. In summer sessions, the administrator or Director may take up to 20 days. Step Two may not be skipped.

If the student feels his/her grievance is still valid after conferring with the instructor or other professional, he/she may present the complaint *in writing* to the Program Director or Supervisor of the Director if the decision has been made by a director. There shall again be an attempt at mediation. The complaint in writing must state the grounds of appeal, as explained in the Policy of this regulation.

Outcomes of Step Two: A mutually agreeable resolution might be reached. Or, the Director or Supervisor may find that the appeal is not timely, is without merit, or does not meet the appeal criteria set forth within the appeal procedure. Or, the Director or Supervisor may find that he/she cannot sustain the academic decision.

In any case, the Director or Supervisor will note the outcome on the Form, sign it, notify both the student and the respondent(s) of the outcome, and secure their signatures on the AADF. A copy of the form will be given to all parties. At this time, if appropriate, the student will be reminded of the right to proceed to Step Three and of any impending deadlines in the appeal process.

### Step Three – Appeal Committee

Step Three must be initiated within five business days of the completion of Step Two and must be completed within the next ten business days of its initiation. In summer sessions this may take up to twenty days.

If the grievance remains unsettled the Director or Dean shall refer the decision to the Vice President for Academic Affairs and Planning (VPAA). The student making the appeal must provide details of the appeal in writing and shall describe the decision from which the appeal is taken, name of the respondents, if known, and state the reason for the appeal (noted in policy above); include any documents to be relied upon, including grades, reports, correspondence, themes or other papers; and be signed by the student. Upon receipt of the completed written appeal, the VPAA shall appoint an Appeal Committee to hear the case.

If the appeal concerns a grade only, then the appeal committee shall consist of three faculty members. For all other academic decisions, the committee will be supplemented by a Director or Dean (appointed by the

VPAA) and one other professional. Irrespective of the nature of the appeal, the mandated three faculty on the committee will be selected in the following manner:

- a. The student selects a faculty member.
- b. The faculty member or other respondent selects a faculty member.
- c. The VPAA selects a faculty member.

Efforts shall be made to avoid conflicts of interest for any member of the Appeal Committee.

Prior to the Appeal Committee meeting, the VPAA shall send copies of the appeal to the respondent, the supervisor of the respondent, committee members and other named parties. Attendance at the Appeal Committee meeting shall be limited to only persons with pertinent information. The student and the respondent(s) are not present when the other party is presenting.

*Outcomes of Step Three:* The Appeals Committee (AC) must render its decision within three business days of the date of the hearing(s).

1. The AC may reverse the decision in the previous step, with a two-thirds or greater vote of the Committee. The student and respondent(s) will be informed in writing of the ruling of the AC.
2. The AC may meet informally with either or both parties and obtain a written resolution. Such resolution may grant the student's request or establish a compromise solution.
3. The AC may decide that the appeal is not timely, is without merit, or that it does not meet the appeal criteria set forth within this administrative regulation. The student and respondent(s) will be informed in writing of the ruling of the AC.

Irrespective of the outcome of Step Three, the AADF shall be completed and signed by the respondents, the student, the supervisor of the respondent(s), and the VPAA. This shall terminate the process.

## **Placement Testing and Basic Skills Academic Policy**

As part of the enrollment process, all entering students are required to participate in placement testing. Any entering student directly applying for the A.A.S. Nursing Program must complete the Test of Essential Academic Skills or the TEAS test. The conditions for testing for all entering students are as follows:

- First time freshman students are required to complete the Reading Comprehension, Sentence Skills, and Elementary Algebra portions of the ACCUPLACER.
- If entering students receive transfer credit for Trocaire's required English, they will not need to complete the Sentence Skills portion of ACCUPLACER.
- If entering students receive transfer credit for the math required for the program they are applying for or if the desired program does not require math, they

are not required to complete the Elementary Algebra portion of ACCUPLACER.

- If entering students have previously earned 24 college credits and a minimum GPA of 2.0, they are not required to complete the Reading Comprehension portion of ACCUPLACER.
- Transfer students who are ready to be ranked for the A.A.S. nursing program will be required to complete the Test of Essential Academic Skills or TEAS test and the Elementary Algebra portion of the ACCUPLACER.
- Transfer students wishing to enter the A.A.S. Surgical Technology Program or the A.A.S. Radiologic Technology Program are required to complete the Elementary Algebra portion of the ACCUPLACER before they are reviewed for admission into either program.

Please note that the College reserves the right to ask any student to take the placement test as part of the admissions criteria if his or her academic record does not provide clarity on his or her academic ability.

## **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 and Planning. 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 Planning 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 Planning, 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 on line at [www.clep.collegeboard.org](http://www.clep.collegeboard.org)

#### 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 and Planning 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

Licensed Practical Nurses may apply to receive advanced credit for the first semester nursing program.

Applicants 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:
  - Biology and Chemistry with a grade of 75 or higher; minimum score of 58 on the algebra portion of the ACCUPLACER test
  - Anatomy & Physiology I with lab and Anatomy & Physiology II with lab
  - English Composition
  - General Psychology
  - College Seminar

\*If LPN applicants have not been employed in nursing for two or more years, they will be asked to take the Nursing Skills test to demonstrate skill proficiency.

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 the LPN license before their application will be considered for entrance to 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 Universities and 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 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 Advisement and Career Services and the students' 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 a staff member from the Advisement and Career Services office 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 and the student will receive a grade of "W" if they withdraw from the course during this period. 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.

*Note:* A grade of "W" or "WF" counts as an attempt at the course and may impact the student's ability to repeat the course.

### **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 a staff member from the Advisement and Career Services Office. Date of official withdrawal from the college is the date on which written notification of withdrawal from the college is coordinated through the Office of Advisement and Career Services. Official

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

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

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\*:**

| <b>Fall 2014 to Fall 2015</b>                                  | <b>Full-Time</b> | <b>Part-Time</b> |
|--|------------------|------------------|
| First-time Bachelor's Cohort from Fall 2014                    | N/A**            | N/A**            |
| First-time Associate/Certificate-Seeking Cohort from Fall 2014 | 53.1%            | 77.8%            |

*\*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 2014. Although Trocaire College did enroll students in bachelor's degree programs in fall 2014, 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 2014.*

### **Persistence Rates\*:**

|                          | <b>Full-Time</b> | <b>Part-Time</b> |
|--------------------------|------------------|------------------|
| Fall 2015 to Spring 2016 | 78.2%            | 71.4%            |

*\*Persistence Rates reflect the percent of students enrolled in the initial fall semester who re-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 Entering in 2009\*

| Category  | Bachelor's Degree-Seeking |  | Certificate or Associate's Degree-Seeking |  |
|---|---------------------------|--|---|--|
|   | Number of Students        | Completion Rate<br>150% of Normal Time | Number of Students                        | Completion Rate<br>150% of Normal Time |
| <b>Overall Total – Entering Cohort</b>                                    | 0                         | N/A                                    | 159                                       | 27.0%                                  |
| <b>Gender</b>   |                           |  |   |  |
| Female  | 0                         | N/A                                    | 130                                       | 26.9%                                  |
| Male  | 0                         | N/A                                    | 29  | 27.6%                                  |
| <b>Race/Ethnicity (New)</b>   |                           |  |   |  |
| Hispanic / Latino   | 0                         | N/A                                    | 8   | 25%                                    |
| American Indian or Alaska Native  | 0                         | N/A                                    | 0   | 0%                                     |
| Asian   | 0                         | N/A                                    | 1   | 0%                                     |
| Black or African American   | 0                         | N/A                                    | 43  | 14%                                    |
| Native Hawaiian or Other Pacific Islander                                 | 0                         | N/A                                    | 0   | 0%                                     |
| White   | 0                         | N/A                                    | 103                                       | 32%                                    |
| Two or more Races   | 0                         | N/A                                    | 2   | 50%                                    |
| Non-Resident Alien  | 0                         | N/A                                    | 0   | 0%                                     |
| Ethnicity Unknown   | 0                         | N/A                                    | 2   | 50%                                    |
| <b>Financial Aid Status</b>   |                           |  |   |  |
| Recipients of a Federal Pell Grant  | 0                         | N/A                                    | 117                                       | 65.1%                                  |
| Recipients of a subsidized Stafford Loan who did not receive a Pell Grant | 0                         | N/A                                    | 30  | 27.9%                                  |
| Students who received neither a Pell Grant nor a subsidized Stafford Loan | 0                         | N/A                                    | 12  | 7%                                     |

**\*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 2009. 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.

#### Student Characteristics for Fall 2015

| Category                                  | Full-Time          |                  | Part-Time          |                  |
|---|--------------------|------------------|--------------------|------------------|
|   | Number of Students | Percent of Total | Number of Students | Percent of Total |
| <b>Overall Enrollment</b>                 |                    |                  |                    |                  |
| Total*                                    | 621                | 45.4%            | 748                | 54.6%            |
| Degree/Certificate-Seeking                | 612                | 44.7%            | 618                | 45.1%            |
| First-Time Freshmen                       | 110                | 8.0%             | 7                  | 0.51%            |
| <b>Gender Distribution**</b>              |                    |                  |                    |                  |
| Female                                    | 536                | 39.2%            | 556                | 40.6%            |
| Male                                      | 76                 | 5.6%             | 62                 | 4.5%             |
| <b>Race/Ethnicity Categories (New)**</b>  |                    |                  |                    |                  |
| Hispanic / Latino                         | 34                 | 2.5%             | 30                 | 2.2%             |
| American Indian or Alaska Native          | 7                  | 0.5%             | 7                  | 0.50%            |
| Asian                                     | 13                 | 0.95%            | 4                  | 0.29%            |
| Black or African American                 | 90                 | 6.6%             | 80                 | 5.8%             |
| Native Hawaiian or Other Pacific Islander | 1                  | 0.0%             | 1                  | 0.0%             |
| White                                     | 410                | 29.9%            | 446                | 32.6%            |
| Two or more Races                         | 11                 | 0.80%            | 9                  | 0.66%            |
| Non-Resident Alien                        | 1                  | 0.0%             | 0                  | 0%               |
| Race/Ethnicity Unknown                    | 45                 | 3.4%             | 41                 | 3.0%             |
| <b>Federal Aid Status**</b>               |                    |                  |                    |                  |
| Recipients of a Federal Pell Grant        | 389                | 28.4%            | 298                | 21.8%            |

\* Includes high school students (non-matriculated) taking college courses for credit

\*\* Includes matriculated students only

# 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, Bachelor of Professional Studies, 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
- B.P.S. 30 credits (1/4) from Liberal Arts courses
- A.A.S. 20 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

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
- 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
- MA200 Statistical Methods
- MA220 Statistics II
- MA230 Calculus II
- MA455 Quantitative Research Methods

### Natural Science

- BIO105 Human Biology
- 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
- BIO333 Pathophysiology
- 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
- GS499 Multiculturalism
- PSY101 General Psychology
- PSY102 Developmental Psychology
- PSY201 Abnormal Psychology
- PSY202 Human Sexuality
- PSY301 Health Psychology
- PSY303 Organizational Psychology
- PSY315 Social Psychology
- PSY320 Research Techniques
- SOC101 Principles of Sociology
- SOC207 Contemporary Social Problems
- SOC301 Sociology of Health & Medicine
- SOC311 Coping with Illness

### 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  
 EN304 Race, Gender, and Literature  
 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  
 PH205 Ethics in Health Care  
 PH207 Marriage & Family  
 PH208 Death and Dying  
 PH215 Logic  
 PH301 Philosophy of World Religions  
 PH304 Social/Political Philosophy  
 PH350 Topics in Bioethics  
 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.

**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 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 is designed primarily for 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.

## COMPUTER NETWORK ADMINISTRATION

### A.A.S.

(HEGIS Code 5199)

Computer networks enable computers to communicate with one another, thereby allowing users to share computer resources. 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)  
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, BU300)  
Liberal Arts (3 credits)
4. **Program Requirements:\***  
CNA101, CNA105, CNA112, CNA115, CNA208,  
CNA210, CNA260, CNA264, CNA274  
Business or Computer Network Administration  
elective (3 credits)

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

#### Program Learning Outcomes:

Program level student learning outcomes are outlined below. At the completion of the AAS degree in the Computer Network Administration Program, the student will be able to:

1. Apply knowledge of hardware concepts, standards, tools and test equipment, and best practices to properly administer an organization's computer, network, and server equipment.
2. Apply knowledge of operating system concepts, standards, and best practices to properly administer an organization's computer, network, and server systems.
3. Design, develop, and implement network, system, and IT security policies and procedures to protect the organization's resources.
4. Develop the network administrator's relationship to business and management for effective application of computer and network technologies to business needs.
5. Apply customer service and soft skills for effective network administration.
6. Ensure appropriate ethical considerations are used during network administration activities.

