ASPIRA CITY COLLEGE

CATALOG
2019 - 2020
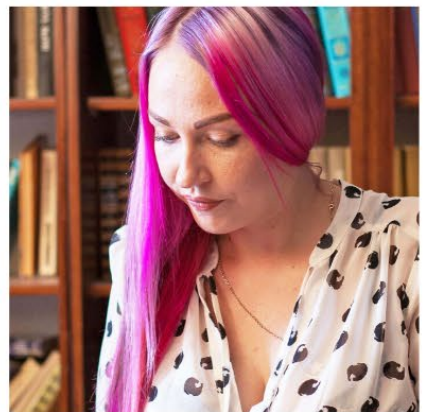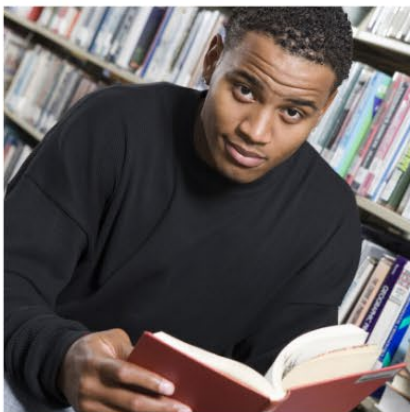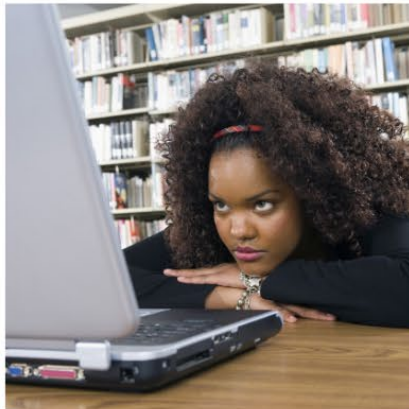
You will **find your fit - here!**

TABLE OF CONTENTS

FERPA WAIVER and STUDENT INFORMATION RELEASE AUTHORIZATION

Introduction

The **Family Educational Rights and Privacy Act (FERPA)** is a federal law regarding the privacy of student information and records, both digital and paper. All institutions that receive funds administered by the U.S. Secretary of Education are subject to FERPA. The law compels educational institutions to safeguard student privacy, primarily in the areas of protecting personally identifying information (PII), the release of student information, and the access provided to these records.

Under Federal Law, You Have the Right To:

1. **Review or inspect their education records within 45 days of the day the Institution receives a request for access.** The student should submit a written request to the Campus Director and identify the part of the record they wish to inspect.

2. **Request an amendment to their records they believe is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA**. The student must submit a written request, identify the part of the record they want to change, and provide factual support. If ASPIRA City College decides not to amend the record as requested, it will notify the student in writing, advise the student on their right to a hearing, and provide the related procedures.

3. **Determine those third parties, if any, ASPIRA City College may disclose personally identifiable information and the type of information it has consent to disclose, except to the extent that FERPA authorizes internal disclosure to school officials without consent.** Each newly enrolling student completes a FERPA form to identify 3rd parties and the information each may have access to upon request.

    Under the FERPA exception, ASPIRA City College may disclose information from the student education record to school officials with legitimate educational interests without a student's prior written consent. ASPIRA City College's admissions, financial aid, student service, career service, academic, administrative, and managerial personnel have a legitimate educational interest in the student and are exempt under FERPA. Also exempt are persons or companies with whom ASPIRA City College may contract with agents to provide relevant services. Under FERPA exception ASPIRA City College is is permitted to send an official transcript, without consent, to another school in which the students seeks admission. **File a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA**. Mail the grievance to:

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

FERPA – ASPIRA City College – and You.

ASPIRA city college will not provide any personally identifiable information about you to third parties unless we have written authorization from you to do so. This restriction applies, but is not limited, to your parents, legal guardian, spouse, partner, or a sponsor. You may grant the College permission to release information to a third party by submitting a completed FERPA Waiver and Student Information Release Authorization form. You may amend your FERPA third-party exceptions at any time. The College will verify your identity before making any changes.

ASPIRA City College provides restricted information to a third party if any when all conditions below are met:

1. The third party's name and other identifying information are on record as a FERPA exception.
2. The request is before the expiration of this Release.
3. The third-party provides the personal code you are creating below. You must safeguard this code.
4. You have authorized ASPIRA City College to provide the third party with the type of information they are requesting.

INTRODUCTION

ABOUT THIS CATALOG

This catalog is current as of the publication date. ASPIRA City College reserves the right to make changes in course content, equipment, materials, organization, policy, tuition, and curriculum as circumstances dictate, after publication. They will become valid and binding upon implementation. ASPIRA City College expects its students to know the information presented in this catalog.

MISSION

The mission of ASPIRA City College is to provide career-focused programs in high-priority occupations to improve student opportunities for achieving gainful employment. ASPIRA City College focuses on the total development of its students through teaching occupation-specific skills in addition to applied general education needed for success in the workplace. As part of its transformative approach, ASPIRA City College emphasizes personal responsibility and habits crucial to achievement inside and outside of the classroom.

ABOUT ASPIRA CITY COLLEGE

ASPIRA City College is a nonprofit post-secondary career college in Philadelphia, Pennsylvania. The College is wholly owned by ASPIRA Inc. of Pennsylvania (ASPIRA). ASPIRA is a nonprofit education management organization, incorporated in the Commonwealth of Pennsylvania. The mission of ASPIRA City College is to provide career-focused programs in high-priority occupations to improve student opportunities for achieving gainful employment. High Priority Occupations (HPOs) are one component of Pennsylvania's industry-driven approach to workforce development. HPOs serve as a guide to align training and education with occupations that are in demand by employers. ASPIRA City College focuses on the total development of its students through teaching occupation-specific skills in addition to the applied general education needed for success in the workplace. The curriculum integrates instruction with hands-on skill development and practical experience gained through career-specific supervised externships. As part of its overall transformative approach, ASPIRA City College emphasizes personal responsibility and habits crucial for achievement inside and outside of the classroom.

ASPIRA City College is licensed by the Pennsylvania Department of Education State Board of Private Licensed Schools and is accredited by The Accrediting Commission of Career Schools and Colleges (ACCSC). The College is approved by the U.S. Department of Veterans Affairs (VA), the Office of Vocational Rehabilitation (OVR) and the U.S. Department of Education (USDOE) to provide Financial Aid for those who qualify.

It is authorized to award Associate in Specialized Technology (AST) Degrees for successful completion of its Web Design and Computer Support Specialist Programs as well as a post-secondary diploma for

ASPIRA City College
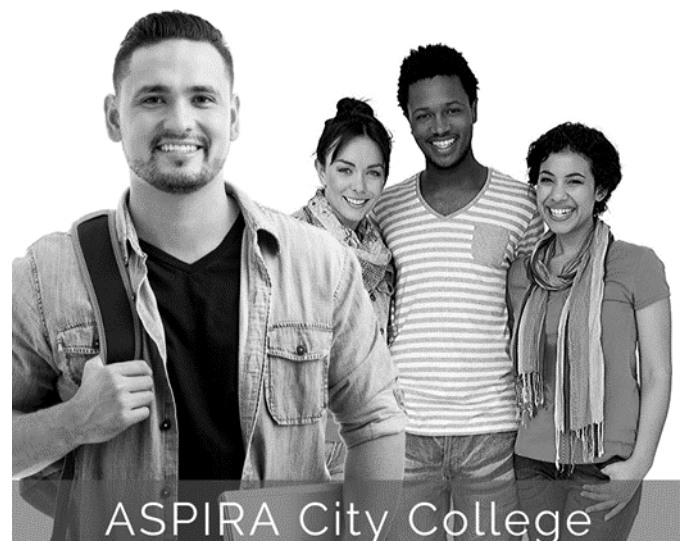
successful completion of its Medical Office Assistant Program. ASPIRA City College's parent corporation, ASPIRA Inc. of Pennsylvania is a charter school management firm which managements 5 successful Philadelphia charter schools and a Pre-K/Head Start program that collectively serve over 4,300 students

EARLY HISTORY

ASPIRA City College was incorporated in Pennsylvania on May 22, 1974, as the Metropolitan Career Center of Germantown initially operating under the DBA name of ACT Business Academy. The organization was founded by members of the First United Methodist Church of Germantown under the leadership of Reverends Theodore Loder, John Rice, and Robert DeHaan. At its inception, ACT Business Academy provided short-term job readiness training to disadvantaged youth and young adults in the Germantown Community of Philadelphia. Student tuition was funded through the Job-Training Partnership Act and the Private Industry Council (JTPA or PIC) contracts.

The nonprofit was first licensed as a private career school by the Pennsylvania Department of Education State Board of Private Licensed Schools on August 13, 1987, continuing under the DBA ACT Business Academy. In addition to short-term job readiness programs previously offered, the school was then approved to provide the Basic Office Skills Program to private paying students and awarded graduates a Post-Secondary Diploma.

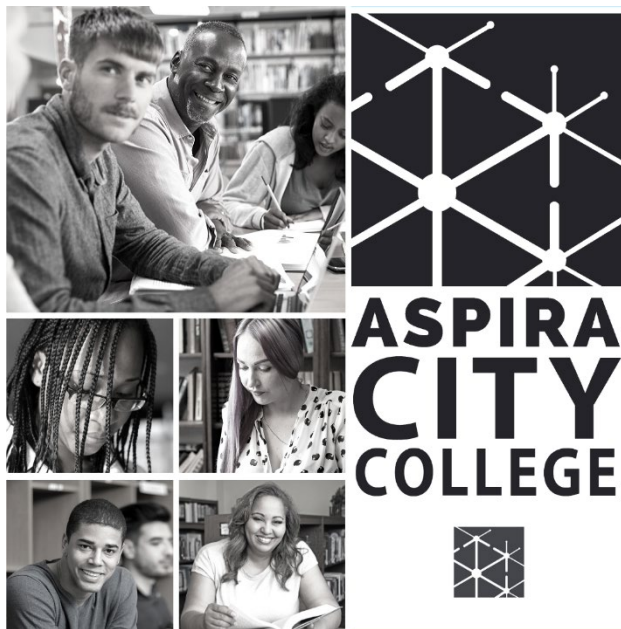On August 7, 1992, ACT Business Academy was granted a legal name change to Metropolitan Career Center

In February 1994, the school earned accreditation from the Accrediting Commission of Career Schools and Colleges of Technology (ACCSCT) under the name of Metropolitan Career Center|Computer Technology Institute. Program approvals were granted for a Basic Office Skills diploma in addition to several certificate programs. In 1997, the State Board of Private Licensed Schools approved the school's curricula for a Computer Software and Hardware Program. Then in 1998, ACCSCT approved the school to award an Associate in Specialized Technology (AST) Degree for students who completed either of these programs, then titled, Computer Technician – Software, and Computer Technician – Hardware. The Pennsylvania State Board of Private Licensed Schools approved the Web Design Program on August 16, 2001; then, as of May 2002, ACCSC approved the program for an Associate in Specialized Technology (AST) Degree.

In 2012, the Public Health Management Corporation (PHMC) purchased MCC/CTI and began operating it under the name, The Workforce Institute's City College. The organization's early history was notable for several relocations, and names changes which coalesced under the name WFI City College in 2017. In August 2019, ASPIRA Inc. of PA, a community-based nonprofit education management organization, purchased WFI City College changing its name to ASPIRA City College. With the purchase ASPIRA of PA can fulfill its mission by deliver high-quality leadership, education, and training resources to the community from pre-school through college, or from "cradle to career." Before its current address on 5th Street, the College's was previously located at these addresses below.

Act Business Academy | Metropolitan Career Center
162 West Chelten Avenue
Philadelphia, PA 19144

Metropolitan Career Center | Computer Technology Institute
100 South Broad Street; Land & Title Building 8th Floor,
Suite 803, Philadelphia, PA 19110

Workforce Institute's City College (The) 1231
North Broad Street, 2nd Floor Rear OIC Building,
Philadelphia, PA 19122

ASPIRA City College (current location) 4322 North 5th Street
Philadelphia, Pennsylvania 19140

ASPIRA CITY COLLEGE TODAY

ASPIRA City College continues to provide career-specific Post-Secondary Diploma and Associate in Specialized Technology (AST) Degree Programs to its communities in and around Philadelphia. ASPIRA City College is located in a restored, three-story brick building at 4322 North 5th Street in the Hunting Park section of North Philadelphia. The surrounding bilingual community is vibrant with shops, take-out, and sit- down restaurants, bodegas, and nearby parks.

ASPIRA City College complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Equal Credit Opportunity Act (Discrimination in Lending) and The Age Discrimination Act of 1975.

GENERAL OBJECTIVES

ASPIRA City College aims to achieve the following:
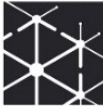
1. To provide academic and technical training in information technology and allied health effectively preparing students for entry-level jobs in these fields;
2. To help students develop professional attitudes and behaviors, as well as self- awareness, self-discipline, and self-confidence;
3. To provide students support and guidance to ensure the successful completion of their course of study;
4. To give students an orientation to the information technology and medical office professions via on-the-job training through externships;
5. To provide students with structured job placement assistance upon completion of training.

FACILITY

ASPIRA City College is located in the heart of North Philadelphia at 4322 North 5th Street in Philadelphia between Cayuga and Bristol Streets. The College is on the west side of North 5th Street situated in Hunting Park, a vibrant bilingual community with shops, take-out and sit- down restaurants, bodegas, and nearby parks.

The College is within easy reach from all areas of the city and major parkways while also readily accessible by public transportation. The SEPTA Broad Street Subway and several buses and trolleys stop within a block of the building. The SEPTA bus routes include the 47, 53, 57, 75, and the R. The 53 crosses the Broad Street Line at Erie Avenue. The 75 bus intersects the Broad Street Line at Wyoming Avenue and the Market-Frankford Line at Arrott Transportation Center.
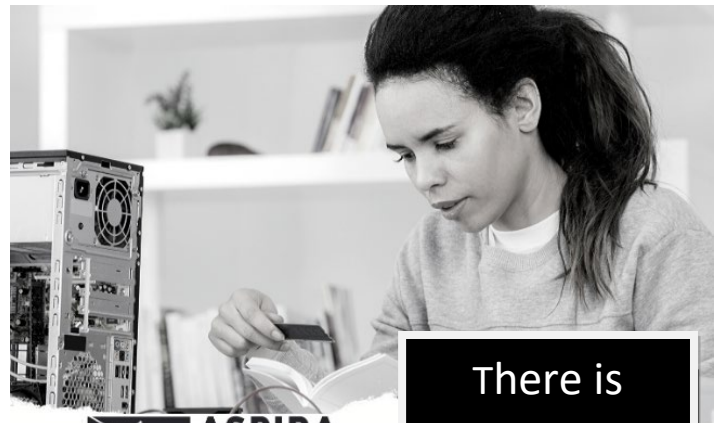
ASPIRA CITY COLLEGE
Computer Support Specialist
an AST Degree Program
For a Bright Outlook Career

There is no limit to what we as women can accomplish
-Michelle Obama-

The main entrance to ASPIRA City College is buzzer access controlled by Front Desk personnel. Visitors are required to sign in at the Front Desk when visiting the institution. The College's administrative offices, including admissions, financial aid, the open-floor plan faculty office, plus student and career services, are located on the 1st floor. The Learning Resource Center (LRC), often referred to as the Library by students, the Office of the Educational Supervisor and all lecture and applied practical lab classrooms are on the 2nd floor.

The 237 square foot, LRC, is open to students during the College's hours of operation. Here students can avail themselves to collections aligned with the

ASPIRA City College programs, use the computers with Internet access or do homework, research, study, or sit and read. Students also have 24/7 password access to the school's digital library with over 700 full-text occupational titles plus trade publications and a robust research platform for virtually any technical topic of interest.

Make It
Your Go-To
LIBRARY

ASPIRA CITY COLLEGE

www.aspiracitycollege.edu
215-455-2300
4322 North 5th Street
Philadelphia PA 19140
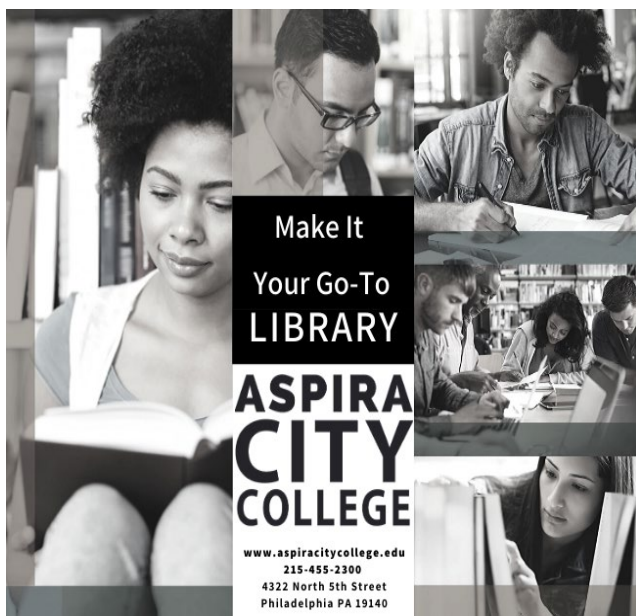
The College provides ample space for learning with classrooms ranging in size from 848 square feet to 642 square feet and are furnished with WiFi and Internet connection. Each classroom offers both natural and artificial light and ventilation. Program-specific classrooms for the Computer Support Specialist, Web Design, and Medical Secretary programs have computers, operating systems, software applications along with the supplemental support material, instructional aids, and equipment to support the curriculum.

The facility provides individuals with disabilities accommodation with street-level entry, doorways, and corridors of adequate width for wheelchairs in addition to an inside elevator for transport between floors.

CLASS SIZE
The number of students in any lab or lecture class will not exceed 25.

PROGRAM ADVISORY COMMITTEES

ASPIRA City College has established Program Advisory Committees (PAC) to ensure that it's educational programs and student services are consistent with the current expectations in the workplace. PAC members represent various segments of the industries related to the College's program offerings. They provide advice on industry trends, program curricula, graduate preparedness, and industry relations.
The following Program Advisory Committees meet twice annually:

- Information Technology
  - Computer Support Specialist Program
  - Web Design Program
- Health Sciences
  - Medical Secretary Program

HOURS OF OPERATION

Monday – Thursday	8:00 a.m. to 9:00 p.m.
Friday	8:00 a.m. to 4:00 p.m.

GOVERNANCE, MEMBERSHIPS, and AFFILIATIONS

BOARD OF DIRECTORS

ASPIRA City College is governed by a Board of Advisors composed of business leaders and educational professionals. They include the following:

Alfredo Calderón, President and CEO ASPIRA Inc. of Pennsylvania

Thomas Darden, Chief Operating Officer ASPIRA Inc. of Pennsylvania

Anthony Bonacci, CEO Recovery Road Addiction

Nerissa Conn, CEO Quincunx Consulting

James Hinkel, Principal Implementation Consultant Unit 4

CAMPUS ADMINISTRATION

Madeline Sargent, Campus Director
madeline.sargent@aspiracitycollege.edu

Madeline Sargent, Acting Director of Financial Aid
madeline.sargent@aspiracitycollege.edu

Lee Gamelin, Business Development and Career Services
lee.gamelin@aspiracitycollege.edu

Donna Stirber, Marketing, Admissions and Enrollment Management
donna.stirber@aspiracitycollege.edu

FACULTY

Instructor qualifications follow Pennsylvania Department of Education requirements and those of The Accrediting Commission of Career Schools and Colleges (ACCSC) which ensures that all instructors meet one or more of the following criteria: 3-years work experience, training in instructional methods and teaching skills or teaching experience, Journeyman's license, demonstrated competency (certifications), state certifications, or a baccalaureate degree in the related field.

ASPIRA City College faculty are selected for their professional background, academic experience, and professional certifications. Faculty members must be experienced in their fields for which they teach and be intent on imparting their knowledge to students. As a requirement of continued employment, all instructors are required to engage in at least four professional development and training activities annually relevant to their roles in the school.

FACULTY MEMBERS

Steven Dorsey, MS, CCNA, MCSE, CNE6, A+
Strayer University
steven.dorsey@aspiracitycollege.edu

David Ellis, MA - Writing
St. Joseph's University, Philadelphia, PA
david.ellis@aspiracitycollege.edu

Yenny Liriano, BS, Network and System
Administration
Peirce College
yenny.liriano@aspiracitycollege.edu

Rose Nelson, ERHC, BCSC, MAAC CITE
Business School, Philadelphia, PA
rose.nelson@aspiracitycollege.edu

Kerriane Parrish, MS Environmental
Engineering
kerriane.parrish@aspiracitycollege.edu

Keith Kuchler, CCNAI, CCENT, MCSE, MCP,
CCNA, A+, and Network+ Certifications
keith.kuchler@aspiracitycollege.edu

LICENSURE

State Board of Private Licensed Schools,
Pennsylvania Department of Education

333 Market Street , 12th Floor
Harrisburg, PA 17126-0333
215-560-4123

ASPIRA City College is to award an
Associate in Specialized Technology (AST)
Degree to students who complete the
Computer Support Specialist and Web
Design Programs successfully.

ACCREDITATION

Accrediting Commission of Career Schools &
Colleges (ACCSC)
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703- 247-4212 | www.accsc.org

SCHOOL PREROGATIVES

ASPIRA City College reserves the right to make changes to class schedules, course sequence, academic calendar and programs of study offered.

The College also reserves the right to make changes without prior notice in administrative or teaching personnel, tuition, and fees, or any other school activity or policy. A tuition and fee increase for currently enrolled students requires a 30-day written advance notice.

The policies and practices of ASPIRA City College are non-discriminatory against personnel, applicants, and students on the basis of sex, race, color, creed, age, religion, gender identity or gender expression, handicap, and national or ethnic origin. ASPIRA City College reserves the right to:

- Deny any applicant for admission who does not meet published entrance requirements.
- Cancel without rescheduling the start of any program for reason of insufficient enrollment. In such cases, all monies paid to the school by the enrolled student will be refunded within 45 days

- Delay the start of a program. In the event the College postpones the beginning of the program for any reason, the enrolled student is notified and presented with an alternate plan with a new starting date immediately. The registered student has the prerogative to start the program, given the newly scheduled start date or cancel the enrollment. If the student commits to the new program start date, he or she will be required to complete a new enrollment agreement with the corrected start and end dates.
- Terminate for cause any student whose conduct does not conform to the policies of the school.
- Change incomplete grades to failure if requirements are not met within fourteen (14) days of the date issued unless otherwise approved by the Educational Supervisor on case by case. Students required to repeat a failed course will be required to pay additional tuition.
- ASPIRA City College reserves the right to change tuition by providing you written notice, and such increases will be applied to all terms beginning with the first full term following the written notification.
- The book, tool, and equipment fees are presented initially as an estimate and are subject to market price changes without notice.
- Assign a student externship during hours not consistent with their traditional class schedule. Externship hours are based on the site schedule and availability. These hours may be on any day of the week and any shift around the clock. Each company has its own hours of operation.

ASPIRA City College is authorized by:

PHEAA	PA Higher Education Assistance Agency
DL	Direct Student Loan Program
FSEOG	Federal Supplemental Education Opportunity Grant
FPGP	Federal Pell Grant Program
FWS	Federal Work-Study Program
OVR	Office of Vocation Rehabilitation
VA	PA Department of Education for Training Veterans
WIOA	Workforce Innovation and Opportunity Act
TAA	Trade Adjustment Act

MEMBERSHIPS & AFFILIATIONS

- Pennsylvania Association of Private School Administrators (PAPSA)
- National Technical Honor Society, Chapter #4188 (NTHS)
- National Center for Competency Testing (NCCT) certified testing site
- CompTIA Authorized Academy
- Official Testing Center for the American Medical Certification Association (AMCA)
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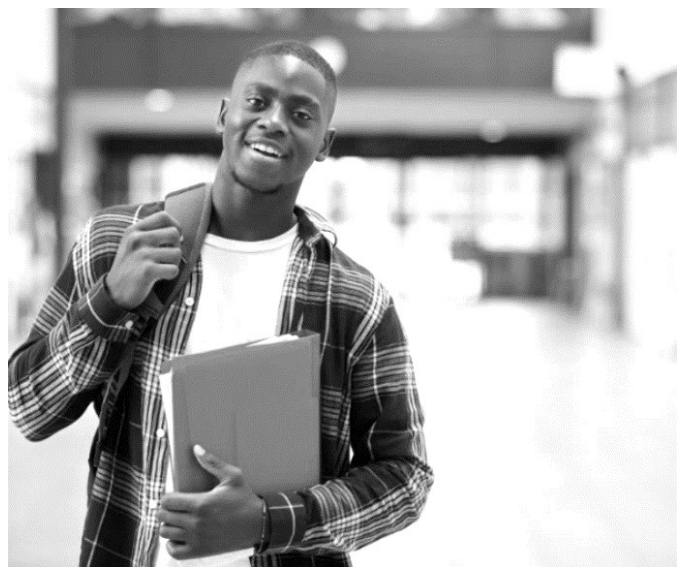
ADMISSIONS

NON-DISCRIMINATION POLICY

ASPIRA City College is committed to the principle of equal opportunity and an educational environment free from discrimination. The college prohibits discrimination based on race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or gender expression, age (except as stated below), disability (unless the disability prohibits a person from carrying out the core tasks of a specific career), genetic information or veteran status and other legally protected statuses in the recruitment, admission, training, referral for employment, and in the administration of its educational policies and programs. ASPIRA City College adheres to all applicable state and federal equal opportunity laws and regulations

ADMISSIONS REQUIREMENTS

ASPIRA City College accepts applicants for admissions, who meet stated admission requirements and who demonstrate the interest and ability to complete the program of study selected successfully, without regard to age, race, creed, color, religion, disability, gender, sexual orientation or national origin.

Candidates considering an application for admissions to ASPIRA City College are encouraged to meet with an Admissions Representative. If a candidate wishes to apply for admission, the interview is a requirement of admission. In either case, to the best of the Admission Representative's ability and resources, the discussion will focus on previous education, employment history, career interest, and current needs and circumstances that bear on the candidate's ability to complete the program successfully for which they have expressed interest. During this session, candidates are provided a full tour of the facilities along with information on the career and program of interest.

ASPIRA City College reserves the right to deny

graduate services, attendance and satisfactory academic progress requirements along with additional information ASPIRA City College consider essential to informed decision making.

admissions to any applicant who does not meet educational requirements, cannot provide acceptable proof of education or who do not achieve the minimum required score of thirteen (13) on the third attempt of either the Wonderlic (SLE) or the SLE(Q) Exams.

- All applicants must possess and provide documented proof of a high school diploma, or equivalent Commonwealth Secondary School Diploma (CSSD) or (GED);
- All applicants must be beyond the age of compulsory school attendance, at least 17 years old, and;
- All applicants must have a interview with an ASPIRA City College Admission Representative, either conducted virtually or on campus.
- All applicants must achieve a score of thirteen (13) or higher on the Wonderlic Scholastic Level Exam. Applicants are permitted three (3) attempts to meet the minimum score;
- Applicants who are currently enrolled as high school seniors may apply and are admitted pending graduation from high school and satisfaction of all other published requirements.