In addition to the program specific learning outcomes students achieving an associate's degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

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

| <b>Courses</b>    |  | <b>Credits</b> |
|-------------------|--|----------------|
| BU106             | Business Communications.....               | 3              |
| CNA101            | Intro to Computer Hardware.....            | 4              |
| CNA105            | Intro to Computer Networking.....          | 4              |
| EN101             | English Composition.....                   | 3              |
| GS100 or<br>GS102 | College Seminar or<br>College Success..... | 1 / 3          |
|                   | Mathematics Elective.....                  | 3 / 4          |
|                   | <b>Semester Total</b>                      | <b>18 / 21</b> |

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

| <b>Courses</b> |  | <b>Credits</b> |
|----------------|--|----------------|
| CNA112         | Operating Systems.....                                       | 3              |
| CNA115         | Network Infrastructure.....                                  | 3              |
|                | Business or Computer Network<br>Administration Elective..... | 3              |
|                | Literature Elective.....                                     | 3              |
|                | Natural Science Elective.....                                | 3 / 4          |
| PH103          | Introduction to Philosophy.....                              | 3              |
|                | <b>Semester Total</b>  | <b>18 / 19</b> |

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

| <b>Courses</b> |                               | <b>Credits</b> |
|----------------|-------------------------------|----------------|
| BU300          | Project Management.....       | 3              |
| CNA208         | Linux/UNIX.....               | 3              |
| CNA210         | Network Administration I..... | 4              |
|                | Liberal Arts Elective.....    | 3              |
| PH204          | Business Ethics.....          | 3              |
|                | Social Science Elective.....  | 3              |
|                | <b>Semester Total</b>         | <b>19</b>      |

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

| <b>Courses</b> |  | <b>Credits</b> |
|----------------|--|----------------|
| BU207          | Introduction to Management.....                  | 3              |
| CNA260         | Network Administration II.....                   | 4              |
| CNA264         | Computer Security.....                           | 3              |
| CNA274         | Seminar & Internship/Capstone<br>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 which can be completed in one year.

**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:\***  
BU300, CNA101, CNA105 CNA112, CNA115, CNA208, CNA210, CNA260, CNA264, CNA274  
Business or Computer Network Administration elective (3 credits)

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

**Program Learning Outcomes:**

Program level student learning outcomes are outlined below. At the completion of the Computer Network Administration Certificate Program, the student will be able to:

1. Apply knowledge of hardware concepts, standards, tools and test equipment, and best practices to properly administer an organization’s computer, network, and server equipment.
2. Apply knowledge of operating system concepts, standards, and best practices to properly administer an organization’s computer, network, and server systems.
3. Design, develop, and implement network, system, and IT security policies and procedures to protect the organization’s resources.
4. Develop the network administrator’s relationship to business and management for effective application of computer and network technologies to business needs.
5. Apply customer service and soft skills for effective network administration.
6. Ensure appropriate ethical considerations are used during network administration activities.

### CURRICULUM

| <b>First Year – 1<sup>st</sup> Semester</b>  |                                   | <b>Credits</b> |
|--|-----------------------------------|----------------|
| <b>Courses</b>                               |                                   |                |
| 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>  |
| <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              |
|  | <b>Semester Total</b>             | <b>9</b>       |
| <b>Second Year – 1<sup>st</sup> Semester</b> |                                   |                |
| <b>Courses</b>                               |                                   | <b>Credits</b> |
| BU300  | Project Management.....           | 3              |
| CNA208                                       | Linux/UNIX.....                   | 3              |
| CNA210                                       | Network Administration I.....     | 4              |
|  | <b>Semester Total</b>             | <b>10</b>      |
| <b>Second Year – 2<sup>nd</sup> Semester</b> |                                   |                |
| <b>Courses</b>                               |                                   | <b>Credits</b> |
| CNA260                                       | Network Administration II.....    | 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

<http://trocaire.edu/academic-program/computer-network-administration/>

## 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 Diagnostic Radiologic Technology Program.

- Minimum of 3.0 cumulative average. **\*Diploma Graduates:** Transcripts will be reviewed to determine compliance with academic requirements.
- 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

### Program Learning Outcomes:

Program level student learning outcomes are outlined below. At completion of the Diagnostic Medical Sonography Certificate Program, the student will be able to:

1. Demonstrate entry-level clinical competence through utilization of appropriate diagnostic medical sonographic procedures and equipment.
2. Provide competent and compassionate healthcare to culturally diverse populations.
3. Utilize critical thinking and problem solving skills necessary to practice within the diagnostic medical sonography profession.
4. Demonstrate professionalism and ethics in the diagnostic medical sonography profession.

### CURRICULUM

#### First Semester - Fall

| Courses  | Credits   |
|--|-----------|
| DMS300 Cross Sectional Anatomy.....                          | 3         |
| DMS301 Introduction to Diagnostic<br>Medical Sonography..... | 3         |
| DMS306 Physics of Ultrasound I.....                          | 2         |
| DMS310 Abdominal Sonography I.....                           | 2         |
| DMS311 Abdominal Sonography Lab. I.....                      | 1         |
| DMS315 Pelvic Sonography.....                                | 2         |
| DMS316 Pelvic Sonography Lab.....                            | 1         |
| DMS320 Sonography Clinical Practicum I.....                  | 3         |
| <b>Semester Total</b>  | <b>17</b> |

#### Second Semester - Spring

| Courses                                      | Credits   |
|--|-----------|
| DMS405 Obstetrical Sonography.....           | 3         |
| DMS406 Physics of Ultrasound II.....         | 1         |
| DMS410 Abdominal Sonography II.....          | 2         |
| DMS411 Abdominal Sonography Lab. II.....     | 1         |
| DMS415 Seminar/Research Course.....          | 1         |
| DMS419 Special Sonographic Procedures.....   | 2         |
| DMS420 Sonography Clinical Practicum II..... | 3         |
| <b>Semester Total</b>                        | <b>13</b> |

#### Summer Session

| Courses                                       | Credits  |
|---|----------|
| DMS430 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 <http://trocaire.edu/academic-program/diagnostic-medical-sonography/>



**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 - Diagnostic Radiologic Technology and possess ARRT(R), 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 or equivalent
- 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

**Program Learning Outcomes:**

Program level student learning outcomes are outlined below. At completion of the Echocardiography Certificate Program, the student will be able to:

1. Demonstrate entry-level clinical competence through utilization of appropriate echocardiographic procedures and equipment.
2. Provide competent and compassionate healthcare to culturally diverse populations.

3. Utilize critical thinking and problems solving skills necessary to practice within the echocardiography profession.
4. Demonstrate professionalism and ethics in the echocardiography profession.

| <b>CURRICULUM</b>               |  |                |
|---------------------------------|--|----------------|
| <b>First Semester - Fall</b>    |  |                |
| <b>Courses</b>                  |  | <b>Credits</b> |
| DMS306                          | Physics of Ultrasound I.....                         | 2              |
| ECH300                          | Introduction to Echocardiography.....                | 1              |
| ECH301                          | Echocardiography I.....                              | 2              |
| ECH302                          | Echocardiography College Laboratory I.....           | 1              |
| ECH303                          | Echocardiography Principles and Instrumentation..... | 3              |
| ECH304                          | Anatomy & Physiology of the Heart...                 | 3              |
| ECH320                          | Echocardiography Clinical Practicum I.....           | 3              |
|                                 | <b>Semester Total</b>                                | <b>15</b>      |
| <b>Second Semester - Spring</b> |  |                |
| <b>Courses</b>                  |  | <b>Credits</b> |
| DMS406                          | Physics of Ultrasound II.....                        | 1              |
| ECH401                          | Echocardiography II.....                             | 4              |
| ECH402                          | Echocardiography College Laboratory II.....          | 1              |
| ECH403                          | Seminar/Research Course.....                         | 2              |
| ECH404                          | Pathology of the Heart.....                          | 4              |
| ECH420                          | Echocardiography Clinical Practicum II.....          | 3              |
|                                 | <b>Semester Total</b>                                | <b>15</b>      |
| <b>Summer Session</b>           |  |                |
| <b>Courses</b>                  |  | <b>Credits</b> |
| ECH430                          | 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 <http://trocaire.edu/academic-program/echocardiography/>

**GENERAL STUDIES**

(HEGIS Code 5649)

**A.S.**

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)

General Studies (GS201, GS212)

Literature Elective (3 credits)

Mathematics (MA107 or higher)\*\*

Philosophy/Religious Studies (PH103)

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

Humanities Elective (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.**

**Program Learning Outcomes:**

Program level student learning outcomes are outlined below. At the completion of the AS Degree in the General Studies Program, the student will be able to:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

## CURRICULUM

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

| Courses   | Credits        |
|---|----------------|
| EN101 English Composition.....                            | 3              |
| Free Elective.....  | 3              |
| Free Elective.....  | 3              |
| GS100 or GS102 College Seminar or<br>College Success..... | 1 / 3          |
| Mathematics Elective**.....                               | 3 / 4          |
| Social Science Elective.....                              | 3              |
| <b>Semester Total</b>                                     | <b>16 / 19</b> |

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

| Courses                                   | Credits        |
|---|----------------|
| 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> |

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

| Courses                               | Credits        |
|---------------------------------------|----------------|
| Free Elective.....                    | 3              |
| Free Elective.....                    | 3              |
| Humanities Elective.....              | 3              |
| Math or Natural Science Elective..... | 3 / 4          |
| Social Science Elective.....          | 3              |
| <b>Semester Total</b>                 | <b>15 / 16</b> |

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

| Courses                              | Credits   |
|--------------------------------------|-----------|
| Free Elective.....                   | 3         |
| Free Elective.....                   | 3         |
| Free Elective.....                   | 3         |
| GS212 College to Career Seminar..... | 1         |
| Philosophy/Religious Studies.....    | 3         |
| Social Science Elective.....         | 3         |
| <b>Semester Total</b>                | <b>16</b> |

## HEALTH INFORMATION TECHNOLOGY

### A.A.S.

(HEGIS Code 5213)

Health Information Technology (HIT) is a combination of health care and information technology. The Health Information Technology Program prepares students in the methods of collecting, organizing, analyzing and protecting traditional and electronic medical information essential to providing quality patient care. Health Information Technicians compile statistics for health information indices, disease registries, and research studies, review clinical documentation to assign codes to diseases and procedures, use storage and retrieval systems to manage the release of patient health information and retrieve health data. In addition, students will obtain the necessary technological skills required to perform the daily activities in the management of health information.

#### Potential Work Sites:

With their training and knowledge of information management, the electronic health record (EHR) and healthcare delivery systems, health information management professionals are able to work in a variety of healthcare settings, which include:

- 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

There are numerous job titles and career paths available in this field, which affords the health information management professional with many options and opportunities for growth. For more information about careers in health information, please visit: [www.ahima.org](http://www.ahima.org) and [www.hicareers.com](http://www.hicareers.com).

#### Professional Practice Experiences (Internships):

Students build competencies in two Professional Practice Experiences offered during their course of study. Through these practice internships, students will obtain “hands-on” experience in actual health care settings. These non-paid, internships are completed during regular business hours. Transportation to and from the practice site is the responsibility of the student.

#### 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. Since Health Information Management departments are generally open during regular business hours, students will be required to complete their Professional Practice experiences one or more days of the normal work week. Every effort is made to accommodate student’s work schedules so they will be able to complete the required hours. While intended to prepare individuals for

immediate employment, this program also appropriate for transfer to a four-year Bachelor of Science degree in Health Information Management.

#### Accreditation:

The Associate degree, Health Information Technology Program at Trocaire College is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

CAHIIM  
233 N. Michigan Avenue  
21<sup>st</sup> Floor  
Chicago, IL 60601-5800  
[www.cahiim.org](http://www.cahiim.org)

#### 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 AHIMA and the American Academy of Professional Coders.

#### 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. 2.0 cumulative GPA 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)  
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.

**Program Learning Outcomes**

Program level student learning outcomes are outlined below. At the completion of the AAS degree in the Health Information Technology Program, the student will be able to:

1. Apply the policies and procedures of data, documentation, classification and reimbursement methodologies to health information.
2. Analyze clinical databases to identify trends that demonstrate quality, safety, and effectiveness of healthcare.
3. Interpret the legal and regulatory requirements of healthcare delivery systems, patient privacy and confidentiality.
4. Demonstrate the use of technology applications in all aspects of health information.
5. Incorporate leadership skills in the management of organizational resources.
6. Employ and promote ethical standards of practice.

In addition to the program specific learning outcomes students achieving an associate's degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

| <b>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              |
| BU132  | Information Technology I.....                                   | 3              |
| EN101  | English Composition.....  | 3              |
| GS100 or                                     | College Seminar or  |                |
| GS102  | College Success.....  | 1 / 3          |
| HIT101                                       | Intro to Health Information Systems...                          | 4              |
| MB119  | Medical Terminology.....  | 3              |
|  | <b>Semester Total</b>   | <b>18 / 20</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              |
| HIT104                                       | Legal Aspects of Health<br>Information Technology.....          | 3              |
| HIT202                                       | Health Statistics.....  | 3              |
| MA111  | College Algebra & Statistics with<br>Business Applications..... | 3              |
| PH103  | Introduction to Philosophy.....                                 | 3              |
|  | Social Science Elective.....                                    | 3              |
|  | <b>Semester Total</b>   | <b>19</b>      |
| <b>Second Year – 1<sup>st</sup> Semester</b> |   |                |
| <b>Courses</b>                               |   | <b>Credits</b> |
| BIO140                                       | Pharmacology.....   | 3              |
| HIT103                                       | Health Information Systems.....                                 | 3              |
| HIT200                                       | Clinical Practicum I.....                                       | 2              |
| HIT204                                       | Inpatient Coding Systems.....                                   | 4              |
| HIT208                                       | Quality Assurance & Improvement.....                            | 2              |
|  | English Literature Elective.....                                | 3              |
| MB265  | Insurance & Reimbursement<br>Processing.....                    | 2              |
|  | <b>Semester Total</b>   | <b>19</b>      |
| <b>Second Year – 2<sup>nd</sup> Semester</b> |   |                |
| <b>Courses</b>                               |   | <b>Credits</b> |
| BIO333                                       | Pathophysiology.....  | 3              |
| HIT209                                       | Clinical Practicum II.....                                      | 2              |
| HIT216                                       | Ambulatory Care Coding.....                                     | 3              |
| HIT220                                       | Management Principles for<br>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 of data and information from healthcare systems including hospitals, medical offices, health insurance plans, government healthcare providers and medical research facilities, 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.

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.

### Program Learning Outcomes:

Program level student learning outcomes are outlined below. At the completion of the AAS, BS degree or certificate program in Healthcare Informatics, the student will be able to:

1. Evaluate their knowledge and skills interactively and exhibit confidence in displaying and interpreting health care data and understanding medical terminology.
2. Develop a philosophy, a strategy, and a set of methods for ongoing quality and efficiency improvement to yield better health care outcomes using real life claims data within the informatics field.
3. Manipulate and understand health care data using appropriate graphical techniques.
4. Identify and describe some of the main trends, current technologies, and management issues in quality health care management using key data informatics standards.
5. Distinguish between data models and how they are used to capture the nature and relationships among data.
6. Determine required and available health care data and identify an appropriate database design.
7. Manipulate healthcare data using appropriate data modeling techniques.
8. Explain SQL and provide a historical perspective of the development of SQL and its continuing development and use within health care informatics.
9. Define health care data and its uses.
10. Demonstrate proficient in Microsoft Office programs including Excel, Access, PowerPoint, and Word.
11. Present publicly using professional skills and strong health care informatics knowledge base.

12. Demonstrate an elevated level of professionalism that will ultimately engage human resource personnel within the job market.
13. Successfully transcribe knowledge base, professional and technical skills into an attractive well written resume that self-promotes.

In addition to the program specific learning outcomes students achieving an associate's or bachelor's degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

## 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: 12 months
2. **Program Requirements\***  
BU300, HCI101, HCI102, HCI200, HCI210, HCI300, HCI310, HCI330, HCI400, HCI410, 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.

| <b>CURRICULUM</b>                           |  |                |
|---|--|----------------|
| <b>First Year – 1<sup>st</sup> Semester</b> |  |                |
| <b>Courses</b>                              |  | <b>Credits</b> |
| BU300                                       | Project Management.....                                | 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 Analysis & 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 <http://trocaire.edu/academic-program/healthcare-informatics/>

**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 70 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 (BIO109/BIO109L)\*  
Philosophy/Religious Studies (PH205)  
Social Science (EC202, PSY101)
  3. **Program Requirements\***  
BU300, HCI101, HCI102, HCI200, HCI210,
  4. **Other Requirements\***  
BU106, BU132, BU207, CNA105, HIT103, HIT202  
HIT208, MB119, 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 GS102                               | College Seminar or 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> |
| BIO109                                       | Essentials of Anatomy & Physiology..                        | 3              |
| BIO109L                                      | Ess. of Anatomy & Physiology 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> |
| BU207  | Introduction to Management.....                             | 3              |
| HIT202                                       | Health Statistics.....                                      | 3              |
| MA200  | Statistical Methods.....                                    | 3              |
| MB119  | Medical Terminology.....                                    | 3              |
| MB265  | Insurance & Reimbursement Processing.....                   | 2              |
| PSY101                                       | General Psychology.....                                     | 3              |
|  | <b>Semester Total</b>                                       | <b>17</b>      |
| <b>Second Year – 2<sup>nd</sup> Semester</b> |   |                |
| <b>Courses</b>                               |   | <b>Credits</b> |
| BU300  | Project Management.....                                     | 3              |
| EC202  | Principles of Microeconomics.....                           | 3              |
| HCI210                                       | Healthcare Informatics Data Standards.....                  | 3              |
| HIT208                                       | Quality Assurance & Improvement... Humanities Elective..... | 2 / 3          |
| PH205  | Ethics in Health Care.....                                  | 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 Degree Requirements:**

1. A total of at least 127 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 (BIO109/BIO109L)\*  
Philosophy/Religious Studies (PH205, PH350)  
Social Science (EC202, PSY101, PSY320 and Electives: 15 credits)
3. **Program Requirements\***  
BU300, HCI101, HCI102, HCI200, HCI210, HCI300, HCI310, HCI320, HCI330, HCI400, HCI410
4. **Other Requirements\***  
BU106, BU132, BU207, CNA105, HIT103, HIT202, HIT208, MB119, 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                                     | College Seminar <b>or</b>                                   |                |
| 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> |
| BIO109                                       | Essentials of Anatomy & Physiology..                        | 3              |
| BIO109L                                      | Ess. of Anatomy & Physiology 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> |
| BU207  | Introduction to Management.....                             | 3              |
| HIT202                                       | Health Statistics.....                                      | 3              |
| MA200  | Statistical Methods.....                                    | 3              |
| MB119  | Medical Terminology.....                                    | 3              |
| MB265  | Insurance & Reimbursement Processing.....                   | 2              |
| PSY101                                       | General Psychology.....                                     | 3              |
|  | <b>Semester Total</b>                                       | <b>17</b>      |
| <b>Second Year – 2<sup>nd</sup> Semester</b> |   |                |
| <b>Courses</b>                               |   | <b>Credits</b> |
| BU300  | Project Management.....                                     | 3              |
| EC202  | Principles of Microeconomics.....                           | 3              |
| HCI210                                       | Healthcare Informatics Data Standards.....                  | 3              |
| HIT208                                       | Quality Assurance & Improvement... Humanities Elective..... | 2 / 3          |
| PH205  | Ethics in Health Care.....                                  | 3              |
|  | <b>Semester Total</b>                                       | <b>17</b>      |

|  |   |                |
|--|---|----------------|
| <b>Third Year – 1<sup>st</sup> Semester</b>  |   |                |
| <b>Courses</b>                               |   | <b>Credits</b> |
| EN300  | Public Relations Writing.....                                     | 3              |
| HCI300                                       | Business Systems Analysis & Design<br>in Healthcare.....          | 3              |
| HCI310                                       | Healthcare Administration &<br>Management.....                    | 3              |
|  | Social Science Elective.....                                      | 3              |
|  | <b>Semester Total</b>   | <b>12</b>      |
| <b>Third Year – 2<sup>nd</sup> Semester</b>  |   |                |
| <b>Courses</b>                               |   | <b>Credits</b> |
| HCI320                                       | Healthcare Leadership & Change<br>Management.....                 | 3              |
| HCI330                                       | Clinical Decision Support Systems....<br>Humanities Elective..... | 3              |
| PSY320                                       | Research Methods:<br>Techniques & Designs.....                    | 3              |
|  | Social Science Elective.....                                      | 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<br>Management Systems.....                    | 3              |
|  | Humanities Elective.....  | 3              |
| MA455  | Quantitative Research Methods.....                                | 3              |
|  | Social Science Elective.....                                      | 3              |
|  | Social Science Elective.....                                      | 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.....<br>Humanities Elective..... | 3              |
|  | Humanities Elective.....  | 3              |
| PH350  | Topics in Bioethics.....  | 3              |
|  | Social Science Elective.....                                      | 3              |
|  | <b>Semester Total</b>   | <b>15</b>      |

## HOSPITALITY MANAGEMENT

### A.A.S.

(HEGIS Code 5010)

The Russell J. Salvatore School of Hospitality and Business offers students a unique opportunity to gain some great industry “hands-on” experience from one of our regions iconic industry leaders.

The hospitality industry is one of the largest industries worldwide and one of the fastest growing. The National Restaurant Association estimates the average American eats two out of three meals a day outside of the home, an amazing statistic! According to Visit Buffalo Niagara, planning and event driven organization for Western New York, there are over 10,000 hotel rooms in our region.

As a result, well qualified and educated individuals looking to advance or launch a career in hospitality management are in great demand. Trocaire College has the classes, skills and hands-on experiences you need to excel in this exciting and ever-changing industry.

The Hospitality Management program provides a wealth of opportunities for graduates. Whether hotels and resorts, fine dining or casual restaurants, event/party planning, concessions, food trucks, sales, or catering, you will find the potential career paths are limitless for someone with a Hospitality Management degree from Trocaire.

The program has internship experiences at several locations including: Walt Disney World, Mansion on Delaware, Hyatt Hotels, Visit Buffalo Niagara, Russell's Steaks Chops and More Restaurant, Hotel Henry, Buffalo Marriott Harbor Center, Holiday Inn properties, Aloft Hotel properties, Applebee's Restaurants, Delaware North Company (Ralph Wilson Stadium, First Niagara Center).

#### 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)  
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

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

#### Program Learning Outcomes:

Program level student learning outcomes are outlined below. At completion of the AAS degree in Hospitality Management Program, the student will be able to:

1. Demonstrate professionalism and leadership in all aspects of the hospitality industry.
2. Develop management and marketing skills for the restaurant, hotel, and resort setting.
3. Integrate menu design with food preparation, cost analysis, and sustainability.
4. Demonstrate proper safety and sanitation methods as dictated by ServSafe® and T.I.P.S. programs.
5. Value different cultures' traditions and cuisine.

In addition to the program specific learning outcomes students achieving an associate's degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

### CURRICULUM

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

| Courses  | Credits        |
|--|----------------|
| BU132 Information Technology I.....                      | 3              |
| EN101 English Composition.....                           | 3              |
| GS100 or College Seminar or                              |                |
| GS102 College Success.....                               | 1 / 3          |
| HM101 Introduction to Hospitality.....                   | 3              |
| HM102 Introduction to Food & Beverage<br>Management..... | 3              |
| Mathematics Elective.....                                | 3 / 4          |
| <b>Semester Total</b>                                    | <b>16 / 19</b> |

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

| Courses   | Credits   |
|---|-----------|
| HM103 World Travel Geography &<br>Cultural Awareness.....         | 3         |
| HM204 Food & Beverage Services<br>and Sanitation.....             | 3         |
| HM205 Principles of Hotel & Resort<br>Service and Management..... | 3         |
| Literature Elective.....  | 3         |
| Social Science Elective.....                                      | 3         |
| <b>Semester Total</b>   | <b>15</b> |

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

| Courses   | Credits        |
|---|----------------|
| BU203 Principles of Accounting.....                     | 3              |
| HM210 Hospitality Sales and Marketing.....              | 3              |
| HM212 Human Resources Management<br>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

| Courses  | Credits        |
|--|----------------|
| HM207 Leadership & Management in<br>Hospitality..... | 3              |
| HM276 or Hospitality Internship or                   |                |
| HM277 Disney Internship Experience***.....           | 4 / 6          |
| Hospitality Elective.....                            | 3              |
| Philosophy/Religious Studies.....                    | 3              |
| Social Science Elective.....                         | 3              |
| <b>Semester Total</b>                                | <b>16 / 18</b> |

**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)

\* 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.

**Program Learning Outcomes:**

Program level student learning outcomes are outlined below. At completion of the Hospitality Management Certificate Program, the student will be able to:

1. Demonstrate professionalism and leadership in all aspects of the hospitality industry.
2. Develop management and marketing skills for the restaurant, hotel, and resort setting.
3. Integrate menu design with food preparation, cost analysis, and sustainability.
4. Demonstrate proper safety and sanitation methods as dictated by ServSafe® and T.I.P.S. programs.
5. Value different cultures’ traditions and cuisine.

| <b>CURRICULUM</b>                           |  |                |
|---|--|----------------|
| <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 <http://trocaire.edu/academic-program/hospitality-management/>

## 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 Assistant
- Recruiter
- Compensation Assistant
- Diversity Coordinator
- Employee Relations Advisor
- Labor Relations Representative

In addition, we have partnered with local organizations such as Buffalo Niagara Human Resource Association (BNHRA), SHRM, The Lancaster Chamber of Commerce, Cornell University, and the Buffalo Niagara Partnership to bring real-world experiences to the Human Resource Management Program. A second semester internship with a 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 local student chapter of BNHRA.