ADMISSIONS PROCEDURE

In July 2020, ASPIRA City College added a secure virtual admissions and financial aid platform to its website. The addition makes it possible for prospective students to meet an admission representative for informational career and program planning sessions, virtual tours, and admission interviews remotely, just as they would if on-campus. Prospective students can submit their application, upload required documents, take the entrance exam, and complete the entire admissions and financial aid process online. The steps for online and on-campus admissions are the same. However, online applicants may choose to complete steps 2,3,4, and 5 before completing steps 1 and 6.

STEP 1: ATTEND PERSONAL INTERVIEW

Schedule On-Campus Personal Interview with a ASPIRA City College Admission Representative;

1. Complete a Confidential Questionnaire to provide information on previous education, employment history, career interest and matters concerning readiness to attend college.
2. Participate in a campus tour, information session covering the career and program of interest, student and graduate services, satisfactory academic progress requirements, tuition and fee, a Financial Aid Overview along with other information you and ASPIRA City College

STEP 2: SUBMIT APPLICATION

Complete and Submit Application for Admission. Candidates may, if desired, complete and apply for Admissions at the end of the on-campus interview or return to do so at another time;

STEP 3: SUBMIT APPLICATION FEE

Submit a application fee of fifty dollars ($50). *The application fee may be paid by cash, check, money order, Visa or MasterCard*;

STEP 4: SUBMIT PROOF OF HS DIPLOMA | GED

Original documents verifying U.S. High School Diploma or equivalent General Education Diploma (GED) must be presented for ASPIRA City College review. *Original documents are returned.*

1. Graduates unable to present original high school diplomas must obtain an official transcript sent directly to ASPIRA City College from the high school.
2. Applicants with a GED or CSSD must provide the original document, including the diploma and the grade transcript. If either part of the GED is missing, an official transcript from the issuing State Department of Education must be obtained and sent directly to ASPIRA City College.
3. Applicants with foreign academic credentials are required to submit the original academic credentials to the Admissions Department for evaluation and translation to English. The credentials must then be evaluated by a Professional Academic Evaluation Service to establish the equivalency to the United States educational system. To be admitted to the program, the evaluation must state the education received abroad is at least equivalent to a U.S. High School Diploma. Fees associated with translation and evaluation of foreign academic credentials are at the applicant's expense.

STEP 5: ENTRANCE EXAM

Take the 12-minute Wonderlic Scholastic Level Exam (SLE) which is administered on campus. Applicants are permitted three (3) attempts to meet the minimum score of 13;

STEP 6: COMPLETE APPLICATION AND SIGN ENROLLMENT AGREEMENT

Complete and sign an ASPIRA City College Enrollment Agreement (student contract). When all admissions requirements are satisfied, the Enrollment Agreement is signed by either the Director of Admissions, Campus Director, or the Educational Supervisor. Applicants are provided an exact copy of the signed Enrollment Agreement.

If an applicant is under the age of eighteen (18), in addition to the applicant's signature, a parent or legal guardian must sign the Enrollment Agreement.

DENIAL OF ADMISSION

ASPIRA City College reserves the right to deny admissions to any applicant who does not meet educational requirements, cannot provide acceptable proof of education or who do not achieve the minimum required score of thirteen (13) on the third (3) attempt of the Wonderlic Scholastic Level Exam (SLE).

The College also reserves the right to deny admissions to any applicant who meets minimum requirements based on misrepresentation or misconduct, regardless of offense or location, that it believes may adversely affect the ASPIRA City College community. Additionally, the College reserves the right to deny an application for admissions if the applicant fails to meet the requirements of a Conditional Acceptance. Applicants who meet minimum requirements and are denied entrance may appeal the denial to the Campus Director.

CREDIT TRANSFER TO ASPIRA CITY COLLEGE

To be considered for credit transfer, a student must be enrolled in and meet all admission requirements for an ASPIRA City College's Associate in Specialized Technology (AST) Degree programs.

Credits presented for transfer must originate from courses previously taken at institutions of higher education and must be substantially similar in content to the coursework in the program for which the student has applied. The student must have earned a grade of a "B" or better for transfer credit consideration. As the receiving institution, ASPIRA City College reserves the right to determine what credits, if any, it will accept for transfer. The listing of credits received for equivalent courses from another institution of higher education is not meant to imply the transferability of credit to ASPIRA City College. The Request for Transfer of Credit must be approved on or before the student's start date as identified on the Enrollment Agreement, but no later than the first week of classes after the student's scheduled start date. ASPIRA City College will not accept a request for Transfer of Credit beyond the first week of the program after the student's start date.

PROCEDURE FOR REQUESTING CREDIT TRANSFER

The student must submit a completed *Request for Transfer of Credit Form* to the Office of Admissions with an official school transcript from the issuing institution and the course description. The Office of Admissions forwards the Request and related documents to the Educational Supervisor for review. The Educational Supervisor makes an approval determination within three (3) business days and advises the Campus Director. The Campus Director makes the final determination and notifies all parties of the decision rendered. The Director of Financial Aid calculates the tuition adjustment, revises the financial aid plan and award then reviews the determination and plan modification with the student.

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ADVANCE STANDING & CREDIT TRANSFER LIMITS

The maximum number of transfer of credits permissible for advanced standing is limited to twelve (12) credits.

TRANSFERABILITY OF CREDIT TO OTHER INSTITUTIONS

ASPIRA City College does not imply, promise, or guarantee that credits earned at our institute will be accepted at other schools. Students planning to transfer should consult with the registrars at those institutions concerning the acceptance of credits earned at ASPIRA City College.

Acceptance of credits by any institution other than the granting institutions is at the sole discretion of the receiving institution. No representation is made whatsoever concerning the transferability of any credits earned at ASPIRA City College to any other institution. Students choosing to attend ASPIRA City College should assume the diploma or degree earned is a terminal credential, and credits earned will not be accepted for credit by the receiving institution. An institution's accreditation does not imply or guarantee that credits earned at any one institution will transfer to another institution. Students must contact the Office of the Registrar at the receiving institution to determine what credits, if any, that the institution will accept.

NEW STUDENT ORIENTATION

Students accepted for admissions are expected to attend New Student Orientation, which is held during the week before the start of the term. Students are given the date and time of orientation along with other important dates to remember upon application. Attending Orientation is mandatory for new students. If the student foresees a conflict that may prevent him or her from attending Orientation, ASPIRA City College expects the student to discuss this

in advance with their Admission Representative or the Director of Admissions for necessary accommodations.

Orientation provides the opportunity for new students along with family and friends to meet faculty, staff, in addition to other new and continuing ASPIRA City College students.

ASPIRA City College faculty and staff provide students in-depth information to promote a successful student experience. Students benefit from introductions to library resources, internet access, student lounges, cell phone zones, restrooms, administrative offices, and first semester classrooms. ASPIRA City College staff provide practical information on student services, career services, academic requirements, externships, campus safety, and security, current work-study opportunities and essential policies. They receive library log-ins, student photo ID, their first-semester class schedule, and course materials. New Student Orientation is designed to promote confidence and minimize new student jitters.

STUDENT SERVICES

ASPIRA City College's Student Support Services aims to increase the number of students who complete the program of study for which they are enrolled. Supportive services provide practical assistance either on an individual or small group basis to tackle the personal, academic, social, and financial issues that interfere with the student's ability to meet attendance requirements, succeed in the classroom or on externship, and in gaining and keeping career employment.
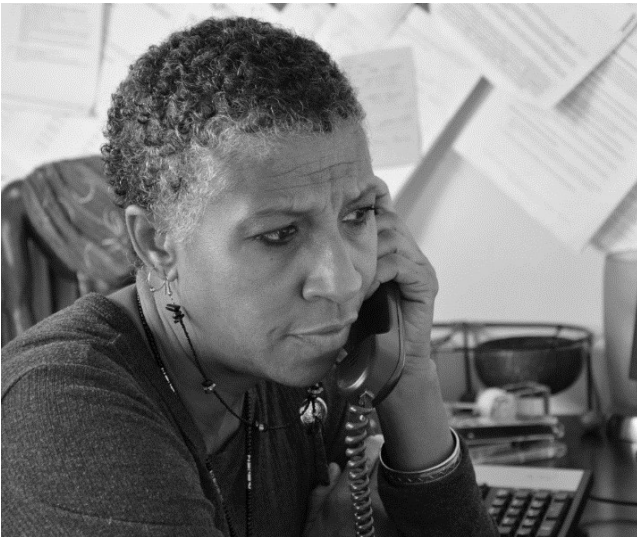
Student Service Administrators collaborate with the Campus Director, in referring the student to outside agencies for appropriate additional services as deemed necessary.

ACADEMIC ADVISING

ASPIRA City College provides supportive services through a combination of academic progress reports and advisement sessions. These supports provide practical assistance to students in resolving the personal and environmental circumstances that are barriers to successful training and subsequent employment. Student advising is also thoroughly integrated into the Personal Development course. Advisors meet with students individually to address concerns over a variety of subjects, from housing and childcare to relationship conflicts and

more. Student attendance is monitored very closely. Should a problem arise that prevents a student from attending ASPIRA City College's administration will determine if the student should be referred to outside agencies for appropriate help.

TUTORIAL ASSISTANCE

ASPIRA City College offers tutorial assistance to students whose academic progress has fallen below acceptable standards. This additional help is provided after regular school hours by both faculty members and peer tutors. Tutorial sessions are available for any student desiring academic assistance and may be required as one of the terms of a student's academic probation. In addition to the tutorial program, the Campus Director may require weekly advising sessions with students placed on probation to monitor progress and establish goals.

LEARNING RESOURCE CENTER

ASPIRA City College houses a Learning Resource Center (LR**C**), also referred to as the Library, with collections aligned with our program and course offerings. The LRC is open to students during the College's hours of operation. It is a designated quiet go-to for students to use computers with productivity software and internet access, outside of class time and do homework, research, study, or sit and read. The LRS *Resource Finder* enables students to search the print

library by alphabetical listing, or a title as well as to browse the collection by the program. The *Resource Finders* are on the desktop of every library computer, and wall posters provide at-a-glance direction for Dewey Decimal locations on the LRC shelves. The ASPIRA City College Learning Resource Center is not a lending library. However, ASPIRA City College students have 24/7 password access to the school's digital library with over 700 full-text occupational titles plus trade publications and a robust research platform for virtually any technical topic of interest.

The LRC anticipates the needs of our students and puts proper tools and resources in place that are accessible to help students apply material from the

classroom. ASPIRA City College resources are vetted and selected by faculty with annual input from our Program Advisor Committees, which include students, graduates, graduate employers, and professionals from each program-related career field, based on content. To be included in the LRS, the resource must expand on information gained from textbooks and classroom instruction. Further, faculty must demonstrate how each particular resource supports and will integrate with program lesson plans.

CAREER SERVICES

ASPIRA City College's Graduate Career Placement Assistance Services integrates with the Professional Development curricula. The Career Service Coordinator provides instruction in a broad range of topics about job search and job retention, including:

- Appropriate business attire;
- Office and business protocol;
- Resume and cover letter preparation;
- Interviewing skills and practice; and
- Creating an employment search plan;

At the completion of training, ASPIRA City College

provides directed employment search assistance. The Career Services Coordinator works in partnership with each student to develop an employment search strategy and to match students with prospective employers. During this period, students may spend time each week at ASPIRA City College, identifying job opportunities, preparing introductory letters, and setting up interviews under the supervision of the Career Services Coordinator.

The Career Services Coordinator monitors the student's adjustment during the first 90 days of regular employment. The full range of ASPIRA City College's services remains available to the student during this period, including evening sessions.

ASPIRA City College does not guarantee employment. By the Commonwealth of Pennsylvania Law, no school may guarantee the placement of a student or graduate. As a responsible school, ASPIRA City College makes a concentrated effort to assist graduates in making a successful transition into employment. Information about ASPIRA City College's, graduation and job placement rates, the median debt of students who completed the program, and other valuable information, is available on our website at, www.aspiracitycollege.edu/consumerinformation.

FOOD SERVICE

Vending machines for student use are on the first floor with ample seating for students to congregate, talk, and eat a meal. The lounge provides a microwave for student use, either for purchased items or food brought from home.

Take-out and sit-down restaurants and bodegas are nearby and an easy walk from the school.

HEALTH CARE AND HEALTH INSURANCE

Health and all other forms of insurance are the personal responsibility of the student. Students are responsible for costs related to their health, medical care, treatment, and insurance. ASPIRA City College assumes no obligation or liability for medical expenses incurred by students.
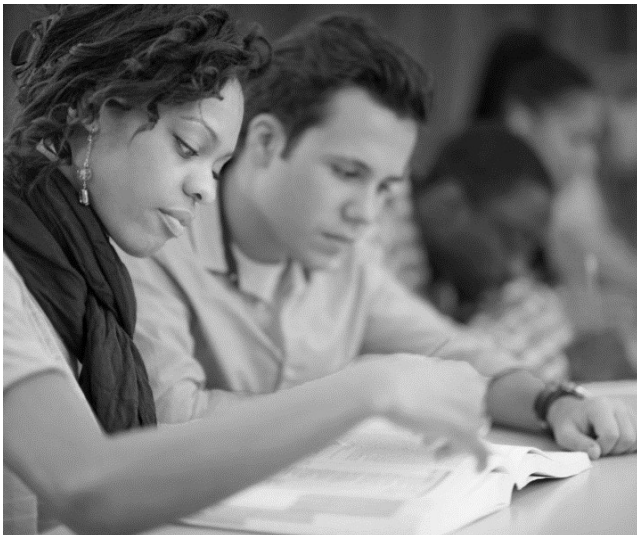
CHILD CARE SERVICES

Students planning to attend ASPIRA City College must make secure and have sustainable arrangements for childcare before starting school and must expect this need to continue through the externship and employment. Student Services offers a list of resources to help students identify childcare providers and programs in surrounding areas. ASPIRA City College does not vet the resource list provided, and it does not approve or endorse any childcare providers or facilities on the list.

HOUSING

ASPIRA City College does not maintain housing or dormitory facilities. The Student Service Department does, however, provide resources for students seeking housing during their enrollment at ASPIRA City College. Student Services does not approve or endorse residences.

COUNSELING SERVICES

ASPIRA City College recognizes that problems not directly associated with one's academic pursuits can hurt a student's classroom performance, attendance, and behavior. The College supports students with referrals to appropriate agencies and legal authorities.

PART-TIME JOBS

Paid part-time employment may be available at ASPIRA City College through the Federal Work-Study Program. This is a need-based program. Information on this program can be obtained through ASPIRA City College's Financial Aid Office.

STUDENT IDENTIFICATION CARDS

Students are issued a photo student identification card in the first few days of the program. Student identification cards must be worn at all times. The ID card allows student access to the facility. Students are not to loan or enable others, including fellow students or faculty, to use their identification card for any reason at any time.

Lost or stolen identification cards must be reported to Student Services. A new card will be issued at the replacement fee of $10.00 for which the student is responsible.

ASPIRA City College is not responsible for any loss or expense resulting from the loss, theft, or misuse of this card. If a card is found, please return to ASPIRA City College, 4322 North 5th Street, Philadelphia, PA 19140-2302.
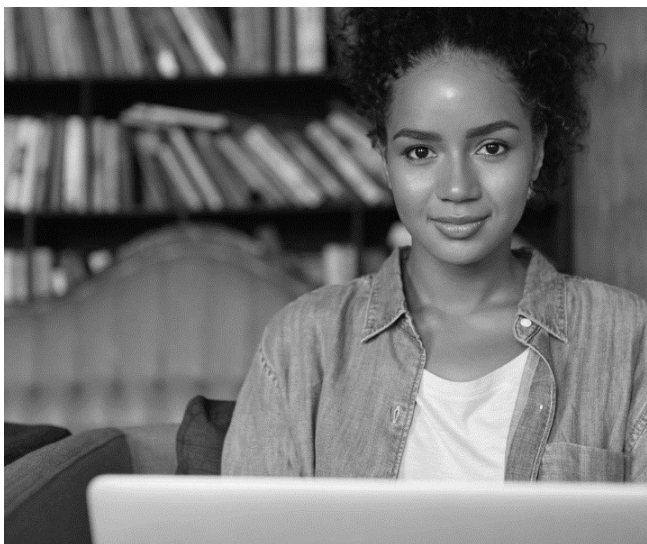
FINANCIAL ASSISTANCE

Students who face difficulty in financing their education should consult with the Financial Aid Administrator for information and assistance in applying for Work-Study positions, loans, and grants or in budgeting their resources throughout their time as an ASPIRA City College student. Students may also seek assistance from Career Services regarding opportunities for part-time employment.

STUDENT RECORDS

The Educational Supervisor is responsible for maintaining all student records. An electronic and print record is created for each student and includes the following: admissions follow-up sheet, application for admission, letter of acceptance, enrollment agreement, student information sheet, emergency information sheet, photo/field trip release form, and at least one of the following: high school transcript, proof of graduation from an accredited high school, General Education Diploma (GED) or the Commonwealth Secondary School Diploma (CSSD). As the student progresses, any pertinent information is added to the file, including but not limited to copies of relevant medical information, transcripts, FERPA forms, student contact sheets, appeal board results, copies of full-time status verification, letters copies of items the student requests be included in

the current file and Status Change forms reflecting any change in the student's status (termination, non-start, term/non-returning, transfer from one program to another, transfer from day to evening—an evening to day, the date of graduation).

Student records are kept securely in ASPIRA City College's facility. Student records shall contain a transcript of academic performance, including but not limited to:

- Student name
- Identifying number
- Program or course attended
- Subject grade(s)
- Final grade point average
- Date of entrance
- Date of graduation or withdrawal
- Award received upon completion
- Enrollment Agreement
- Student financial account record
- Financial aid documentation required by state and federal agencies.

ASPIRA City College is required by law to state in writing the arrangements for the disposition of student records in the event of permanent closure. In such an event, files will be retained by the Orleans Technical College, 2770 Red Lion Road, Philadelphia, PA 19114.

STUDENT COMPLAINT & GRIEVANCE PROCEDURE

ASPIRA City College's policy and procedures for student complaints are as follows:
If a student has a complaint, grievance, or believes she or he has been mistreated, he or she should direct any questions or concerns to the Educational Supervisor. Unresolved issues or concerns by the Educational Supervisor may be brought to the attention of the Campus Director.

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

Please direct all inquiries to:

Accrediting Commission of Career Schools & Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212 ▪ www.accsc.org

A copy of the ACCSC Complaint Form is available online at www.accsc.org. A hard copy may also be obtained by contacting the Campus Director.

As ASPIRA City College is licensed by the State Board of Private Licensed Schools, questions or concerns that are not satisfactorily resolved by the persons designated above may also be brought to the attention of:

State Board of Private Licensed Schools,
Pennsylvania Department of Education
333 Market Street, 12th Floor
Harrisburg, PA 17126-0333
215-560-4123

POLICIES, PROCEDURES AND REGULATIONS

SEXUAL HARASSMENT POLICY

ASPIRA City College strives to provide a safe and dignified environment grounded in community-wide mutual respect. Our school is committed to work and academic settings that encourages excellence.

In accordance with the Equal Employment Opportunity Commission (EEOC) guidelines and Title VII of the Civil Rights Act of 1964, the sexual harassment of employees and students is prohibited and shall subject the offender to dismissal or other sanctions. This will occur after compliance with procedural due process requirements. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, admission, or academic standing; or
2. Submission to or rejection of such conduct by an
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individual is used as the basis for employment or educational decisions affecting said individual; or;

3. Such behavior has the purpose or effect of unreasonably interfering with an employee's work or a student's academic performance or creating an intimidating, hostile, coercive, or offensive work or educational environment. For purposes of this policy, unreasonable interference is defined as improper, unjustifiable behavior going beyond what is appropriate, warranted, or natural.

An individual who feels he/she has a complaint or matter he/she wishes to discuss may report the problem directly to ASPIRA City College's Campus Director of other members of the Leadership Team.

STANDARDS OF ACADEMIC PROGRESS
The following grade system is used to measure academic progress:

Grade	Numerical Equivalent	Grade Point Awarded
A	94-100	4.00
A-	90-93	3.67
B+	87-89	3.33
B	84-86	3.00
B-	80-83	2.67
C+	77-79	2.33
C	74-76	2.00
C-	70-73	1.67
D+	67-69	1.33
D	60-66	1.00
F	59 and below	0.00
R	Course Attempted/Recurring	0.00
I	Incomplete	0.00
W	Withdrawal	0.00

A student's GPA is calculated by multiplying the number of credits assigned to a course by the numerical grade received in that course to determine the quality points for each course. The quality points are accumulated for each semester and divided by the number of credits attempted in that semester. If a course is repeated, the grade achieved in the repeated course will be the grade of record.

When an "I" grade is given, the specific work to be completed, and the completion date will be specified in writing. The making up of an incomplete grade usually must be completed by the end of the first month of the succeeding semester. Incomplete grades not satisfactorily completed by the agreed-upon completion date will result in a grade of F for the course.

If a student officially withdraws from a course, a grade of "W" will be given. A grade of "W" will not be

calculated in the grade point average; however, the course will be counted as an "attempted course."

Instructors will detail their grading policies in the syllabus for each course. The curriculum will include the course outline, expectations, assessment criteria, and a course schedule.

Grading will be based directly on the expectations of the students; it may differ from class to class and instructor to instructor.

Full-time Day			
Sem	Credits Attempted	Academic Warning	Academic Probation
1	0-15	1.00 - 1.99 GPA	0.00 - 0.99 GPA
2	16-31	1.50 - 1.99 GPA	1.00 - 1.49 GPA
3	32-46	1.75 - 1.99 GPA	1.50 - 1.74 GPA
4	47-62	1.75 - 1.99 GPA	1.75 - 1.99 GPA
Part-Time Evening			
Term	Credits Attempted	Academic Warning	Academic Probation
1	0-6	1.00 - 1.99 GPA	0.00 – 0.99 GPA
2	12-15	1.50 – 1.99 GPA	1.00 – 1.49 GPA
3	21-22	1.75 – 1.99 GPA	1.75 – 1.99 GPA
4	27-28	1.75 – 1.99 GPA	1.75 – 1.99 GPA
5	35-36	1.75 – 1.99 GPA	1.75 – 1.99 GPA
6	42-44	1.75 – 1.99 GPA	1.75 – 1.99 GPA
7	49-52	1.75 – 1.99 GPA	1.75 – 1.99 GPA
8	56-62	1.75 – 1.99 GPA	1.75 – 1.99 GPA

However, grades will consider work done in class, projects, quizzes, and tests, as well as participation. Instructors may include additional information in the course syllabus that addresses issues including but not limited to late work and make-up exams.

If a student has a valid reason, including supporting documentation, for missing an exam or assignment, she or he may be given an identified period to submit incomplete assignments or makeup exams before the start of the next semester. Students must direct any disputes regarding grading or the acceptance of missed work to the instructor first. If there is no resolution to the disagreement, the student can then address concerns to the Educational Supervisor and then to the Campus Director.

Students must maintain the required grade point average (GPA) necessary to continue as a degree or diploma candidate at ASPIRA City College. Students must attain a minimum cumulative grade point average of 1.0 at the end of the first quarter of the program, a 1.5-grade point average at the midpoint of the program, and a 2.0-grade point average upon graduation (based on the 4.0 scale). Students who fall below a 2.0-grade point average will be warned, placed on academic probation, or declared ineligible to return to school. The semester GPA that defines each of the categories varies according to the credit levels as follows:

Students on Academic Warning will have this designation noted on their transcripts and will receive written notice to consult the Educational Supervisor during the first month of the next applicable semester. The Educational Supervisor will also recommend the student for tutoring. Students who are on Academic Warning due to their GPA may remain eligible to receive financial aid.

The Educational Supervisor will inform any student midway through the semester if she/he has a D or F grade in any course, and the Educational Supervisor will recommend the student to seek support from the tutoring advisor. The tutoring advisor will develop a tutoring plan and monitor the student's progress for the remainder of the semester.

All students receive written progress reports every three weeks of each semester and a completed transcript at the end of the program.

When a student has earned 31 credits, she/he will attain sophomore status. Students must also complete a minimum amount of credits during each academic year attempted to make adequate progress towards graduation. To graduate within the maximum time frame, students must complete 77% of credits attempted. Credits achieved relates directly to earning a passing grade for the course attempted.

CREDIT ACQUISITION SCHEDULE

For full-time students, credits must be achieved on the following schedule:

AST Degree Programs		
Academic Year	Credits Attempted	Credits Achieved
1	31	24
2	62	48
3	93	62

Diploma Programs		
Credits Attempted	Academic Warning	Academic Probation
0-22	1.00 - 1.99 GPA	0.00 - 0.99 GPA
23-45	1.50 - 1.99 GPA	1.00 - 1.49 GPA
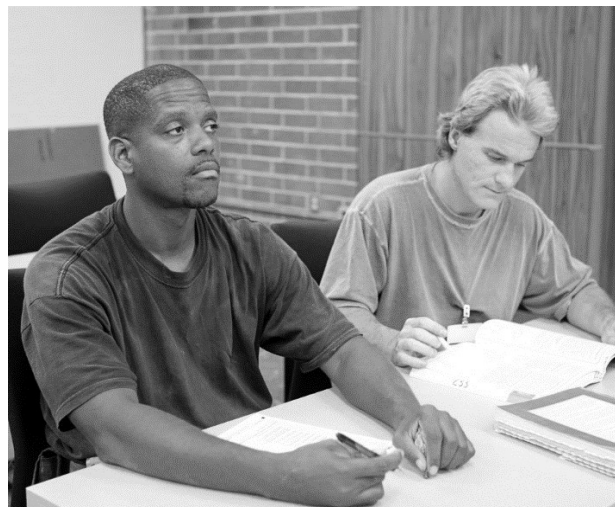
Satisfactory progress is considered when the student is achieving course competencies and meeting the above standards for attendance, punctuality, and performance of work consistent with employment, the ultimate goal of the program. Satisfactory completion of a diploma program occurs when the student has completed 36 weeks of training with a cumulative 2.0-grade point average. Satisfactory completion of an AST Degree program occurs when the student has completed 61 weeks of training with a cumulative 2.0-grade point average.

Unexcused and excessive absences, excessive lateness, misconduct, or consistently inadequate, incomplete, or late assignments are grounds for ASPIRA City College to terminate the student.

Students who fail to complete the minimum number of credits will be placed on Academic Probation. Courses dropped during the add/drop period will not be considered attempted. Any courses continued after the add/drop period will be deemed to be attempted.

The credit hours attempted cannot exceed 1.5 times the credit hours required to complete the program.

ACADEMIC PROBATION

If a student fails to meet the minimum cumulative GPA standards indicated previously or achieve the required number of credits, she/he will be placed on Academic Probation and must meet with the Educational Supervisor upon reentering school in the next semester. Students placed on Academic Probation will be allowed one semester to achieve minimum GPA standards and credits required. During this probationary period, the student who did not meet the academic progress standards can still be treated as if they met the criteria and may remain eligible to receive financial aid.