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)  
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**

### Program Learning Outcomes:

Program level student learning outcomes are outlined below. At the completion of the AAS degree, or certificate program in the Human Resource Management Program, the student will be able to:

1. Assist organizations in complying with all federal, state and local employment laws.
2. Create human resources systems that support the strategic plan.
3. Design, develop and deliver training and development plans to address knowledge, skills and ability necessary for success.
4. Ensure fair and equitable treatment of all employees and compliance to labor contracts.
5. Gain practical/hands on experience in the field of human resources.

In addition to program specific learning outcomes students achieving an associate’s degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.

7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

| <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 or  | College Seminar or                   |                |
| 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. 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   | English 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 <http://trocaire.edu/academic-program/human-resource-management/>

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

For over 50 years, Trocaire College has been preparing individuals for the health care professions. Building on this tradition of excellence in health care, Trocaire 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)  
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.**

### Program Learning Outcomes:

Program level student learning outcomes are outlined below. At the completion of the AAS degree or certificate program in the Massage Therapy Program, the student will be able to:

1. Plan and organize an effective massage and bodywork session.
2. Perform massage therapy and bodywork for therapeutic benefit.
3. Develop and implement a self-care strategy.
4. Develop successful and ethical therapeutic relationships with clients.
5. Develop strategy for a successful practice, business, or employment situation.
6. Identify strategies for professional development.

In addition to the program specific learning outcomes students achieving an associate's degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.



| <b>A.A.S. 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  | English Composition.....             | 3              |
| 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>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> |

| <b>CERTIFICATE 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          |
| MT101  | Introduction to Massage Therapy..... | 3              |
| MT105  | Western Massage Therapy I.....       | 4              |
| MT110  | Myology.....                         | 4              |
| <b>Semester Total</b>                        |                                      | <b>16 / 18</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              |
| MT106  | Eastern Massage Therapy I.....       | 3              |
| MT111  | Myology/Kinesiology.....             | 4              |
| MT205  | Western Massage Therapy II.....      | 4              |
| <b>Semester Total</b>                        |                                      | <b>15</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              |
| <b>Semester Total</b>                        |                                      | <b>10</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              |
| <b>Semester Total</b>                        |                                      | <b>9</b>       |

**Part Time Schedule is available.**

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 <http://trocaire.edu/academic-program/massage-therapy/>

|   |               |
|---|---------------|
| <b>MEDICAL ASSISTANT</b><br>(HEGIS Code 5214) | <b>A.A.S.</b> |
|---|---------------|

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 Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).

**CAAHEP**

25400 US Highway 19 North,  
Suite 158  
Clearwater, FL 33763  
Telephone: (727) 210-2350  
Fax: (727) 210-2354  
([www.caahep.org](http://www.caahep.org)),

**MAERB**

20 N. Wacker Dr., Suite 1575  
Chicago, IL 60606  
Telephone: 1 (800) 228-2262  
Fax: (312) 899-1259

**Admission Requirements:**

1. High school diploma (minimum 75% average) or GED Diploma with a minimum score of 2500
2. Natural Science
3. 2.0 cumulative GPA with minimum grade of "C" in laboratory sciences for current and transfer students

**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)  
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.

**Program Learning Outcomes:**

Program level student learning outcomes are outlined below. At the completion of the AAS degree in the Medical Assistant Program, the student will be able to:

1. Apply concepts related to Anatomy & Physiology, Applied Mathematics, Applied Microbiology and Infection Control.
2. Summarize Concepts of Effective Communications.
3. Demonstrate Administrative Functions, Basic Practice Finances, Managed Care/Insurance, Procedural & Diagnostic Coding.
4. Analyze Legal Implications and Ethical Considerations.
5. Demonstrate Protective Practices of the Medical Assistant.

In addition to the program specific learning outcomes students achieving an associate's degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

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

| <b>Courses</b>        |   | <b>Credits</b> |
|-----------------------|---|----------------|
| BOT103                | Keyboarding I and<br>Document Processing..... | 3              |
| EN101                 | English Composition.....                      | 3              |
| GS100 <b>or</b>       | College Seminar <b>or</b>                     |                |
| GS102                 | 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 <b>or</b>       | Principles of Macroeconomics <b>or</b>                                |                |
| SS EL                 | Social Science Elective.....  | 3              |
| EN102                 | Introduction to Literature.....                                       | 3              |
| MAS233                | Medical Assistant Diagnostic &<br>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<br>Procedures..... | 3              |
| MB265                 | Insurance & Reimbursement<br>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<br>Seminar & Externship..... | 4              |
| MB213                 | Medical Office Systems &<br>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 two weeks before the regular semester begins and continue through mid-semester for the Fall 2016 semester only. **Beginning Spring 2017 the early start schedule will no longer be offered.**

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 only acceptable courses include: The American Heart Association – Course C – Basic Life Support for Health Care Providers (2 year certification). Also, the American Red Cross – CPR/AED 2-year Certification for the Professional Rescuer and Health Care Providers. Online courses are NOT acceptable.

**\*\*You must show your CPR card to your lab instructor before the first clinical in order to participate in clinical rotations\*\***

The Program is registered by the New York State Education Department and is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. Phone: (404) 975-5000, Fax: (404) 975-5020, [www.acenursing.org](http://www.acenursing.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. 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. Students must achieve a score of 58 or higher in the algebra portion of the ACCUPLACER Test.
5. 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.
6. Anatomy & Physiology I with Lab is a pre-professional requirement that must be successfully completed prior to the first semester’s nursing course work.
7. Cardiopulmonary Resuscitation certificate is required for clinical experiences and must remain current through graduation.
8. 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.**
9. 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 Anatomy & Physiology I or II with lab more than once within the past 5 years will not be considered for the program (This includes grades of WF, F, FX)

- Maintenance of “C” or better in all course work is required in order to progress within the program.

**Minimum Degree Requirements:**

- A total of at least 67 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)  
Humanities (EN102)  
Natural Science (BIO130/BIO130L, BIO131/BIO131L, BIO223/BIO223L)  
Philosophy/Religious Studies (PH103, PH205)  
Social Science (PSY101, PSY102, SOC101)
  - Program Requirements\*:**  
NU110, NU112, NU114, NU115, NU116,  
NU122, NU124, NU214, NU217, NU220, NU222
- \* **A minimum grade of “C” (2.0) is required.**

**Program Learning Outcomes:**

Program student learning outcomes are outlined below. At the completion of the AAS Degree in Nursing Program, the student will be able to:

- Recognize the uniqueness of clients when providing care.
- Establish open lines of communication with client, family, and other members of the inter-professional team.
- Motivate other health care team members to ensure quality client care.
- Provide client advocacy through such measures as appropriate use of resources and collaboration with the inter-professional team.
- Utilize critical thinking with the nursing process as a basis for decision-making when providing individual client care to achieve established client-centered goals.
- Delegate appropriate aspects of care to other health team members and evaluate the outcome of this care.
- Demonstrate effective management of time and resources.
- Utilize teaching/learning principles to teach clients, significant support persons and community groups, the information needed to achieve desired learning outcomes.
- Develop a commitment to the value of caring by assuming the responsibility for professional growth.
- Develop behaviors and attitudes that reflect commitment to continuous learning.
- Actively participate/integrate into their professional organizations.

- Function within the scope of their academic preparation as a member of the nursing profession to maintain high standards of nursing care.
- Demonstrate clinical competence and accountability in their practice based on current knowledge of health care in a variety of settings.
- Recognize the importance of incorporating patient’s cultural traditions and personal preferences into the plan of care in order to obtain maximum outcomes.

In addition to the program specific learning outcomes students achieving an associate’s degree will also achieve the following general education outcomes:

- Comprehend and articulate effectively through oral communication.
- Comprehend and articulate effectively through written communication.
- Analyze, evaluate, synthesize and apply information and ideas.
- Appreciate diverse cultural and ethical perspectives and experiences.
- Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
- Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
- Identify need for and evaluate information using it critically, legally and ethically to solve problems.
- Utilize, select and apply contemporary forms of technology to solve problems or compile information.

| <b>Pre Professional Requirement</b>  |   |                |
|--|---|----------------|
| <b>Courses</b>   |   | <b>Credits</b> |
| 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. |   |                |
| <b>DAY CURRICULUM</b>  |   |                |
| <b>First Year – 1<sup>st</sup> Semester</b>  |   |                |
| <b>Courses</b>   |   | <b>Credits</b> |
| BIO131   | Anatomy & Physiology II.....                      | 3              |
| BIO131L  | Anatomy & Physiology II Lab.....                  | 1              |
| EN101  | English Composition.....                          | 3              |
| GS100 <b>or</b><br>GS102   | College Seminar <b>or</b><br>College Success..... | 1 / 3          |
| NU110  | Health Assessment & Promotion.....                | 1              |
| NU112  | Nursing Concepts.....                             | 5              |
| NU114  | Medication Essentials I.....                      | 1              |
| NU116  | Professional Issues.....                          | 1              |
| PSY101   | General Psychology.....                           | 3              |
|  | <b>Semester Total</b>                             | <b>19 / 21</b> |

| <b>First Year – 2<sup>nd</sup> Semester</b>  |                                 |                |  |
|--|---------------------------------|----------------|--|
| <b>Courses</b>                               |                                 | <b>Credits</b> |  |
| 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>      |  |
| <b>Second Year – 1<sup>st</sup> Semester</b> |                                 |                |  |
| <b>Courses</b>                               |                                 | <b>Credits</b> |  |
| 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>      |  |
| <b>Second Year – 2<sup>nd</sup> Semester</b> |                                 |                |  |
| <b>Courses</b>                               |                                 | <b>Credits</b> |  |
| NU220  | Mental Health Nursing.....      | 2              |  |
| NU222  | Health Restoration III.....     | 7              |  |
| PH205  | Ethics in Health Care.....      | 3              |  |
| <b>Semester Total</b>                        |                                 | <b>12</b>      |  |

| <b>Second Year – 2<sup>nd</sup> Semester</b> |                               |                |  |
|--|-------------------------------|----------------|--|
| <b>Courses</b>                               |                               | <b>Credits</b> |  |
| NU115  | Medication Essentials II..... | 1              |  |
| NU122  | Health Restoration I.....     | 6              |  |
| NU124  | Maternal Newborn Nursing..... | 2              |  |
| <b>Semester Total</b>                        |                               | <b>9</b>       |  |
| <b>Second Year – Summer Session</b>          |                               |                |  |
| <b>Courses</b>                               |                               | <b>Credits</b> |  |
| PH205  | Ethics in Health Care.....    | 3              |  |
| SOC101                                       | Principles of Sociology.....  | 3              |  |
| <b>Summer Session Total</b>                  |                               | <b>6</b>       |  |
| <b>Third Year – 1<sup>st</sup> Semester</b>  |                               |                |  |
| <b>Courses</b>                               |                               | <b>Credits</b> |  |
| NU214  | Health Restoration II.....    | 5              |  |
| NU217  | Pediatric Nursing.....        | 2              |  |
| <b>Semester Total</b>                        |                               | <b>7</b>       |  |
| <b>Third Year – 2<sup>nd</sup> Semester</b>  |                               |                |  |
| <b>Courses</b>                               |                               | <b>Credits</b> |  |
| NU220  | Mental Health Nursing.....    | 2              |  |
| NU222  | Health Restoration III.....   | 7              |  |
| <b>Semester Total</b>                        |                               | <b>9</b>       |  |

| <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              |  |
| EN101                                       | English Composition.....           | 3              |  |
| GS100 or                                    | College Seminar or                 |                |  |
| GS102                                       | College Success.....               | 1 / 3          |  |
| PSY101                                      | General Psychology.....            | 3              |  |
| <b>Semester Total</b>                       |                                    | <b>11 / 13</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              |  |
| PSY102                                      | Developmental Psychology.....      | 3              |  |
| <b>Semester Total</b>                       |                                    | <b>10</b>      |  |
| <b>First Year – Summer Session</b>          |                                    |                |  |
| <b>Courses</b>                              |                                    | <b>Credits</b> |  |
| BIO223                                      | Microbiology.....                  | 3              |  |
| BIO223L                                     | Microbiology Lab.....              | 1              |  |
| PH103                                       | Introduction to Philosophy.....    | 3              |  |
| <b>Summer Session Total</b>                 |                                    | <b>7</b>       |  |
| <b>Second Year – 1st Semester</b>           |                                    |                |  |
| <b>Courses</b>                              |                                    | <b>Credits</b> |  |
| NU110                                       | Health Assessment & Promotion..... | 1              |  |
| NU112                                       | Nursing Concepts.....              | 5              |  |
| NU114                                       | Medication Essentials I.....       | 1              |  |
| NU116                                       | Professional Issues.....           | 1              |  |
| <b>Semester Total</b>                       |                                    | <b>8</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.