If the student fails to achieve minimum GPA requirements or credits required after the period of Academic Probation, the Campus Director will academically dismiss the student, and she/he will be considered ineligible to receive financial aid. A

student academically dismissed from ASPIRA City College following a semester of Academic Probation may seek reinstatement only under unusual circumstances. The student may petition the Campus Director to consider a request for reinstatement and waiver of academic policy by providing a clear statement and evidence indicating the student's potential for academic success. If the Campus Director approves the petition, the student shall be reinstated on Academic Probation for one semester during which the student must achieve the minimum grade point average and credits required. If the student surpasses the minimum academic standards by the end of the probation period, eligibility for financial aid will be reestablished.

GRADUATION REQUIREMENTS

Students are required to accomplish the following to qualify for the Associate in Specialized Technology (AST) Degree in the Information Technology programs or Post Secondary Diploma in the Medical Secretary Program:

- Achieve a minimum grade point average of 2.0

- Pass all courses; Grades of "F," "R," or "I" will not be accepted for graduation. Any "F's" or "I's" must be reconciled, and a score of a "D" or higher must be achieved.
- Settle all financial obligations to the school before graduation.

Upon successful completion of the above, graduates will receive the Associate in Specialized Technology (AST) Degree in their Information Technology program of study. Students enrolled in the Medical Secretary Program will receive a Post Secondary Diploma.

CREDIT HOUR COMPUTATION

A standard class clock hour will equal 55 minutes. Semester credit hours are awarded on the following basis:

- One (1) credit hour for each fifteen (15) clock hours of classroom theory instruction.
- One (1) credit hour for each thirty (30) clock hours of laboratory instruction.
- One (1) credit hour for each forty-five (45) clock hours of externship, internship, or work-related experience.

ATTENDANCE AND PUNCTUALITY

Consistent attendance and punctuality are the priority requirements of employers. ASPIRA City College is committed to preparing students to meet these requirements. Regular, timely attendance and punctuality are essential requirements of the program. Instructors monitor attendance daily. Within the syllabi, students are reminded that all courses have in-class exercises or labs that must be completed in class under the instructor's guidance. By missing class, students forfeit that part of their grade. In most cases, these exercises and labs make up 10-40% of the grade, depending on the course.

If absent, the student must contact the Instructor or the Educational Supervisor before class begins on the day of the absence. Students with a documented excused absence must make up missed work under the direction of the instructor. According to the policy, as it is outlined in the course syllabus. Students who miss three consecutive class sessions are required to meet with the Educational Supervisor to establish an academic plan. Finally, a student will be automatically terminated from the program if they have 15 consecutive days of absences. Students may appeal the decision to the Campus Director, who will determine possible reinstatement with input from the faculty member.

TERMINATION OR DISMISSAL

ASPIRA City College will make every attempt possible to assist students in completing their program and attaining their career goals.

However, some students may consistently demonstrate an inability to continue within their program effectively. The following situations are grounds for termination from the program ad include, but are not limited to:

- Fifteen (15) consecutive days of absences
- Violation of the Code of Conduct, guidelines set forth in the Catalog, or other regulatory publications.
- Failure to meet the Academic Progress Standards after a probationary period.
- Failure to meet financial obligations to ASPIRA City College.

Terminated students may not be eligible for further funded training opportunities at ASPIRA City College or through other providers. The Campus Director will make the final decision regarding the termination of any student from the program.
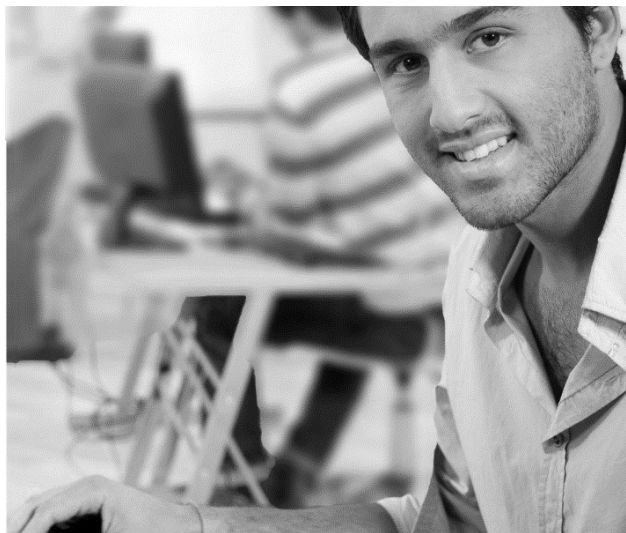
LEAVE OF ABSENCE

Occasionally, for medical, personal, military, or other reasons, students may need to be temporarily released from attendance at ASPIRA City College but may not wish to withdraw. Under certain circumstances, students may be eligible for a Leave of Absence. Requests for a Leave of absence must be made in writing using the Leave of Absence Request Form and specify a reason.

The Campus Director may grant requests for Leave of Absence after careful consideration of all pertinent factors, including the reason for the request. ASPIRA City College will only approve the request where the student provides a reasonable expectation that he/she would return within 180 days (within a 12-month period). Upon approval, ASPIRA City College will provide a verbal and written communication to Title IV recipients of the consequences concerning loan repayment and the loan repayment grace period if the student does not return within the 180-day period.

Students are eligible for Military Leave for voluntary or involuntary military service in conformity with applicable federal and state laws.

MAKEUP WORK AND MISSED TEST POLICY

ASPIRA City College will allow students a certain number of *Grace Period Days* to make up assignments and to take quizzes, tests, or exams missed during a short-term absence.

Students are responsible for obtaining work they miss due to short-term absences from their instructor in advance of the absence, during the absence by email, text or phone, or on the first day returning to class.

Quizzes, tests, and exams missed are to be taken outside of class time within the *Grace Period Days* at the convenience of the instructor.

It is understood that the nature of some work makes it impossible to complete, e.g., specific lab assignments, group activities, etc., and making up these missed learning opportunities will be considered on a case by case basis with the instructor.

Makeup work and missed test grace period days defined

All Grace Period Days are days during which classes are in session.

One *Grace Period Day* will be granted for each absent day up to three (3) consecutive absent days. Example: If a student is absent on Monday and Tuesday, they will be granted Wednesday and Thursday as *Grace Period Days* to complete missed assignments or take a missed quiz, test, or exam.

There will be grade point deductions for assignments and tests missed beginning on the first day after the *Grace Period Days* as follows:

- Assignment(s) completed, and tests taken on the day after the last Grace Period Day: 5% grade point deduction.
- Assignment(s) completed, and tests taken on the second day after the last Grace Period Day: 10% grade point deduction.
- Assignment(s) completed, and tests taken on the third day after the last Grace Period Day: 15% grade point deduction.
- Assignment(s) completed, and tests taken on the fourth day after the last Grace Period Day: 20% grade point deduction.
- Assignment(s) completed, and tests taken on the fifth day after the last Grace Period Day: 25% grade point deduction.
- Assignment(s) completed, and tests taken on the sixth day after the last Grace Period Day or beyond will be grade a zero (0) or F.

In certain circumstances such as prolonged illness or military service, an extension of the above limitations may be arranged between the student and their instructor.

WITHDRAWAL POLICY

The procedure to withdraw officially from ASPIRA City College is as follows:

- The student completes the ASPIRA City College Change of Status Form.
- The student submits the Change of Status Form to the Campus Director.
- The student should inform ASPIRA City College as soon as possible after a final decision has been made to receive the most equitable refund of tuition paid.

An unofficial withdrawal may consist of but is not limited to 15 consecutive class absences and failure to notify the Campus Director of a decision to withdraw from school.
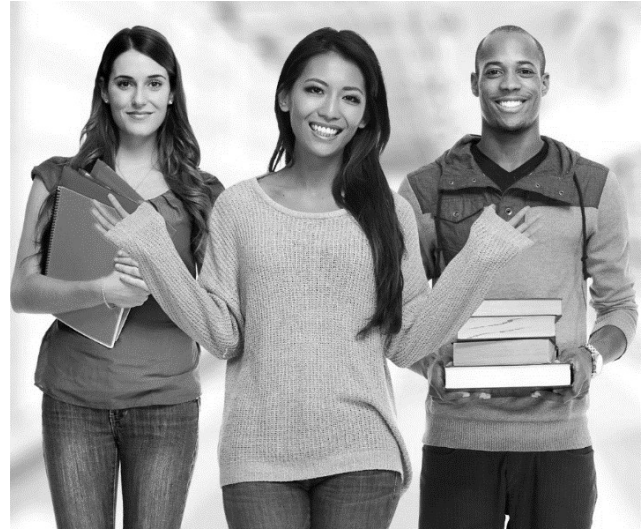
DRESS CODE

Students are expected to approach their studies and training with a professional attitude. This extends to a professional appearance. All students are expected to be clean, neat, and appropriately dressed for a business environment. Students should not wear inappropriate clothing at any time. This includes but is not limited to the following: shorts, sweat suits, exercise suits, tank tops, spaghetti strap tops, halter tops, and hats, head scares (exceptions for medical or religious reasons), torn clothing, pants that are excessively baggy or sagging, and tops that reveal shoulders, backs or midriffs. ASPIRA City College reserves the right to dismiss students who dress inappropriately for that day.

You will find your fit here

Celebrate Diversity

STUDENT CONDUCT

The purpose of the code of conduct is to set forth those behaviors considered unacceptable by ASPIRA City College.

Students are expected to conduct themselves in accordance with the ASPIRA City College Student Code of Conduct and all school policies and procedures.

In accordance with ASPIRA City College's Student Code of Conduct, STUDENT, WILL NOT:

- Cheat on homework, projects, exams or plagiarize the work of others;
- Violate copyright restrictions for software and associated documentation;

- Engage in any act of vandalism. They will not deface, damage or destroy ASPIRA City College property or the property of others, including other students;
- Borrow, or in any other way, remove ASPIRA City College books, materials or equipment from the Learning Resource Center;
- Create unsafe conditions for self or others;
- Speak or act in a disrespectful manner toward fellow students, staff or instructors;
- Disrupt classes or interfering with the progress of other students;
- Engage in disorderly, disruptive, lewd or indecent conduct;
- Be excessively absent, tardy, or leave early;
- Fight or engage in an altercation with anyone, verbally or physically, on or near school premises;
- Engage in bullying in any form;

- Park in restricted areas;
- Possess, use, distribute, manufacture, sell or be under the influence of alcohol on or near school premises;
- Possess, use, distribute, manufacture, sell or be under the influence of controlled or illegal substances on or near school premises;
- Possess, store, or use a weapon on or near school premises. In addition to termination, possession of firearms will be reported to the proper authorities;
- Utter profanities in the building or on school grounds;
- Provide their ASPIRA Student ID Key Card for the use of any other person;
- Smoke in the building, in front of the building entrances or in any other marked for "no smoking" on school grounds;
- Tamper with fire or other safety equipment;
- Set an unauthorized fire;
- Sexually harass, assault or abuse any ASPIRA City College employee or student;
- Sleep in class;
- Consume or take food or drinks in classrooms or labs;
- Take or steal property that belongs to either the school or other students. Theft may be reported to civil authorities.
- Enter or use of ASPIRA City College property or facilities, including classrooms, offices, and computer labs without administrative authority;
- Use beepers, headsets, cell phones, mobile devices, recording or other electronic devices in classrooms, hallways or other restricted areas of the campus without the express permission of an instructor or administrator;
- Violate the technology use policy (misuse of computers, digital library, or internet access privileges).

VIOLATION OF CONDUCT CODE OR SCHOOL POLICIES

Individuals in need of specific counseling and guidance are referred to an appropriate agency. Students must sign drug and alcohol-free policy statements as part of the Enrollment Agreement.

Students who do not abide by the Code of Conduct institutional policies or regulations presented in this catalog or any other ASPIRA City College student publication will be subject to disciplinary actions, including suspension and termination from the school. In addition to sanctions, suspensions or termination, any student violating the law will be reported to the proper authorities

A student who is dismissed from the school may be considered for readmission after the student formally submits a written request for readmission to the Campus Director.

The request for readmissions will be reviewed by the readmission committee, which will be made up of the Campus Director, Educational Supervisor, Director of Student Services, and the Director of Admissions. The committee will consider the request based on factors including the reason for dismissal, length of time since the code violation, and corrective actions were since taken by the dismissed student. A decision is rendered on or before the 30th calendar day, following receipt of the written request.

Students are subject to the actions below:

- An ASPIRA City College administrator will meet with the student, explain the violation, direct the student to refrain from engagement, and be provided with behavioral expectations.
- If the behavior persists or reoccurs, the student will be asked to leave class and meet with the Educational Supervisor

- If the student is not attending class consistently or not coming to class on time, the student will be asked to meet with the Educational Supervisor before attending class again.
- The Educational Supervisor will meet with the student to determine what the problem is and what strategy is necessary to resolve the issue in coordination with the student. If the behavior persists, the student will be asked to meet with the Campus Director to review the strategy and determine the root of and solution for the problem.
- If the behavior still persists or reoccurs, the student will be recommended for termination from the program.

- If the conduct violates the law, the student will be terminated, and the authorities will be notified.

TUITION AND FINANCIAL INFORMATION

TUITION AND FEES

Tuition for ASPIRA City College's Computer and Information Technology Programs is $23,994.00. The tuition for ASPIRA City College's Medical Secretary Program is $12,431. Applicants to all ASPIRA City College Program pay a one-time Application Fee of $50.00

upon enrollment, a one-time technology fee estimated at $100, and a Laboratory Fee of $50.00 each semester. The cost of books and supplies is charged per semester. The cost of books and supplies may vary per semester. For details on the cost of books, and supplies refer to the program section within the catalog.

If a student fails to complete a course required for graduation, he or she will be responsible for the per credit charge to retake the course.