The Program is registered by the New York State Education Department and is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. Phone: (404) 975-5000, Fax: (404) 975-5020, [www.acenursing.org](http://www.acenursing.org).

**Program Highlights**

- A minimum of 33 credits will be awarded for your previous learning.
- Four 15 week modules with rolling admissions in the fall, spring, and summer sessions. Summer sessions are 10 weeks.
- 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
- For students completing clinical experiences at a site where they are currently employed, such experiences may only take place on units or within departments of the health care facility which are physically and/or functionally distinct from the student's work site.

**Admission Requirements:**

1. Applicants must 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. Applicants must submit official transcripts from all colleges and/or universities attended.

2. Applicants must have earned a minimum cumulative grade point average (GPA) of 2.50 in their prior nursing program, and must have earned a minimum grade of "C" in all nursing courses. Applicants who have a GPA below 2.50 may be considered for the Baccalaureate in Nursing Program if they have extensive clinical experiences or extenuating circumstances.

3. Students who have graduated from an Associate's Degree in Nursing Program but have not obtained their nursing license may be admitted to the program and allowed to take any or all courses offered in the first semester of study only.

4. Students may not progress to the second semester of study without an RN license which must be submitted to the Dean or Associate Dean to be given to the Registrar. Registered nurses must submit a copy of their RN license with their application.

5. Students must submit a letter of recommendation from a person with whom they interact professionally, and meet all health requirements of the college. A current CPR registration is required before beginning clinical courses. The only acceptable courses include: The American Heart Association – Course C – Basic Life Support for Health Care Providers (2 year certification). Also, the American Red Cross – CPR/AED 2-year Certification for the Professional Rescuer and Health Care Providers. Online courses are NOT acceptable. *\*\*You must show your CPR card to your lab instructor before the first clinical in order to participate in clinical rotations\*\**

**Minimum Degree Requirements:**

The Baccalaureate in Nursing Program requires a total of 123 academic credits for completion. Sixty three of these credits must be in nursing courses and the remainder in the liberal arts/general education courses. 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: 16 months

**A minimum quality point average of 2.0 is required for successful completion of the B.S. major in Nursing.**

**Student Learning Outcomes:**

Program level student learning outcomes are outlined below. At the completion of the Bachelor's Degree in the Nursing Program, the student will be able to:

1. Exhibit leadership that supports the healthcare policies that promote safe quality nursing care within complex health care systems.
2. Integrate evidence-based practices that support decision-making in the delivery of nursing care.
3. Evaluate the effectiveness of patient and family centered nursing care based on nursing theories and evidence based practice.
4. Incorporate the concepts derived from a liberal arts education to guide an understanding of the human experience.
5. Incorporate technology and information management to promote a safe practice environment.
6. Engage in inter-professional collaboration to improve population health while considering the fiscal and material resources in the delivery of safe nursing care.
7. Integrate legal, ethical and professional values within generalist nursing practice.
8. Collaborate with inter-professional health communities to provide culturally and spiritually competent patient and family centered care in health promotion and disease/injury prevention.

In addition to the program specific student learning outcomes students achieving a Bachelor's Degree in Nursing will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

| <b>CURRICULUM</b>   |  |                |
|---|--|----------------|
| <b>Semester I (Fall) – 15 Weeks</b>   |  |                |
| <b>Courses</b>  |  | <b>Credits</b> |
| BIO333  | Pathophysiology.....   | 3              |
| EN304   | Race, Gender & Literature.....                               | 3              |
| MA200   | Statistical Methods.....                                     | 3              |
| NU300   | Comprehensive Health Assessment<br>for Nursing Practice..... | 4              |
| NU318   | Nursing Theory & Practice Issues.....                        | 3              |
| SOC311  | Coping with Illness.....                                     | 3              |
| <b>Semester Total</b>   |  | <b>19</b>      |
| <b>Semester II (Spring) – 15 Weeks</b>  |  |                |
| <b>Courses</b>  |  | <b>Credits</b> |
| BIO208  | General Nutrition & Wellness.....                            | 3              |
| NU304   | Intro to Nursing Care Informatics.....                       | 2              |
| NU308   | Research Procedures in<br>Nursing Practice.....              | 3              |
| NU310   | Family Nursing Care Across the<br>Lifespan.....              | 3              |
| NU470   | Pharmacology for the<br>Registered Nurse.....                | 3              |
| SOC301  | Sociology of Health and Medicine.....                        | 3              |
| <b>Semester Total</b>   |  | <b>17</b>      |
| <b>Semester III (Summer) – 10 Weeks</b>   |  |                |
| <b>Courses</b>  |  | <b>Credits</b> |
| NU402   | Community Health Nursing.....                                | 3              |
| NU450   | Leadership & Management for<br>Professional Practice.....    | 3              |
| PSY303  | Organizational Psychology.....                               | 3              |
| <b>Semester Total</b>   |  | <b>9</b>       |
| <i>Students must have permission to<br/>take additional credits in the summer</i> |  |                |
| <b>Semester IV (Fall) – 15 Weeks</b>  |  |                |
| <b>Courses</b>  |  | <b>Credits</b> |
| GS499   | Multiculturalism.....  | 3              |
| NU484   | Clinical Seminar.....  | 2              |
| NU486   | Professional Nursing<br>Syntheses/Clinical Capstone.....     | 4              |
| PH301   | Philosophy of World Religions.....                           | 3              |
| PSY315  | Social Psychology.....                                       | 3              |
| <b>Semester Total</b>   |  | <b>15</b>      |



## NUTRITION AND DIETETICS A.A.S. (HEGIS Code 5404)

Take your interest in food and nutrition to the next level with a degree in Nutrition and Dietetics! The curriculum combines an understanding of general nutrition and the science behind ingredients with the knowledge and skills of foodservice management. An essential component of the program is the planned supervised practice experiences in area health care facilities and community agencies where students can put into practice their culinary nutrition, nutrition assessment, diet counseling and foodservice management skills.

Graduates of the program are prepared for entry level positions in clinical or community nutrition care or food service management, or may choose to continue their studies by transferring to a four year college. Program graduates are eligible to write the Registration Examination for Dietetic Technicians to earn the credential Dietetic Technician, Registered (DTR) as offered by the Commission for Dietetic Registration (CDR). Additional information may be found on the program's webpage at <http://trocaire.edu/academic-program/nutrition-and-dietetics/>.

The Nutrition and Dietetics Program is accredited 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 program requirements for current and transfer students.

### Minimum Degree Requirements:

1. A total of at least 64 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)  
Humanities (Literature Elective: 3 credits)  
Mathematics (3-4 credits)\*\*  
Natural Science (BIO109, BIO109L, CH111, CH111L: 8 credits)  
Philosophy/Religious Studies Electives (3 credits)  
Social Science Electives (6 credits)

### 3. Program Requirements:\*

DT101, DT102, DT103, DT104, DT104C, DT105, DT201, DT202, DT203, DT204, DT205, DT206, DT207, DT208

\* **A minimum grade of "C" (2.0) is required for all courses with a prefix of DT and GS.**

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

### Program Learning Outcomes:

Program level student learning outcomes are outlined below. At the completion of the AAS degree in the Nutrition and Dietetics Program, the student will be able to\*:

1. Understand the scientific information and research related to the dietetic technician level of practice.
2. Demonstrate professionalism in beliefs, values, attitudes and behaviors for the dietetics technician level of practice.
3. Develop and deliver information, products and services to individuals, groups and populations at the dietetic technician level of practice.
4. Apply the principles of management and systems in the provision of services to individuals and organizations.
5. Comprehend the underlying support knowledge requirements specified above.

\*These are an abbreviated list and the full outcomes can be required from the program director.

In addition to the program specific learning outcomes students achieving an associate's degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

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

| <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          | Culinary Nutrition I.....           | 3              |
| DT103          | Nutrition Care Process.....         | 2              |
| EN101          | English Composition.....            | 3              |
| GS100 or       | College Seminar or                  |                |
| GS102          | College Success.....                | 1 / 3          |
|                | <b>Semester Total</b>               | <b>16 / 18</b> |

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

| <b>Courses</b> |                                   | <b>Credits</b> |
|----------------|-----------------------------------|----------------|
| CH111          | General Chemistry I.....          | 3              |
| CH111L         | General Chemistry I Lab.....      | 1              |
| DT104          | Community Nutrition Theory.....   | 2              |
| DT104C         | Community Nutrition Practice..... | 2              |
| DT105          | Culinary Nutrition II.....        | 3              |
| DT203          | Nutrition Education.....          | 3              |
|                | Mathematics Elective*.....        | 3 / 4          |
|                | <b>Semester Total</b>             | <b>17 / 18</b> |

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

| <b>Courses</b> |   | <b>Credits</b> |
|----------------|---|----------------|
| DT201          | Diet and Disease I.....                         | 3              |
| DT202          | Supervised Practice I.....                      | 4              |
| DT204          | Foodservice Management and<br>Operations I..... | 2              |
|                | Literature Elective.....                        | 3              |
|                | Social Science Elective.....                    | 3              |
|                | <b>Semester Total</b>                           | <b>15</b>      |

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

| <b>Courses</b> |  | <b>Credits</b> |
|----------------|--|----------------|
| DT205          | Diet and Disease II.....                       | 3              |
| DT206          | Supervised Practice II.....                    | 4              |
| DT207          | Seminar in Dietetic Technology.....            | 1              |
| DT208          | Foodservice Management &<br>Operations II..... | 2              |
|                | Philosophy/Religious Studies.....              | 3              |
|                | Social Science Elective.....                   | 3              |
|                | <b>Semester Total</b>                          | <b>16</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.

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 only acceptable courses include: The American Heart Association – Course C – Basic Life Support for Health Care Providers (2 year certification). Also, the American Red Cross – CPR/AED 2-year Certification for the Professional Rescuer and Health Care Providers. Online courses are NOT acceptable.

*\*\*You must show your CPR card to your lab instructor before the first clinical in order to participate in clinical rotations\*\**

The Program is registered by the New York State Education Department and is fully accredited by the Accreditation Commission for Education in Nursing (ACEN) 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. Phone: (404) 975-5000, Fax: (404) 975-5020, [www.acenursing.org](http://www.acenursing.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 (minimum grades of 75% or higher)
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 and must remain current through graduation.
7. Students must achieve a score of 58 or higher on the algebra portion of the ACCUPLACER test.

### 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)  
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.**

### Program Learning Outcomes:

Program level student learning outcomes are outlined below. At the completion of the Nursing (LPN) Certificate Program, the student will be able to:

1. Recognize the uniqueness of patients when providing safe patient care.
2. Establish and maintain open lines of communication with patients, families, and members of the inter-professional team.
3. Utilizing critical thinking and the nursing process as a basis for decision-making when providing safe care to patients to achieve mutually established goals.
4. Collaborate and participate with other healthcare team members in the evaluation of desired patient outcomes.
5. Develop behaviors and attitudes that reflect commitment to continuous lifelong learning and participate/integrate into practical nursing organizations and other continuing education programs.
6. Demonstrate competence and accountability in the provision of patient care based on best practice and evidence-based research.
7. Practice cultural competence and incorporate personal patient preferences into the plan of care to achieve maximum patient outcomes.

**CURRICULUM****First Semester (Summer, Fall or Spring)**

| <b>Courses</b>        |                                 | <b>Credits</b> |
|-----------------------|---------------------------------|----------------|
| BIO130                | Anatomy & Physiology I.....     | 3              |
| BIO130L               | Anatomy & Physiology I Lab..... | 1              |
| EN101                 | English 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> |

**Second Semester (Fall or Spring)**

| <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>      |

**Third Semester (Fall or Spring)**

| <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 <http://trocaire.edu/academic-program/nursing/>

## 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)  
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, RT207, RT209, RT210, RT211, RT212

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

#### Program Learning Outcomes:

Program level student learning outcomes are outlined below. At the completion of the AAS degree in the Radiologic Technology Program, the student will be able to:

1. Demonstrate entry-level clinical competence through utilization of appropriate radiographic procedures, equipment and principles of radiation protection.
2. Provide competent and compassionate healthcare to culturally diverse populations.
3. Utilize critical thinking and problem solving skills necessary to practice within the radiology profession.
4. Demonstrate professionalism and ethics in the radiology profession.