Program Title	Months Full Time	Months Part Time	Full-Time Payable Each Semester	Part-Time Payable Each Semester
CSS	15 or 24	30	$5,998.50	$387.00 per credit
WD	15 or 24	30	$5,998.50	$387.00 per credit
MS	9	18	$6353.75	$276.25

(WD) Web Design Program; (CSS) Computer Support Specialist Program; (MS) Medical Secretary Program

Additional financial information on tuition and fees is provided under Educational Programs.

BOOKS, AND SUPPLIES

External hard drives, books associated with the curriculum, and supplies are available for purchase at the school. The cost is not included in tuition charges. Students can purchase additional hard drives at their expense.

The cost associated with replacing a lost hard drive, book, or other supply is assumed by the student.

SCHOOL CODE

ASPIRA City College's Office of Postsecondary Education Identification (OPEID) Code is 031091. Students completing their Free Application for Federal Student Aid (FAFSA) online will use this code in completing their application.

FINANCIAL AID AND TUITION ASSISTANCE

ASPIRA City College participates in several types of federal, state, and institutional financial aid programs. Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA). The state and federal form assist the Director of Financial Aid in determining a student's need. Students can then meet with the Director of Financial Aid for support and guidance through the financial aid resources available to them according to their personal circumstances. ASPIRA City College lists potential financial aid resources on its website at: www.wficitycollege.edu/financial/.

During a student's first academic year, the Director of Financial Aid will conduct classroom visits to present financial literacy materials, which include student loan terms and conditions, debt management, consumer credit basics, and budgeting tools.

All financial aid recipients must be enrolled in an approved program of study, continue to demonstrate financial need, and maintain satisfactory academic progress. Further information

concerning these Financial Aid programs, rights, and responsibilities of financial aid recipients and official application forms may be obtained from the Financial Aid Office. In the event a student is suspended, terminated, or on probation, Financial Aid will be discontinued.

ASPIRA City College participates in Electronic Funds Transfer (EFT) for Direct Loan Program proceeds (DPLUS, DL); therefore, all funds will be transferred electronically to ASPIRA City College. Each student/parent will be notified of those funds being credited to the student's account. This notification will outline the student's options.

Students attending ASPIRA City College, who qualify, may be eligible for the following financial aid programs.

FEDERAL WORK-STUDY (FWS) PROGRAM

This program is a form of need-based financial aid for qualified students. This enables students to earn money by working on-campus or for an off-campus employer assigned by the school.

VETERAN'S BENEFITS

ASPIRA City College is approved for the training of veterans under the provision of Title 38, United States Code, and Section 3675. Veterans should contact ASPIRA City College's Certifying Official or the Financial Aid Office for further information. In accordance with *Title 38 US Code 3679 subsection (e),* any covered individual entitled to educational benefits under U*.S. Department of Veteran Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33)* or *Vocational Rehabilitation and Employment (Ch. 31)* while payment to the institution is pending. ASPIRA City College will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

To qualify for this provision, such students may be required to:
- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.

OFFICE OF VOCATIONAL REHABILITATION (OVR)

Physically challenged students seeking vocational training are encouraged to contact their nearest Vocational Rehabilitation Office for information and official forms.

FEDERAL PELL GRANT PROGRAM

ASPIRA City College participates in the Federal Pell Grant Program. Under the terms of this entitlement program, students who are determined to be eligible by the federal government may receive grants for a full-time and part-time course of study during the grant year. Eligibility is determined by the federal government.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)

An FSEOG grant may be awarded on a limited basis in the range of $100 to $2000 per award year. Students with the most need based on student's Estimated Family Contribution (EFC) who qualify for other aid are given first consideration for this grant.

STATE GRANTS

Pennsylvania Higher Education Assistance Agency (PHEAA) is applicable to Associate (AST and ASB) Degree Programs. Undergraduate students who have been a resident of Pennsylvania for at least twelve months before the filing deadline are eligible to apply for a Pennsylvania State Grant

PHEAA Grant awards are made to students who demonstrate financial need by PHEAA requirements. May 1st deadline for State Grant recipients. There is an August 1st deadline for first –time applicant

DIRECT LOAN (DL) PROGRAM

Under the US Department of Education, students may obtain low-cost loans to be repaid after completion of their studies. Applicants complete a Master Promissory Note through the www.studentloans.gov website, using their login credentials for the FAFSA.

Direct Loan Programs (Subsidized Loan & Unsubsidized Loan) - An origination fee is charged on each loan. Direct Plus Loan (Parental Loans for Undergraduate Students) - This type of loan can be borrowed by parents of dependent children who are enrolled at an eligible institution at least on a half-time basis. The maximum amount per year is up to the cost of attendance less other student aid. Repayment begins once the loan is fully disbursed. Contact the Financial Aid Office for more information regarding loans for which you may qualify.

TUITION FINANCING

ASPIRA City College offers students a wide range of payment options to bridge the gap, if one exists, between financial aid eligibility and the education investment through its partnership with Tuition Financing (TFC). TFC is a leader in student financing. TFC makes education TFC Tuition Financing makes education affordable for all students when otherwise it may not. Features students find attractive include:

- A no minimum credit score requirement
- Low-interest rate
- Monthly repayment based on amount financed, program and track
- No pre-payment penalty
- Ability to review account status and make payments online

Forward Moving

FINANCIAL LITERACY AND STUDENT LOAN MANAGEMENT

The Director of Financial Aid conducts an entrance interview and loan counseling with new students during a Financial Aid Planning Session to review the rights and responsibilities of borrowing Federal Direct Loans and encourage responsible borrowing practices with the student.

In the last semester of the program, students are required to complete Exit Loan Counseling and an Exit Interview Form. The Director of Financial Aid offers both group and one-on-one sessions to educate student borrowers and to explain the repayment options and characteristics of the Federal Direct Loan Program. The Director of Financial Aid continues to assist student borrowers throughout the Federal Student Loan repayment period.

The Director of Financial Aid contacts students who have stopped attending ASPIRA City College to advise them of their financial responsibility, answer questions and provide information on student borrower resources.

Comparable program information is available from the Accrediting Commission of Career Schools and Colleges. You may write to or phone:

Accrediting Commission of Career Schools and Colleges
2101 Wilson Boulevard, Suite 302
Arlington, VA 22201
703-247-4212

WITHDRAWAL POLICY

The procedure to withdraw officially from ASPIRA City
College is as follows:

- The student completes the ASPIRA City College Change of Status Form.
- The student submits the Change of Status Form to the Campus Director.
- The student informs ASPIRA City College as soon as possible after a final decision has been made to receive the most favorable refund on tuition paid.

An unofficial withdrawal may consist of but is not limited to 15 consecutive class absences and failure to notify the Campus Director of a decision to withdraw from school.

Applicants who have not visited the school facility prior to applying will have the opportunity to withdraw without penalty within three business days, either following attendance at a regularly scheduled new student orientation or following a tour and inspection of the facility, whichever is attended first. After this period, the application fee is non-refundable.

REFUND POLICIES

APPLICATION FEE REFUNDS

An applicant denied admission by the school receives a full refund of the application fee paid. Application fee refunds are issued by check and sent to the address on record for the applicant not later than ten (10) business days of the denial decision.

The school will refund the application fee paid if a student requests in writing cancellation of their enrollment by notifying the School within five calendar days after signing and submitting the Application for Admission if no classes have been attended, no lessons completed or materials used.

A request for cancellation, which is not made in writing, shall be confirmed in writing by the student within an additional period of five days. If, after ten calendar days, the school has not received written confirmation of cancellation, the application fee paid will be retained by the school.

CANCELATION, WITHDRAWAL AND TERMINATION REFUNDS

If a student withdraws, cancels enrollment, or is terminated from the program, tuition monies paid will be refunded as follows:

- Cancellation of enrollment within five calendar days: all monies paid by a student or on behalf of a student are refunded if the student withdraws within five calendar days after the date of signing the enrollment agreement and making an initial payment. Written notification is required and must be received or postmarked within five days of signing the enrollment agreement and making an initial payment.
- If a student withdraws their application after the fifth calendar day, the School will retain the $50.00 application fee. Tuition is refunded based on the funds that have been earned at the time when the student withdraws or is terminated. Title IV funds are returned based on the procedure stated below. Other funds are returned according to the specific grant under which they have been earned. All monies paid by the student are refunded according to the State Refund Policy.
- Students are billed the cost of their external hard drives. Students who withdraw from the program will be liable for the billed cost of the equipment.
- ASPIRA City College reserves the right not to accept used textbooks, hard drives, and technology equipment in exchange for a refund in the event of either an official or unofficial withdrawal by the student from the school.

RETURN OF TITLE IV FUNDS

Return of Title IV funds is determined through the following steps:

- Specifying the date of withdrawal and determining the percentage of the period of enrollment (semester) attended by the student.
- Determining the amount of the Title IV aid earned by the student by multiplying the Title IV aid for which the student was eligible by the percentage of time enrolled. That is, if the student completed 30% of the semester, he or she earns 30% of the assistance originally scheduled to be received. Once the student has completed more than 60% of the semester, all of the Title IV aid has been earned.
- Comparing the amount earned to the amount disbursed: if the amount earned is greater than the amount disbursed, then a post-withdrawal disbursement must be made if the student is eligible for one under the cash management rules. If the amount disbursed exceeds the amount earned, the Title IV aid must be returned.
- Allocating the responsibility for returning unearned aid between the school and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges were covered.
- Lastly, the institution distributes the unearned Title IV aid back to the Title IV programs.

STATE REFUND POLICY

The following is the policy for refunding students who withdraw from the Associate in Specialized Technology (AST) Degree Programs:

- If a student withdraws from or discontinues a program during the first seven calendar days of the semester, the tuition charges refunded are 75% of the semester tuition.
- If a student withdraws from or discontinues a program after the first seven calendar days, but within the first 25% of the semester, the tuition charges refunded are 55% of the semester tuition.
- If a student withdraws from or discontinues a program after 25%, but within 50% of the

  semester, the tuition charges refunded are 30% of the semester tuition.
- If a student withdraws from or discontinues a program after 50% of the semester, no part of the tuition is refunded.

PERIOD AND ORDER OF REFUND

Refunds calculated under the above policy will be returned within 30 days of receipt of a cancellation notice of withdrawal or the date that withdrawal is determined. Refunds are credited in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Direct PLUS Loans
4. Federal Pell Grants
5. PHEAA State Grants
6. WIOA Grants
7. Institutional Aid Student

Any calculated refund due to a student will automatically be credited towards any unpaid charges owed to the school, and the remainder sent directly to the student who signed the enrollment agreement.

TERMINATION DATE

The student's last day of actual attendance in an academic activity is the termination date for refund purposes.

PAYMENT PERIOD OR PERIOD OF ENROLLMENT

In determining refunds, the payment period is the period of one semester.

PROGRAMS & CURRICULA

ASPIRA City College offers programs through its Information Technology and Health Science Schools of Study. The School of Health Sciences

provides the Medical Secretary Program leading to a Post-Secondary Diploma for successful graduates.

The Information Technology School of Study provides students with the option of either a Web Design or a Computer Support Specialist Program. Both programs prepare graduates for growth-rich employment fields and award successful completers with an Associates in Specialized Technology (AST) Degree. Although each program has a unique focus and educational objective, there are cross-over courses within the curricula and an overarching

ASPIRA CITY COLLEGE

You will **find your fit here**

WE'VE GOT
IT COVERED

FOR YOU

Workforce Driven Programs
For Bright Outlook Career

educational aim for both.

CURRICULA SEGMENTS

1. <u>Base Computer Literacy Segment</u> - Semesters 1 and 2 (day) and terms 1-4 (evening) focus on fundamental technical, communications, and professional development skills. Each semester or term lasts for 15 weeks. Upon completion of the base Computer Literacy Phase, students will have acquired basic computer literacy skills.

2. <u>Professional Area Specialty Segment</u> - During semester 3 (day) and term 5 (evening), class and lab instruction is balanced between technical and non-technical areas. After completing this 15-week semester or term, students will have developed basic concepts in their track and will begin to explore them further.

3. <u>Professional Area Practice Segment</u> – Program semester 4 (day) and term 8 (evening) consist of intensified technical instruction. Emphasis is given to practicing technical concepts through lab exercises and student projects. Students will be placed in an externship with Philadelphia-area businesses. This provides students the opportunity to gain hands-on work experience. To graduate, students must complete at least 195 hours of actual work experience with an employer. Students deemed ready for the workforce may begin permanent employment at this time. Each student's

progress is monitored weekly during the externship. Feedback from the on-site supervisor is considered when grading this course. The externship is a part of the program's completion requirements. Students will not be regarded as graduates or issued graduation credentials until the externship is satisfactorily completed.

SCHOOL OF INFORMATION TECHNOLOGY

Our Information Technology Programs respond to the demands of the Professional and Business Service industry by preparing students personally, professionally, and technically for the day-to-day realities of working in the field.

Honoring Our Accomplished IT Students

Curricula for both programs incorporate input from employers through the College's Professional Advisory Committees (PAC) and follow industry trends on emerging technologies for engaging and relevant learning experiences. Curricula is supported further by classroom equipment, teaching materials, and learning activities designed to impart the theory and hands-on experience needed for career entry.

Regardless of the track students choose, Traditional Day, Fast-Path Day or Evening, the initial semesters of the program focus on the acquisition of technical, academic, communication, and professional development skills. Curricula are divided between technical and non-technical subjects. As students progress through the program, technical subject emphasis increases leading to an individualized term, which includes an externship. Externships provide students with practical in-the-field

experience where they have the opportunity to integrate theory and skill gained in the classroom. The Externship serves as a transition and is an introductory step toward employment in the field.

COMPUTER SUPPORT SPECIALIST

Some people are born with it, and others grow into it – an aptitude for computer technology coupled with a knack for solving problems, and a real desire to help others.

Computer Support Specialists, also called Technical Support Specialists or Help Desk Technicians, provide technical assistance, support, and advice to computer users in person, on the phone, or electronically through remote access. They troubleshoot and resolve software and hardware problems.

Computer Support Specialists can work for large software companies, support service firms, or help-desk call centers. An increasing number of Computer Support Specialists work remotely, from home. In today's technology-driven world, having direct access to Computer Support Specialists is as critical to the individual home user as it is to organizations in every industry.

PROGRAM AT-A-GLANCE | COMPUTER SUPPORT SPECIALIST

Credential Award		Associate in Specialized Technology (AST) Degree
Total Credit Hours		62 credits
Total Clock Hours		1,575 clock hours
Track Options	**Fast-Path Day**	15-month; 64 Weeks (over four semesters, 61 weeks of classroom training; 3 weeks semester breaks) Monday through Friday 9 am and 5 pm.
	Traditional Day	20-month; attend only fall and spring semesters with summer off; 108 Weeks (five semesters, 76 weeks of classroom training; 2 weeks semester breaks; 30 weeks summer breaks). Class Schedule Monday through Friday 9 am and 5 pm.
	Evening	30 months; 128 Weeks (over eight semesters, 121 weeks of classroom training; 7 weeks semester breaks) Monday through Thursday 6:00 pm and 10:30 pm.
CIP Code		11.1006 Classification of Instructional Programs, IPEDS
SOC Code		15-1150 (Standard Occupational Code)
Enrollment Agreement	**Tuition**	$23,994.00 ($387.00/Credit Hour)
	Application Fee	$50 One-Time Fee
	Hardware Fees	$60 to $100 if purchased from ASPIRA City College
	Lab Fees	$50 Per Semester
	Book Fees	$2,000 (estimated)
	Administrative Fees	None Charged
	Graduation Fees	None Charged
	Total	$26,344.00 Total cost may vary based on program tracks, books, and supplies
Program Objective		Prepare individuals to provide technical assistance on computerized information systems to include installation, configuration, and maintaining workstations, servers, and other devices. Instruction includes troubleshooting and resolving computer and network problems, correcting connectivity issues and provide useful end-user support and help desk services.
Core Skill Competencies		▪Install & configure applications & work with free-standing and networked desktop computers; ▪Install, configure, support internal & external networks including MS & Linux-based computer networks; ▪Deliver the productivity and efficiency promised by the hardware and software manufactures; ▪Analyze information needs; identify alternate hardware and software solutions; ▪Plan, develop & implement systems; train others to use them effectively; ▪Monitor & maintain a variety of computing devices requirements; ▪Diagnose & repair microcomputers (IBM compatibles) using standard techniques. ▪Communicate verbally & in writing in a clear professional manner to provide positive customer service.

If a student fails to complete a course required for graduation or does not achieve a passing grade in the course he or she may be charged up to the per credit charge of $387.00 to retake the course.

PROGRAM AT-A-GLANCE | COMPUTER SUPPORT SPECIALIST		
Entry Level Job Titles	Computer Specialist, Computer Support Specialist, Computer Technician, Desktop Support Technician, Help Desk Analyst, Help Desk Technician, Information Technology Specialist (IT Specialist), Support Specialist, Technical Support Specialist, LAN Operator, Hardware Support Technician, LAN Administrator, PC User Support, Network Installer	
Employment Objectives	Program graduates are equipped with the knowledge and skill to perform entry-level positions providing technical assistance on computerized information systems to include installation, configuration, and maintaining workstations, servers, and other devices. Able to troubleshoot and resolve computer and network problems as well as resolve connectivity issues.	
Teaching Environment	Classrooms have a whiteboard overhead projector (mounted or desktop), wireless Internet access, and printers. Furnishings include desk tables that seat two students each and task chairs. Internet access electrical outlets are available at each desk. Classroom technology comprises Microsoft Server, SQL Server, Office 365; Windows	
Quizzes & Exams	Each course has assignments, quizzes, and exams. Time, dates, and criteria are within the syllabus	
Grading	Grading is a set alphabetic grade from A to F. Grades constitute a combination of quizzes, midterm, assignments, labs, research paper, team collaboration, and a final exam.	
Out-of-Class Time	The average student reasonably can expect to spend approximately 755 hours on homework and assigned projects distributed over the total course of the program.	

Externship		
Prerequisite	Completion of required coursework with a grade of C or better.	
Length	4 Credits/ 195 Hours total; 190 hours at externship site; 5 hours on campus lecture	
Location	Vary based on student interest, availability of sites	
Status	Unpaid	
Scheduling	20-40 hours per week for 5-10 weeks	
Support	On-campus roundtable; students are required to meet with WFICC advisor every three weeks	
WFICC Responsibility	Develop & maintain externship site relations. Place students promptly, ensure that agreements are signed, track student progress, support students through their externship.	
Site Responsibility	Prepare position description for student experience; provide student externship experience that aligns with the course; submit signed and completed timesheets weekly; communicate any issues to WFICC liaison	
Extern Responsibility	Complying with site policies, arriving on time, maintaining good attendance, completing assignments to the best of their ability, attending 5 hours of scheduled on-campus externship round table sessions. A student extern may be terminated by the externship site for not complying with site policies, including tardiness, poor attendance or poor performance.	

Graduation Requirements	To qualify for the Associate in Specialized Technology (AST) Degree in the Computer Technology Program students are required to accomplish the following: ▪Achieve a minimum grade point average of 2.0; ▪Pass all courses; Grades of "F" or "I" are not accepted for graduation; ▪Settle all financial obligations to the school before graduation.		

Graduate Eligibility 3rd Party Credentials	**Exam Name(s)**	CompTIA A+; CompTIA Network+; Security+; Microsoft Certified Professional
	Credentialer	Microsoft; CompTIA
	Status	Voluntary
	Cost of Exam	CompTIA A+ - $211; CompTIA Network+ - $302; Security+ - $330; Microsoft Certified Professional - $125. Subject to change by credentialer.
	Payment	Responsibility of the student/graduate
	Policies	Fees & policies are established by the credentialer.

COMPUTER SUPPORT SPECIALIST PROGRAM | RECOMMENDED COURSE SEQUENCE						
Semester – Day; Term - Evening						
Sem 1; Terms 1 & 2	**Course Name**	**Hours**				**Credits**
		Total	**Lecture**	**Lab**	**Extern**	
CTEC 101	Introduction to PC Technology Fundamentals	90	30	60	0	3
CTEC 134	Network Technologies	105	85	20	0	4
ENGL 101	Basic Composition	45	35	10	0	3
PSYC 101	Personal Development	30	20	10	0	2
MATH 101	Technical Mathematics	60	50	10	0	3
TOTAL		**330**	**220**	**110**	**0**	**15**
Sem 2; Terms 3 & 4	**Course Name**	**Total**	**Lecture**	**Lab**	**Extern**	**Credits**
CTEC 204	Intro to Computer Programming	90	20	70	0	3
CTEC 220	Introduction to Microsoft Desktop & Server	120	20	100	0	4
CTEC 124	Enhanced PC Technology	90	10	80	0	3
MT 201	College Mathematics	45	35	10	0	3
TOTAL		**345**	**85**	**260**	**0**	**13**
Sem 3; Terms 5 & 6	**Course Name**	**Total**	**Lecture**	**Lab**	**Extern**	**Credits**
CTEC 175	Network Operations & Emerging Technologies	60	30	30	0	3
CTEC 201	Introduction to Linux Operating Systems	75	25	50	0	3
CTEC 200	Routers & Routing	75	35	40	0	3
CTEC 325	Structured Cabling	75	35	40	0	3
ENGL 103	Oral Communications	45	35	10	0	3
TOTAL		**330**	**160**	**170**	**0**	**15**
Sem 4; Terms 7 &8	**Course Name**	**Total**	**Lecture**	**Lab**	**Extern**	**Credits**
CTEC 405	Electronics Communications & Troubleshooting	105	35	70	0	4
CTEC 103	Database Management SQL	105	35	70	0	4
CTEC 420	Advance Severs Technology	105	40	65	0	4
BUSN 105	Organizational Behavior/Professional Development	60	50	10	0	3
CTEC 195	Externship/Co-op	195	5	0	190	4
TOTAL		**570**	**165**	**215**	**190**	**19**
PROGRAM TOTAL		**1575**	**630**	**755**	**190**	**62**
NOTE: COURSES MAY NOT ALL BE OFFERED EACH TERM OR SEMESTER.						

WEB DESIGNER

When I was a kid it was crayons

WEB DESIGN

A career as a web designer is the perfect fit to combine a passion for creative design, marketing, and technology! Web designers think creatively and strategically to make their client's vision a reality.

They analyze client needs for content, graphics, capacity, and integration with other computer applications. They convert written, graphic, audio and video components to compatible web formats, and make websites functional, while at the same time, visually appealing.

WEB DESIGN PROGRAM

Everything taught is taught for a reason. Every class brings you closer to the career fit you want and the future you envision. If you've got a positive attitude, the willingness to learn, and the desire to succeed, then put your creativity and love of technology to work with our web design program.

You will find your fit at ASPIRA City College where you'll gain the knowledge and skills you need to step forward into the creative field of web design.

PROGRAM AT-A-GLANCE | WEB DESIGN

Credential Award		Associate in Specialized Technology (AST) Degree
Total Credit Hours		62 credits
Total Clock Hours		1,575 clock hours
Cohort Options	**Fast-Track Day**	15-month; 64 Weeks (over four semesters, 61 weeks of classroom training; 3 weeks semester breaks) Monday through Friday 9 am and 5 pm.
	Traditional Day	20-month; attend only fall and spring semesters with summer off; 108 Weeks (five semesters, 76 weeks of classroom training; 2 weeks semester breaks; 30 weeks summer breaks). Class Schedule Monday through Friday 9 am and 5 pm.
	Evening	30 months; 128 Weeks (over eight semesters, 121 weeks of classroom training; 7 weeks semester breaks) Monday through Thursday 6:00 pm and 10:30 pm.
CIP Code		11.0801 (IPED Classification of Instructional Programs)
SOC Code		15-1134.00 (Standard Occupational Code)
Enrollment Agreement	**Tuition**	$23,994.00 ($387.00/credit hour)
	Application Fee	$50 one-time fee
	Hardware Fees	$60 to $100 if purchased from ASPIRA City College
	Lab Fees	$50 per semester
	Book Fees	$2,000 (estimated)
	Administrative Fees	None charged
	Graduation Fees	None charged
	Total	$26,344.00 Cost may vary based on program tracks, books, and supplies
Objective		Prepare individuals to apply HTML, XML, JavaScript, graphics applications, and other authoring tools to the design, editing, and publishing (launching) of documents, images, graphics, sound, and multimedia products on the World Wide Web. Curricula deliver entry-level instruction in Internet theory, web page standards and policies, elements of web page design, user interfaces, vector tools, special effects, interactive and multimedia components, search engines, navigation, morphing, e-commerce tools, and emerging web technologies.
Core Skill Competencies		▪Write code for Web applications or websites. ▪Design, build, or maintain Web sites, using authoring or scripting languages, content creation tools, management tools, and digital media. ▪Back up files from Web sites to local directories for recovery. ▪Write, design, or edit Web page content, or direct others producing content. ▪Select and use programming languages, design tools, and applications.

If a student fails to complete a course required for graduation or does not achieve a passing grade in the course he or she may be charged up to the per credit charge of $387.00 to retake the course.

PROGRAM AT-A-GLANCE | WEB DESIGN

Entry Level Job Titles	Web designer; Website support; Junior front-end developer, Designer, Web Architect, Web Design Specialist, Web Developer
Employment Objectives	Enter the field equipped with the knowledge and skills to perform entry-level work to design, create, and modify Web sites. Analyze user needs to implement Web site content, graphics, performance, and capacity. Entry-level Web Designers may integrate Web sites with other computer applications. May convert written, graphic, audio, and video components to compatible Web formats by using software designed to facilitate the creation of Web and multimedia content.
Teaching Environment	Classrooms have whiteboards, overhead projectors (mounted or desktop), wireless Internet access, and printers. Furnishings include desk tables that seat two students each and task chairs. Internet access electrical outlets are available at each desk. Classroom technology comprises web tools not limited to JavaScript, PHP, Adobe, Photoshop and HMTL.
Quizzes & Exams	Each course has assignments, quizzes, and exams. Time, dates, and criteria are within the syllabus
Grading	Grading is a set alphabetic grade from A to F. Grades constitute a combination of quizzes, mid-term, assignments, labs, research paper, team collaboration, and a final exam.
Out-of-Class Time	The average student reasonably can expect to spend approximately 755 hours on homework and assigned projects distributed over the total course of the program.

Externship	**Prerequisite**	Completion of their third semester with a grade of C or better; varies with program length
	Length	4 Credits/ 195 Hours total; 190 hours at externship site; 5 hours on campus lecture
	Location	Vary based on student interest, availability of sites
	Status	Unpaid
	Scheduling	20-40 hours per week for 5-10 weeks
	Support	On-campus roundtable; students are required to meet with WFICC advisor every three weeks
	WFICC Responsibility	Develop & maintain externship site relations. Place students promptly, ensure that agreements are signed, track student progress, support students through an externship.
	Site Responsibility	Prepare the position description for student experience; provide student externship experience that aligns with the course; submit signed and completed timesheets weekly; communicate any issues to WFICC liaison
	Extern Responsibility	Complying with site policies, arriving on time, maintaining good attendance, completing assignments to the best of their ability, attending 5 hours of scheduled on-campus externship round table sessions. A student extern may be terminated by the externship site for not complying with site policies, including tardiness, poor attendance, or poor performance.

Graduation Requirements	To qualify for the Associate in Specialized Technology (AST) Degree in the Computer Technology Program students are required to accomplish the following: ▪Achieve a minimum grade point average of 2.0; ▪Pass all courses; Grades of "F" or "I" are not accepted for graduation; ▪Settle all financial obligations to the school before graduation.