In addition to the program specific learning outcomes students achieving an associate's degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.

5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.

| <b>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                                       | English Composition.....  | 3              |
| GS100 or<br>GS102                           | College Seminar or<br>College Success.....                                  | 1 / 3          |
| RT101                                       | Image Acquisition & Evaluation I.....                                       | 3              |
| RT102                                       | Radiographic Procedures I.....  | 2              |
| RT102L                                      | Applied Radiographic<br>Procedures I.....                                   | 1              |
| RT103                                       | Patient Care & Management I.....  | 1              |
| RT104                                       | 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              |
| BU132                                       | Information Technology I.....   | 3              |
|   | Literature Elective.....  | 3              |
| RT105                                       | Image Acquisition & Evaluation II.....                                      | 3              |
| RT106                                       | Radiographic Procedures II.....   | 2              |
| RT106L                                      | Applied Radiographic<br>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<br>Clinical Education.....<br>(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              |
| RT202                                       | Radiation Physics & Protection.....   | 3              |
| RT203                                       | Applied Radiologic Pathology.....   | 3              |
| RT205                                       | Clinical Education III.....   | 2              |
| RT212                                       | Sectional Anatomy for the<br>Radiographer.....                              | 1              |
|   | 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              |
| RT201  | Equipment Operation & Maintenance.....                      | 3              |
| RT207  | Radiation Biology.....                                      | 2              |
| RT209  | Advanced Topics for the<br>Radiographer.....                | 2              |
| RT210  | Clinical Education IV.....                                  | 2              |
|  | 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<br>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.

|   |               |
|---|---------------|
| <b>SURGICAL TECHNOLOGY</b><br>(HEGIS Code 5211) | <b>A.A.S.</b> |
|---|---------------|

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).

|  |  |
|--|--|
| <b>ARC-STSA</b><br>6 West Dry Creek Circle<br>Suite 110<br>Littleton, CO 80120<br>(303) 694-9262 | <b>CAAHEP</b><br>25400 U.S. Highway 19<br>North, Suite 158<br>Clearwater, FL 33756<br>(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 Technologists (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 mandated 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 60 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 10 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. ACCUPLACER Algebra score greater than or equal to 58, and Biology (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. Student is required to participate in an onsite interview with the Surgical Technology Department prior to acceptance into the program.
5. Cardiopulmonary Resuscitation (CPR) certificate is required for clinical experiences.
6. Acceptance into the program is based on clinical space availability and successful completion of all prerequisites.
7. All Admission criteria must be met prior to entering the program unless otherwise decided by the Program Director.

**Minimum Degree Requirements:**

1. A total of at least 60 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)  
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)
3. **Program Requirements\*:**  
ST101, ST103, ST104, ST106, ST201, ST202, ST203, ST204
4. **Requirements for Program Completion:**

In order for students to successfully complete the Surgical Technology Program, they MUST show evidence of the following:

1. Completion of ALL courses according to the Surgical Technology Degree Audit (with a grade of "C" or better in all Surgical Technology Core Courses)
2. The total number of surgical 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.
3. 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.**

**Program Learning Outcomes:**

Program level student learning outcomes are outlined below. At the completion of the Surgical Technology AAS Program, the student will be able to:

1. Apply care directed toward the surgical patient and/or surgical team.
2. Demonstrate aseptic principles that guide the practice of sterile technique.
3. Analyze the role of the Surgical Technologist during the preoperative, intraoperative, and postoperative phases.
4. Develop an increased sensitivity to environmental awareness and concern.
5. Identify and demonstrate a clear mental image of normal human anatomy.
6. Validate the correct operative procedure used to repair identified pathological condition(s).
7. Recognize the surgical sequence of events for the planned operative procedure and anticipate the needs of the surgeon and surgical patient prior to the need of being verbalized.
8. Make adjustments in positioning, instrumentation, medication(s), risk factors, diagnostic abnormalities, patient concerns, cultural considerations, supplies, and equipment according to variations in the surgical procedure and the surgeon's needs.

In addition to the program specific learning outcomes students achieving an associate's degree will also achieve the following general education outcomes:

1. Comprehend and articulate effectively through oral communication.
2. Comprehend and articulate effectively through written communication.
3. Analyze, evaluate, synthesize and apply information and ideas.
4. Appreciate diverse cultural and ethical perspectives and experiences.
5. Interpret quantitative information, solve problems using statistical or arithmetical methods and communicate information verbally, numerically or graphically.
6. Use processes, procedures, data, or evidence to solve problems and make effective decisions, and draw conclusions.
7. Identify need for and evaluate information using it critically, legally and ethically to solve problems.
8. Utilize, select and apply contemporary forms of technology to solve problems or compile information.



**DAY 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              |
| EN101                 | English Composition.....                | 3              |
| GS100 or GS102        | College Seminar or College Success..... | 1 / 3          |
| ST101                 | Introduction to Surgical Technology...  | 4              |
| ST103                 | Clinical Education I.....               | 2              |
| <b>Semester Total</b> |   | <b>14 / 16</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              |
| EN102                 | Introduction to Literature.....          | 3              |
| PSY101                | General Psychology.....                  | 3              |
| ST104                 | Fundamentals of Surgical Technology..... | 4              |
| ST106                 | Clinical Education II.....               | 2              |
| <b>Semester Total</b> |  | <b>16</b>      |

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

| <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> |

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

| <b>Courses</b>        |                                      | <b>Credits</b> |
|-----------------------|--------------------------------------|----------------|
| 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>13</b>      |

**EVENING 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 or GS102        | College Seminar or College Success..... | 1 / 3          |
| ST101                 | Introduction to Surgical Technology...  | 4              |
| ST103                 | Clinical Education I.....               | 2              |
| <b>Semester Total</b> |   | <b>11 / 13</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              |
| ST104                 | Fundamentals of Surgical Technology..... | 4              |
| ST106                 | Clinical Education II**.....             | 2              |
| <b>Semester Total</b> |  | <b>10</b>      |

**\*\*Clinical Experiences will continue into the summer**

**First Year – Summer Session**

| <b>Courses</b>              |                           | <b>Credits</b> |
|-----------------------------|---------------------------|----------------|
| EN101                       | English Composition.....  | 3              |
|                             | Mathematics Elective..... | 3 / 4          |
| <b>Summer Session Total</b> |                           | <b>6 / 7</b>   |

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

| <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>      |

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

| <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>      |

**Second Year – Summer Session**

| <b>Courses</b>              |                              | <b>Credits</b> |
|-----------------------------|------------------------------|----------------|
| PH205                       | Ethics in Health Care.....   | 3              |
|                             | Social Science Elective..... | 3              |
| <b>Summer Session Total</b> |                              | <b>6</b>       |

# 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.

### 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, and nervous systems. (Fall, Spring and Summer semesters). 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 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 permission upon second attempt.

### BIO131 Anatomy & Physiology II (3)

A continuation of Anatomy & Physiology I. Study of the respiratory, cardiovascular, lymphatic, endocrine, digestive, urinary and reproductive systems and senses. Fluid and electrolyte balance also studied. (Fall, Spring and Summer semesters). Three lecture hours.

Prerequisites: BIO130/BIO130L with a grade of "C" or better

Co-requisite: BIO131L or director's 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 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, Spring, and Summer semesters)

### 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 for 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 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.

**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)**

This practicum style course 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 (3)**

This course covers standard general project management concepts, tools, and techniques. A popular project management software package is used to practice the techniques.

**Course includes a service learning component.**

**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 medial 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 and Spring Semesters)

## 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 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 leading to the building of a personal computer by each student (which they then 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. 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 operating system. (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

### **CNA200 Special Topics (3)**

This course explores current major technologies, trends, or issues in the field of computer networking. Typically two or three major topics are covered.

### **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 I (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 Network Administration II (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

### **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

### **DMS300 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)

### **DMS301 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 experiences on basic scanning techniques relative to college lecture material. (Fall Semester)

### **DMS306 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)

### **DMS310 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)

### **DMS311 Abdominal Sonography Laboratory I (1)**

The student is provided with College laboratory experiences on abdominal scanning techniques, and protocol relative to abdominal structures and their physiology. (Fall Semester)

### **DMS315 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)

### **DMS316 Pelvic Sonography Laboratory (1)**

The student is provided with College laboratory experiences on pelvic scanning techniques and protocol relative to pelvic structures and their physiology. (Fall Semester)

### **DMS320 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.

### **DMS405 Obstetrical Sonography (3)**

This course provides the student with the fundamentals of obstetrical scanning of both normal and abnormal anatomy. Fetal development, including abnormal etiology and diagnostic techniques are presented. The detection of abnormalities, pathologies, and deviation from normal is stressed. (Spring Semester)

Prerequisites: DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320

### **DMS406 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.

### **DMS410 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: DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320

### **DMS411 Abdominal Sonography Laboratory II (1)**

The student is provided with College laboratory experiences on advanced abdominal scanning techniques and protocol relative to abdominal structures and their physiology. (Spring Semester)

Prerequisites: DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320

### **DMS415 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 topics will complete the course.

**Course includes a service learning component.**

(Spring Semester)

Prerequisites: DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320

### **DMS419 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 systems. Obstetrical and Gynecological Doppler applications will also be presented. (Spring Semester)

Prerequisites: DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320

### **DMS420 Sonography Clinical Practicum II (3)**

This supervised off-campus experience continues to provide the students with development of skills in scanning abdomens, progressing into the areas of obstetrical and gynecological applications. Small parts and Doppler techniques will be introduced. (Spring Semester)

Twenty four hours per week

Prerequisites: DMS300, DMS301, DMS306, DMS310, DMS311, DMS315, DMS316, DMS320

### **DMS430 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: DMS420

## NUTRITION AND DIETETICS

### **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 Culinary Nutrition I (3)**

Examines the basic concepts related to the preparation of food by food groups. Studies the principles of food preparation based on knowledge of both chemical and physical properties as well as consideration of fundamental culinary nutrition principles and theories for various groups. 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 a 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 Theory (2)**

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.

(Spring Semester)

Co-Requisite: DT104C

Prerequisite: DT103

### **DT104C Community Nutrition Practice (2)**

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.

**Course includes a service learning component.**

(Spring Semester)

Co-requisite: DT104

Prerequisite: DT103

### **DT105 Culinary Nutrition II (3)**

Students practice the techniques and skills developed in Culinary Nutrition I. Recipe and menu development including ingredient selection and cooking techniques will be discussed. Healthy eating concepts across all food groups will continue to be investigated. Healthy foods, both nutritious and delicious, will be prepared to cater to the growing number of health-minded clients and customers in education /demonstration, restaurant and institutional settings. Special diets such as vegetarian /vegan, low fat, low sodium, diabetic, Mediterranean, gluten-free and modified caloric intake will be discussed. Sourcing food locally, seasonal menus, and sustainability in the foodservice industry are discussed. (Spring Semester)

Prerequisite: DT102

**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. Students will use nutrition and culinary skills to enhance disease prevention and management for children, adults, elderly and populations with developmental and cognitive difficulties. (Fall Semester)

Prerequisite: DT104, DT104C

**DT202 Supervised Practice I (4)**

The student will participate in planned supervised practice experiences located at local health care facilities. 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. Health promotion experiences will include cooking demos for individuals and groups, as well as nutrition communication using social media. 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 the institutional setting, client counseling situations, and culinary demo. (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 II (4)**

The student will participate in planned supervised practice experiences at local health care facilities. 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. Health promotion experiences will include cooking demos for individuals and groups, as well as nutrition communication using social media. 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 review 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****ECH300 Introduction to Echocardiography (1)**

This course provides the student with an overview to the field of echocardiography, medical terminology related to procedures & instrumentation, with indications for use. Areas covered will include the 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.

**ECH301 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.

**ECH302 Echocardiography College Laboratory I (1)**

This course includes College laboratory experiences 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: ECH300, ECH303

**ECH303 Echocardiography Principles and Instrumentation (3)**

A study of the principles of Ultrasound instruments which includes: 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. Basic generalized pathology of the different organs will also be covered. (Fall Semester)

Prerequisite: 2 years Allied Health Degree, B.S. Degree, M.D., D.O.

**ECH304 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.

**ECH320 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

**ECH401 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.

**ECH402 Echocardiography College Laboratory II (1)**

The student is provided with College laboratory experiences on basic scanning techniques related to college lecture material (Spring Semester)

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH403 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 topics will complete the course.

**Course includes a service learning component.**

(Spring Semester)

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH404 Pathology of the Heart (4)**

This course will give the student an in-depth study of the cardiac pathologies, their physiological symptoms, outcomes, and sonographic appearances. 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. (Spring Semester)

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH420 Echocardiography Clinical Practicum II (3)**

This supervised off-campus experience continues to provide the students with development of skills in scanning procedures. (Spring Semester)

Twenty four hours per week

Prerequisite: Grade of "C" or better in all first semester courses.

**ECH430 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 of 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.

**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.

**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.

**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

## GENERAL EDUCATION

### 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 Academic Share. (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)

Students will obtain the critical thinking and information fluency skills expected in modern society. Students will learn advanced research skills using library databases, printed materials and online library catalogs. They will understand the construction, organization and the publishing cycle of print and electronic information. Students will learn methods for evaluating information presented to them through the Internet and in the media. Students will learn how to use correct MLA and APA citation styles. Students will become ethical consumers and producers of information through knowledge of copyright standards.

### GS212 College to Career 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.

**Course includes a service learning component.**

(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.**

Prerequisite: PSY101 or SOC101, or R.N. Licensed for B.S. Nursing Students.

# HEALTH INFORMATION TECHNOLOGY

## **HIT101 Introduction to Health Information Systems (4)**

This course is designed to provide an introduction to the field of Health Information Management (HIM). Topics include: history and development of the Health Information profession, the purposes and components of a patient health record, the various uses of health information, a Health Information Management Department's role within a healthcare organization and an analysis of its functions such as maintaining patient information / records based on documentation, regulatory requirements and accreditation standards, patient record file/retrieval record control systems, storage and retention of health records, legal concepts as it applies to patient information and data management (i.e. indexes and registries); structure of health care organizations. The electronic health record (HER) and common HIM computer applications will also be covered.

## **HIT103 Health Information Systems (3)**

Students learn to utilize software applications in the healthcare industry and specific to the Health Information department within a healthcare organization. Hardware, software systems, electronic health records, consumer informatics and health information exchanges (HIEs) will be included. Overview of the selection and development of a system, data quality, security confidentiality, and report management will be emphasized. (Fall and Spring Semesters)

## **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)**

This course includes a professional practice experience in a healthcare organization and simulation assignments/projects in a classroom laboratory setting. Students will obtain hands-on experience under the supervision of qualified health information professionals. The student learning objectives/competencies of this course include application of knowledge acquired during the first two semesters of

the program to include: record management (chart assembly/file and retrieval control procedures/chart analysis and completion / deficiency tracking), quantitative analysis of health statistics, federal and state required databases/indexes/registries and release of patient information. The flow of health information within a healthcare organization and the relationships between a Health Information Management department and other key departments is also highlighted. **Course may include a service learning component.**

Prerequisite: HIT101 Hours: 75

## **HIT202 Health Statistics (3)**

This course introduces students to a study of methods for compiling statistics for healthcare administration, medical staff and licensing and accrediting agencies. Vital statistics, public health statistics and hospital statistics are covered. An introduction to data analytics, data mining, decision support and common healthcare research techniques with graphic presentation of data is also covered.

## **HIT204 Inpatient Coding Systems (4)**

This course introduces students to the principles and application of ICD-10-CM and ICD-10-PCS coding system. The theory and practice of assigning diagnosis and procedure codes to inpatient medical records using manual methods and encoder software systems will be used. Accurate code assignments and grouping (i.e. DRGs) through interpretation of clinical documentation, the Official Coding Guidelines, regulatory requirements, and reimbursement methodologies will be covered. (Fall Semester)

Prerequisites: BIO130/BIO130L, BIO131 /BIO131L, MB119

## **HIT208 Quality Assurance & Improvement (2)**

This course introduces students to the areas of quality assurance (QA). The impact of change management on an organization and its processes will be covered. Other highlights of this course include projects where students apply for identifying and displaying healthcare data and utilize quality improvement tools. (Fall and Spring Semesters)

## **HIT209 Clinical Practicum II (2)**

This course includes a professional practice experience in a healthcare organization and simulation assignments/projects in a classroom laboratory setting. Students will obtain hands-on experience under the supervision of qualified health information professionals. The student learning objectives/competencies of this course include application of knowledge acquired during the first three semesters of the program to include: coding inpatient and outpatient records utilizing encoder software to assign ICD-10-CM, ICD-10-PCS, CPT and HCPCS codes, grouping and abstracting inpatient and outpatient

records utilizing software to assign Diagnostic Related Groups (DRGs) and Ambulatory Patient Categories/Groups (APCs and APGs), evaluating clinical documentation to support diagnoses, tests and treatment modalities and developing strategies such as provider documentation queries to resolve potential discrepancies, using established guidelines to comply with reimbursement/reporting requirements and evaluating reimbursement monitoring and reporting tools used by a Health Information Management department.

**Course may include a service learning component.**

Prerequisite: HIT200, HIT204

Co-requisites: HIT216, HIT220, HIT225, HIT222 Hours: 75

## **HIT216 Ambulatory Care Coding (3)**

This course introduces students to principles and application of CPT and HCPCS level II procedural coding systems and ICD-10-CM diagnostic coding as it relates to ambulatory coding. The theory and practice of assigning diagnosis and procedure codes to ambulatory medical records using manual methods and encoder software systems will be used. Accurate code assignment and grouping (i.e. APCs) through interpretation of clinical documentation, the Official Coding Guidelines, regulatory requirements, and reimbursement methodologies will be covered. (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 date 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.

**Course includes a service learning component.**

(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 introduce and reinforce healthcare specific terminology associated with regulations, legal issues, accreditation, finance and reimbursement, managed care, quality and patient safety, and government oversight agencies. One area of focus will be on hospital systems with an in depth evaluation of the different departments that are within a hospital as well as the overall operations of a hospital from the perspective of the management's techniques, technologies, and services that must be rendered to patients. Other systems used in data exchange will be introduced and discussed.

### **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. Software applications such as Excel will be introduced and used for assignments

### **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. Development of architectural diagrams/design will be explored.

### **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 cost, financing, budgeting, 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 influence 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 that include organizational values, missions and vision while 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 to achieve the expected outcome/output 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 an offsite Healthcare Informatics setting and/or a simulated EHR environment. Students will participate in 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)

**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.

**Course includes a service learning component.**

(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)

**HOSPITALITY  
MANAGEMENT**

### 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. 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 Trocaire 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.

**Course includes a service learning component.**

(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)

## MESSAGE 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.

**Course includes a service learning component.**

(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.

**Course includes a service learning component.**

(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: MT205

#### **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

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 with 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.

## MATHEMATICS

#### **MA096 Pre-Algebra (3)\***

A foundation level course to provide students with essential mathematical skills for college programs which require basic

**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)

Prerequisite: MA200

## 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 Trans-disciplinary, Clinical and Administrative.

**Course includes a service learning component.**

(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 A.A.S.

**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 core values of caring, diversity, ethics, excellence, holism, integrity, and patient centeredness through classroom, laboratory, and hospital and community experiences. (Fall and Spring Semesters – Day and Evening)

Three classroom hours and six hours clinical/laboratory/week.

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 PN105.

**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 (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)

Fifteen class hours / semester

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, BIO131 /BIO131L and PSY101 ("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. Women's health and contraception are also discussed. 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, library research, and computer assignments will be utilized to promote student learning. (Fall and Spring Semesters – Day and Evening)

Three lecture hours / class for 8 classes. Twenty-two hours clinical.

Prerequisites: Minimum grades of "C" in NU110, NU112, NU114, NU116 BIO131 /BIO131L and PSY101 ("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, shock, burns, genomics, breast cancer, 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)

**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)

Three lecture hours / class for 8 classes. Twenty-two hours clinical.

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 and selected clinical experiences in hospital and community settings will be utilized as learning modalities. (Fall and Spring Semesters – Day and Evening)

Three lecture hours / class for 8 classes. Twenty-two hours clinical.

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,



endocrine, 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.

**Course includes a service learning component.**

(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).

## NURSING B.S.

### **NU300 Comprehensive Health Assessment for Nursing Practice (4)**

This course focuses on developing and utilizing comprehensive assessment skills in caring for individuals and population units across the lifespan which includes planning intervention strategies relative to the needs, problems, and level of wellness of the population unit. There is emphasis on systematic and comprehensive health assessments as a database for identifying nursing diagnoses and nursing intervention plans. This course combines online learning activities and on-campus simulation laboratory experiences to develop advanced skills in assessment of physical, cognitive, spiritual, socioeconomic, genetic and environmental domains.

### **NU304 Introduction to Nursing Care Informatics (2)**

Teaches the use of information technology to access, retrieve, organize and evaluate information related to 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.

Prerequisite: RN License

### **NU308 Research Procedures in Nursing Practice (3)**

Emphasis on accessing, analyzing and critiquing scientific literature to determine implications for practice. The importance of evidence based practice in relation to patient outcomes is examined. Specific elements of the research process including needs assessment, problem identification, review of the literature, variables, principles of quantitative and qualitative methods of research design, sampling concepts, use of data gathering and measurement instruments and data analysis are explored. Critical evaluation of research studies and the development of a research proposal including a review of the literature and design method will be included.

Prerequisite: MA200 and RN License

### **NU310 Family Nursing Care Across the Lifespan (3)**

This course focuses on the family as a basic unit of society and the 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 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 and RN License

### **NU318 Nursing Theory and Practice Issues (3)**

This course will explore selected nursing theorists and the concepts of nursing, person, health and environment as a basis for implementing and evaluating nursing care. Issues and trends that influence professional nursing practice will be discussed. This course will address how the practice of nursing has adapted to change throughout the years and how the present health care delivery system impacts professional nursing practice.

### **NU402 Community Health Nursing (3)**

Examines the nurses role in the delivery of primary health/community based services focusing on health promotion, disease prevention and management of episodic illnesses. Addresses health risks and disparities of populations across the lifespan within the context of family, culture, and socioeconomic status. Epidemiological methods, public health mandates and immunization theory will be explored and discussed in this course. Healthy People 2020 objectives and goals as well as other national initiatives will be used to provide direction for developing nursing strategies.

Prerequisite: RN License

### **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, workplace issues important to the nurse manager, delegation and change theory. Motivational and decision making strategies, conflict management principles, patient safety goals and quality care for positive patient outcomes will be addressed.

Prerequisite: RN License

### **NU470 Pharmacology for the Registered Nurse (3)**

Correlates the nurse's knowledge of physiology, pathophysiology, and pharmacology. Basic concepts of pharmacokinetics, pharmacodynamics, metabolism, therapeutic and toxic effects, and drugs with multiple indications are discussed. Challenges related to drug therapy and specific body systems will be addressed. Discussion of the major drug groups focuses on therapeutic actions, which emphasize the nursing process and focus on patient care teaching. Prototypes of the major drug groups are emphasized. Lifespan considerations, evidence based practice, patient safety and critical thinking are integrated throughout the course.

Prerequisite: RN License

### **NU484 Clinical Seminar (2)**

This seminar will focus on the application of baccalaureate level nursing knowledge pertaining to leadership, collaboration, consultation, management, and research. The seminar activities will emphasize an evidence-based approach, with consideration of cultural, socio-economic, and diversity factors. Students will develop and evaluate clinical objectives for their own unique capstone clinical experience.

Prerequisites: NU300, NU304, NU308, NU310, NU318, NU402, NU450, NU470, and RN License

Co-Requisite: NU486

### **NU486 Professional Nursing Syntheses/Clinical Capstone (4)**

This course will allow students to demonstrate integration of baccalaureate nursing knowledge and practice. The student will work with a clinical preceptor, select a clinical area of practice, and collaborate with a faculty member for an in-depth clinical experience. Emphasis is on critical thinking, communication, leadership, management and evaluation. Application of core concepts pertaining to health, ethics, care, and evidence-based approaches to nursing will be highlighted.

Prerequisites: NU300, NU304, NU308, NU310, NU318, NU402, NU450, NU470, and RN License

Co-Requisite: NU484

## 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 with 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. (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)**

Geared 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 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 per semester.

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 per semester.

Co-Requisite: NU114 must be taken concurrently with PN105.

### 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 on campus laboratory. Clinical experiences will be provided in maternal, family, pediatric and community settings. (Fall and Spring Semesters)

Fourteen clinical hours per week (half semester)

Sixty classroom and thirty laboratory hours per semester

Prerequisites: Minimum grade of "C" in PN104, PN105 and NU114.

Co-Requisite: 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 that relate to the LPN scope of practice will be discussed. Advanced psychomotor skills are practiced and evaluated in the on campus laboratory. Clinical experiences will be provided in acute, long term, and community care health settings.

### **Course includes a service learning component.**

(Fall and Spring Semesters)

Fourteen Clinical hours per week (half semester)

Sixty classroom hours and thirty laboratory hours per semester

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

## RADIOLOGIC TECHNOLOGY

### RT101 Image Acquisition and Evaluation I (3)

This course begins with the basics of conventional imaging and x-ray tube construction. Students then examine

exposure factors and investigate density/brightness, contrast, blur, distortion, beam restriction, filtration, grid use and scatter radiation and their effects on image quality. When appropriate, students work in class on mathematical calculations and evaluate quality. (Fall Semester)

BIO130/BIO130L must be taken prior to or concurrently with RT101.

### **RT102 Radiographic Procedures I (2)**

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 image-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 medico-legal 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/lab 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 first learn technique selection and the use of automatic exposure control and technique charts. Mathematical formulas (algebra level) are utilized for technique

compensation. Then focus turns to computer basics and digital imaging. Computerized radiography (CR) and direct readout (DR) digital radiography are discussed in terms of image receptors, image acquisition, spatial resolution, contrast resolution, and processing (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)**

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/BIO131 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 to include 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)

Sixteen clinical/lab 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.

**Course includes a service learning component.**

(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 (3)**

This course covers basic electrical and mechanical examples as applicable to the structure and operation of radiologic equipment. Radiographic generating equipment, image intensification, quality management, and discussion on digital imaging topics as related to digital radiographic equipment and PACS are included. (Spring Semester)

Prerequisite: RT202, RT203, RT205, RT212 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 (3)**

This course provides the student with investigation into the basic principles of radiographic pathology. The student will research a pathologic condition and place emphasis on the disease/injury process, the radiographic appearance and treatment. Normal anatomy and physiology is reviewed and compared with pathologic abnormalities. There is a focus on the changes which occur as a result of disease and injury which necessitates alteration of standard radiographic exposure applications. (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

### 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. Stochastic (probabilistic) and non-stochastic (deterministic) effects of radiation on tissue, organs, and whole body systems are presented with in-utero and genetic effects. (Spring Semester)

Prerequisites: RT202, RT203, RT205, RT212 with a grade of "C" or better

### RT209 Advanced Topics for the Radiographer (2)

This course offers the student a variety of integrated topics including: advanced positioning methods, special procedures, interventional radiography and computerized tomography (CT). Numerous special imaging modalities are explored and communicated to the class through student research projects. Career development engages the student with resume preparation and mock interviewing. The student technologist will be prepared to contribute to the diagnostic imaging team upon completion of this course. (Spring Semester)

Prerequisites: RT202, RT203, RT205, RT212 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: RT202, RT203, RT205, RT212 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: RT201, RT207, RT209, RT210, 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 introductory 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, thorax and abdomen (Fall Semester)

Prerequisites: BIO130/BIO130L, BIO131/BIO131L and RT109 with a grade of "C" or better

### 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

## 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

### 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 Cardio-pulmonary Resuscitation Certification; BIO130/BIO130L must be taken prior to or concurrently with ST101.

### **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 electro-cautery 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.

**Course includes a service learning component.**

(Fall and Spring Semesters)

Prerequisites: ST101, ST103 and BIO130/BIO130L with a grade of "C" or better

BIO131/BIO131L must be taken prior to or concurrently with ST104.

### **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: ST101, 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, 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, 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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B.A., M.A., Ph.D., State University of New  
York at Buffalo

**In addition to the faculty member listed above, the College is privileged to draw upon the expertise of part-time adjunct instructors as well as part-time clinical/lab instructors.**

## CLINICAL AFFILIATION AGREEMENT / CONTRACT MEMBER LISTING

### DIAGNOSTIC MEDICAL SONOGRAPHY

Brooks Memorial Hospital  
Buffalo General Hospital  
Erie County Medical Center  
Mercy Diagnostic & Treatment Center  
Mercy Hospital  
Niagara Falls Memorial Hospital  
Sisters of Charity Hospital  
St. Joseph Hospital  
Windsong Radiology  
Wyoming County Community Health System

### ECHOCARDIOGRAPHY

Buffalo General Hospital  
Buffalo Medical Group  
Erie County Medical Center  
Mercy Hospital  
Pediatric Cardiology Associates  
Sisters of Charity Hospital

### EKG / CARDIAC MONITOR TECHNICIAN

Buffalo General Hospital  
Kenmore Mercy Hospital  
Mercy Hospital  
Sisters of Charity Hospital  
St. Joseph Hospital

### HEALTH INFORMATION TECHNOLOGY

Beechwood Homes  
Brooks Memorial  
BryLin Hospitals, Inc.  
Buffalo Gastroenterology Associates  
Buffalo Medical Group  
Catholic Health System  
Crestwood Healthcare Center  
Deaconess Hospital  
Eastern Niagara Health System (Lockport & Newfane)  
Erie County Medical Center  
Greater Buffalo United Accountable Healthcare Network  
Greenfield Health Rehabilitation Center  
Harris Hill Nursing Facility  
Hospice Center  
Kaleida Health System  
Landmark MSO, LLC (Home Health)  
Medina Memorial Hospital  
Niagara Falls Memorial Hospital  
Oakwood Health Care Center  
OB/GYN Associates  
Professional Management Associates, LLC  
Roswell Park Cancer Institute  
Sheehan Memorial Hospital  
State University of New York  
TLC Healthcare Network  
UNYTS (Upstate NY Transplant Services)  
VA WNY Health Care System

WNY D.D.S.O.  
Wyoming County Community Hospital

### MASSAGE THERAPY

Balance Massage & Wellness  
Hospice Buffalo  
Mercy Hospital  
NY Chiropractic College Clinic  
Relax Spa  
Roswell Park Cancer Institute  
Soma Cura Wellness Center

### MEDICAL ASSISTANT

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Buffalo Medical Group  
Dr. Eddy Capote, Jr.  
DLC Pediatrics  
Eastern Niagara Hospital  
Hamburg Primary Care  
Jericho Road Community Health Center  
Kenmore Family Medicine  
Lifetime Health-Excellus Health Plan, Inc.  
Mercy OB/GYN Pediatrics  
Northtown Medical Associates  
OB/GYN Associates of WNY  
Orchard Park Family Practice, P.C.  
Town Garden Pediatrics  
Yasmin Pervez, M.D.  
Arvind Wadhwa, M.D.

### NURSING

BryLin Hospitals, Inc.  
Buffalo General Hospital  
Buffalo Psychiatric Center  
Buffalo Public Schools  
Center for Hospice & Palliative Care  
Del-Nor Outpatient  
Erie County Health Department  
Erie County Medical Center  
Head Start  
Kenmore Mercy Hospital  
Lakeshore Behavioral Center  
Margaret Stutzman Addiction Treatment Center  
McAuley-Seton Home Care  
McGuire Group  
Mercy Ambulatory Center  
Mercy Hospital  
Millard Fillmore Suburban Hospital  
Niagara Falls Memorial Hospital  
Roswell Park Cancer Institute  
Sisters of Charity Hospital  
South Buffalo Charter School  
Spectrum Human Services  
St. Joseph Hospital  
Town Garden Pediatrics  
Visiting Nursing Association  
Women & Children's Hospital

### NUTRITION AND DIETETICS

Absolute Care  
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Baker Victory Services  
Buffalo City Mission

Buffalo Public Schools  
Catholic Charities of WNY  
WIC Program  
Catholic Health Systems  
Cheektowaga/Sloan School District  
Cornell Cooperative Extension of Erie County  
Cornell Cooperative Extension of Niagara County  
Depew Union Free School District  
Elderwood Health Care at Oakwood  
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Food Bank of Western New York  
Gowanda Rehabilitation & Nursing Center  
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Schiller Park Senior Center  
Seneca Nation of Indians Health Service  
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DeGraff Memorial Hospital  
Erie County Medical Center  
Mercy Hospital  
Millard Fillmore Suburban Hospital  
St. Joseph Hospital

### PERI-OPERATIVE NURSING

Buffalo General Hospital  
Mercy Hospital  
Millard Fillmore Suburban Hospital  
Sisters of Charity Hospital  
St. Joseph Hospital

### PHLEBOTOMY

Bertrand Chaffee Hospital  
Brooks Memorial Hospital  
Buffalo General Hospital  
DeGraff Memorial Hospital  
Eastern Niagara Hospital  
Kenmore Mercy Hospital  
Lakeshore Hospital  
Mercy Hospital  
Millard Fillmore Suburban Hospital  
Mt. St. Mary Hospital  
Quest Diagnostics  
Roswell Park Cancer Institute  
Sisters of Charity Hospital  
St. Joseph Hospital  
Summit Park Medical Mall  
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Women & Children's Hospital  
Wyoming County Community Health System

### PRACTICAL NURSING

Autumn View Health Care  
Buffalo General Hospital  
Elderwood Health Care at Lakewood  
Elderwood Health Care at Maplewood  
Erie County Medical Center  
Father Baker Manor  
Garden Gate Health Care  
Greenfield Health & Rehab Center  
Head Start  
Hospice & Palliative Care  
McAuley Residence  
Millard Fillmore Suburban Hospital  
Seneca Health Care Center  
South Buffalo Charter School  
Tapestry Charter School  
Town Garden Pediatrics  
VA Medical Center  
Visiting Nurses Association

### RADIOLOGIC TECHNOLOGY

Amherst University Health Center  
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Great Lakes Medical Imaging  
Kenmore Mercy Hospital  
Lake Shore Hospital (TLC Health Networks)  
Mercy Ambulatory Care Center  
Mercy Comprehensive Care Center  
Mercy Diagnostic & Treatment Center  
Mercy Hospital  
Roswell Park Cancer Institute  
Sisters of Charity Hospital  
Southgate Imaging  
Southtowns Imaging  
St. Joseph Hospital  
University Orthopaedics  
United Memorial Medical Center / Jerome Center  
VA Medical Center  
Windsong Radiology  
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Women & Children's Hospital of Buffalo

**STERILE PROCESSING &  
DISTRIBUTION (SPD)  
TECHNICIAN**

Kenmore Mercy Hospital  
Mercy Hospital  
Sisters of Charity Hospital  
St. Joseph Hospital

**SURGICAL TECHNOLOGY**

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Erie County Medical Center  
Kenmore Mercy Hospital  
Mercy Hospital  
Millard Fillmore Suburban  
Hospital  
Roswell Park Cancer Institute  
Sisters of Charity Hospital  
St. Joseph Hospital  
Women & Children's Hospital  
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**Kellee Kibler**, Student, Trocaire College  
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**Jennifer Carroll**, Skilled Nursing Facility, DeGraff Hospital  
**Donna Gefaller**, Coordinator Cancer Programs, Kaleida Health  
**Amanda Jetty**, Asst. Director of Nursing, Father Baker Manor  
**Colleen Krauss**, Kaleida Health, HighPointe on Michigan  
**Elizabeth McNamara**, Regional Director, Musculoskeletal Transplant Foundation  
**Chris Perez**, Practical Nursing Graduate, Trocaire College  
**Beth Smith**, In-service Coordinator, Father Baker Manor  
**Ishmael Sprowal**, Human Resource Coordinator, The McGuire Group  
**Rene Stotz**, Practical Nursing Graduate, Trocaire College  
**Karen Toye**, Skilled Nursing Facility, DeGraff Hospital  
**Deborah Urbank**, Regional Director of Operations, Elderwood Health

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**Debbie Clark**, R.T.(R), Erie County Medical Center  
**Dane Franklin**, R.T.(R), St. Joseph Hospital  
**Matthew Ianello**, R.T. (R), Mercy Hospital  
**Toni Riley**, R.T.(R), Windsong Radiology  
**Wendy Thompson**, R.T.(R), WNY MRI

#### SURGICAL TECHNOLOGY

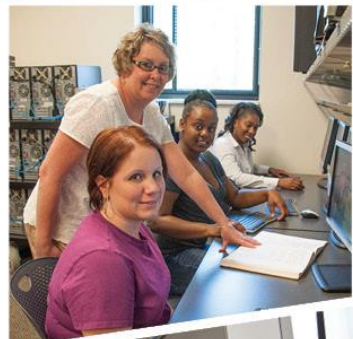
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Current Student: **Ms. Shawntya Stepney**  
 ST Program Graduate: **Ms. Megan McAneney**, CST, Sister's Hospital  
 ST Program Faculty: **Ms. Brooke Rowland**, CST, B.S. Clinical Coordinator, Trocaire College  
 College Administration: **Dr. Richard Linn**, Vice President for Academic Affairs & Planning, Trocaire College  
 ST Employer: **Ms. Cheryl Jaczewski**, RN, BSN, CNOR, Surgical Advisor Educator, St. Joseph Hospital  
 Physician: **Dr. Alexander Mandych**, Southtowns Ear, Nose & Throat  
 Practicing CST: **Ms. Hannah Vesneske**, CST, St. Joseph's Hospital  
 Public Member: **Mr. Michael Catanzaro**, President, North American Health Care Association  
 Public Member-Miscellaneous: **Mr. James Bell**, PA-C, MS, Assistant Professor – Daemen College  
 College Administration-Miscellaneous: **Dr. Theresa Knott**, Associate Vice President for Academic Affairs, Trocaire College

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