WEB DESIGN PROGRAM | RECOMMENDED COURSE SEQUENCE

Semester – Day; Term - Evening

Sem. - 1 Terms- 1 & 2	Course Name	Hours				Credits
		Total	Lecture	Lab	Co-op	
CTEC 101	Introduction to PC Technology Fundamentals	90	30	60	0	3
CTEC 123	Designing Graphics for the Web	105	30	75	0	4
ENGL 101	Basic Composition	45	35	10	0	3
PSYC 101	Personal Development	30	20	10	0	2
MATH 101	Technical Mathematics	60	50	10	0	3
TOTAL		**330**	**165**	**165**	**0**	**15**
Sem. - 2 Terms - 3 & 4	Course Name	Total	Lecture	Lab	Co-op	Credits
CTEC 203	Creating Multi-Media	105	15	90	0	4
CTEC 222	Electronic Visual Communication	75	40	35	0	3
CTEC 230	Digital Media Content Development	90	35	55	0	4
MT 201	College Mathematics	45	35	10	0	3
ENGL 103	Oral Communication	45	35	10	0	3
TOTAL		**360**	**160**	**200**	**0**	**17**
Sem. - 3 Terms - 5 & 6	Course Name	Total	Lecture	Lab	Co-op	Credits
CTEC 350	Web Services & Solutions	60	30	30	0	3
CTEC 330	User Interface Technologies	120	30	90	0	4
CTEC 164	Internet Programming	90	20	70	0	3
CTEC 343	Client-side Scripting	90	35	55	0	4
TOTAL		**360**	**115**	**245**	**0**	**14**
Sem. - 4 Terms – 7 & 8	Course Name	Total	Lecture	Lab	Extern	Credits
CTEC 403	Digital Animation	90	20	70	0	3
CTEC 408	Mobile Computing	90	20	70	0	3
CTEC 410	Digital Gaming	90	20	70	0	3
BUSN 105	Organizational Behavior/Professional	60	50	10	0	3
CTEC 195	Externship/Co-op	195	5	0	190	4
TOTAL		**525**	**115**	**220**	**190**	**16**
PROGRAM TOTAL		**1575**	**555**	**830**	**190**	**62**

COURSES MAY NOT ALL BE OFFERED EACH TERM OR SEMESTER

SCHOOL OF HEALTH SCIENCES

MEDICAL SECRETARY PROGRAM

Medical Secretaries are in demand, and the occupation does not require a college degree. Formal training can be completed in under a year, which makes this occupation very appealing. Although some Medical Secretaries are trained on the job, healthcare employers generally prefer formally trained Medical Secretaries, who have taken and passed the medical office and medical coding and billing certification exams. ASPIRA City College graduates are eligible to sit for

Medical Administrative Assistant (MAAC), Billing Coding Specialist (BCSC), and Electronic Health Records (EHRC) Certification Exams.

Medical Secretaries work in small, medium, and large medical practices, hospitals, clinics, or other health care facilities under the supervision of office managers and other professionals. The work can be fast-paced, and the duties of each Medical Secretaries vary by the facility. However, in general, they perform a range of routine administrative tasks, including scheduling patient appointments, billing patients, compiling and recording medical charts, reports, and correspondence.

A strong customer service orientation, a calming manner, and the ability to interact positively with people from a wide range of cultures are essential qualities. The Medical Secretary typically handles a waiting room full of patients who may be annoyed if the practitioner is running late and tense about their condition or seeing the provider, including many who don't speak English. While the phone can be ringing off the hook, the Medical Secretary must be able to multi-task while

being especially sensitive to the parents, and patient concerns

ASPIRA City College's Medical Secretary Program prepares students for a career supporting the delivery of healthcare. Graduate capabilities include management of patient health information and medical records, appointment scheduling, collecting payments, completing insurance forms, coding and billing, collecting and analyzing patient data, and analyzing financial data.

Graduates are able to operate computers or computerized equipment including office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.

ASPIRA CITY COLLEGE

PROGRAM AT-A-GLANCE	MEDICAL SECRETARY	
Credential Award	Post-Secondary Diploma	
Total Credit Hours	45 credits	
Total Clock Hours	900 clock hours	
Cohort Options	**Fast-Track Day**	9-months; 38 Weeks (over 2 semesters, 37 weeks of classroom training; 1-week semester break) Monday through Friday 9 am and 5 pm.
	Traditional Day	Not available.
	Evening	18-months; 76 Weeks (4 semesters, 73 weeks of classroom training; 3 weeks semester breaks). Class Schedule Monday through Thursday 6 pm and 10:30 pm.
CIP Code	51.0705 (Classification of Instructional Programs)	
SOC Code	31-9092.00 (Standard Occupational Classification)	
Enrollment Agreement	**Tuition**	$12,431 ($276.25 per credit hour)
	Application Fee	$50 one-time fee
	Hardware Fees	$60 to $100 if purchased from ASPIRA City College
	Lab Fees	$50 per semester
	Book Fees	$1,000 (estimated)
	Administrative Fees	None charged
	Graduation Fees	None charged
	Total	$13,681 (cost may vary based on program tracks, books, and supplies)
Objective	Prepare individuals to perform the duties of a medical secretary for physicians, nurses, or other allied health providers to facilitate the delivery of health care in small, medium, and large medical offices, hospitals, and clinics. Curricula deliver entry-level instruction in administrative duties, managing patient health information and medical records, collecting and analyzing patient data, analyzing financial data, maintaining medical billing and coding classifications, conducting coding and billing and computer information systems.	
Skills	▪Effect billing, reimbursement, and collection processes based on standard procedures; ▪Utilize Medical Software using Medi-Soft, Prime Suites, and ICD-10 Coding; ▪Complete insurance claim forms; arrange a diagnostic appointment, consultations, surgeries, and hospital admission; ▪Utilize MS Office productivity applications in daily office activities; ▪Develop a comprehensive skill and proper use of root words, prefixes and suffixes of Medical Terminology; ▪Organize, assemble and maintain HIPPA compliant paper and electronic medical records; ▪Provide customer service, route calls & communication between patients and healthcare providers; ▪Prepare paper and email correspondences; assist in the preparation of reports, speeches, and articles for publication ▪Answer phones and greet patients and visitors.	
If a student fails to complete a course required for graduation or does not achieve a passing grade in the course he or she may be charged up to the per credit charge of $276.25 to retake the course.		

	PROGRAM AT-A-GLANCE	MEDICAL SECRETARY	
Entry Level Job Titles	Medical Secretary, Medical Office Secretary, Medical Office Specialist, Medical Receptionist, Medical Billing Clerk, Medical Biller, Billing Coordinator, Patient Coordinator, Physician Office Specialist, Unit Secretary, Unit Support Representative, Ward Clerk, Claims Processors, Admissions Coordinator.	
Employment Objectives	Graduates are equipped with the knowledge and skills to perform entry-level medical administrative duties using specific knowledge of medical terminology, appointment scheduling, insurance coding and billing, HIPPA compliant medical record, and patient services.	
Teaching Environment	Furnished with whiteboards, overhead projectors (mounted or desktop), wireless Internet access, and printers. Furnishings include lecture tables and task chairs for students to complete roundtable activities and assignments. Classroom technology comprises Microsoft Server, SQL Server, Office 365; Windows and Medisoft Software, Prime Suites, and ICD-10 Coding	
Quizzes & Exams	Each course has assignments, quizzes, and exams. Time, dates, and criteria are within the syllabus	
Grading	Grading is a set alphabetic grade from A to F. Grades constitute a combination of quizzes, mid-term, assignments, labs, research paper, team collaboration, and a final exam.	
Out-of-Class Time	The average student reasonably can expect to spend approximately 225 hours on homework and assigned projects distributed over the total course of the program.	

Externship	**Prerequisite**	Completion of their second semester with a grade of C or better; varies with program length
	Length	4 Credits/ 120 Hours total; 105 hours at externship site; 15 hours on-campus roundtable
	Location	Vary based on student interest, availability of sites
	Status	Unpaid
	Scheduling	20-40 hours per week for 5-10 weeks
	Support	On-campus roundtable; students are required to meet with WFICC advisor every three weeks
	WFICC Responsibility	Develop & maintain externship site relations. Place students promptly, ensure that agreements are signed, track student progress, support students through their externship.
	Site Responsibility	Prepare position description for student experience; provide student externship experience that aligns with the course; submit signed and completed timesheets weekly; communicate any issues to WFICC liaison
	Extern Responsibility	Comply with site policies, arriving on time, maintaining good attendance, completing assignments; perform to the best of ability; attend 5-hours of on-campus externship round table. A student extern may be terminated by the externship site for not complying with site policies including tardiness, poor attendance or poor performance.

Graduation Requirements	To qualify for the Post-Secondary Diploma in the Medical Secretary Program students are required to accomplish the following: ▪Achieve a minimum grade point average of 2.0; ▪Pass all courses; Grades of "F" or "I" are not accepted for graduation; ▪Settle all financial obligations to the school before commencement.	
Graduate Eligibility 3rd Party Credentials	**Exam Name(s)**	Electronic Health Records Certification (EHRC), Medical Administrative Assistant Certification (MAAC), Billing and Coding Specialist Certification (BCSC); Bundle Option (EHRC, MAAC, BCSC).
	Credentialer	American Medical Certification Association (AMCA)
	Credential	Voluntary
	Cost of Exam	EHRC exam - $109.00, MAAC exam - $109.00, BCSC exam $109.00, Bundle Option (EHRC, MAAC, BCSC - $169.00).
	Payment	The responsibility of the student/graduate
	Policies	The fees, policies and procedures are established by the credentialer.

MEDICAL SECRETARY PROGRAM | RECOMMENDED COURSE SEQUENCE

Sem – 1 Terms – 1, 2	Course Name	Total Hours	Lecture Hours	Lab Hours	Extern Hours	Credits
PEDDV - 142	Personal Development	45	45	0	0	3
EHR - 144	Electronic Health Records	75	40	35	0	3
MOP - 122	Medical Office Procedures I	75	40	35	0	4
BC - 101	Business Communications	60	35	30	0	3
BBC - 124	Basic Billing & Coding	60	35	25	0	3
MT - 131	Medical Terminology	60	35	25	0	3
LAW - 101	Medical Laws & Ethics	45	45	0	0	3
TOTAL		**420**	**275**	**145**	**0**	**22**
Sem – 2 Terms – 3, 4	Course Name	Total Hours	Lecture Hours	Lab Hours	Extern Hours	Credits
MBA - 203	Medical Billing Applications	60	20	40	0	3
MOP - 223	Medical Office Procedures II	60	30	30	0	3
APO - 233	Anatomy & Physiology	45	45	0	0	3
PD - 234	Professional Development	45	45	0	0	3
BM - 211	Business Mathematics	60	35	25	0	3
TPB - 232	Third Party Billing	90	50	40	0	4
EXT - 100	Externship	120	0	15	105	4
TOTAL		**480**	**225**	**150**	**105**	**23**
PROGRAM TOTAL		**900**	**500**	**295**	**105**	**45**

COURSES MAY NOT ALL BE OFFERED EACH TERM OR SEMESTER

Semester – Day
Term – Evening

THE BEST PART IS WORKING TOGETHER

COURSE DESCRIPTIONS

SCHOOL OF INFORMATION TECHNOLOGIES

BUSN 105 - **Organizational Behavior/Professional Development**
60 clock hours; 3 credit hours
This course increases student self-awareness and self-confidence with an emphasis on developing behaviors and attitudes needed to succeed in a career search. This course prepares students to be successful in their career search through resume building and interview preparation. Students will apply professional skills gained throughout the program to start their careers as well as throughout their life. Critical skills include how to search for a job, how to write a resume and cover letter, how to handle an interview as well as follow-up techniques.

CTEC 101 - **Introduction to PC Technology Fundamentals**
90 clock hours; 3 credit hours
This course provides a basic introduction to technology in today's environment. Students will learn the evolution of the care for and selection of computers as well as gain basic knowledge of various operating systems and standard applications. Attendees will also be able to identify computer hardware components both internal as well as external and gain an understanding of digital security practices and ethics when working within a professional environment.

CTEC 134 – **Network Technologies**
105 clock hours; 4 credit hours
This course is designed to give students a deeper understanding of such topics as the OSI model, the TCP/IP protocol suite, network topologies, and network devices. Students will gain an understanding of essential technologies such as IP addressing, Sub-Netting, Routing Protocols, Switches, and Virtual LANs, as well as how to secure a network and troubleshoot common errors. Upon completion, students will be prepared to take the CompTIA Network+ Certification Exam.

CTEC 204 – **Intro to Computer Programming**
90 clock hours; 3 credit hours
This course serves as a foundation for understanding the logical function and process of computer programming in a given language environment. Basic computer programming knowledge and skills in logic and syntax will be covered. Coding conventions and procedures will be discussed relevant to the given programming language environment.

CTEC 220 – **Introduction to Microsoft Desktop & Server**
120 clock hours; 4 credit hours
This course is designed to introduce students to the most popular operating systems, Microsoft Windows Desktop and Microsoft Windows Servers. Students will gain knowledge and skills required to install, configure, and manage Microsoft desktop and Server operating systems, with the main focus on Microsoft's client-server administration functions.

CTEC 201 – Introduction to Linux Operating Systems
75 clock hours; 3 credit hours
This course is designed to explore the installation, configuration, and management of a Linux operating system. Students will focus on functions that resemble the UNIX environment, directory and file management, user account management, and specific device management (such as drives, printers, interface cards, etc.) will be discussed.

CTEC 325 – Structured Cabling
75 clock hours; 3 credit hours
This course provides the study of industry standards and practices involved in wiring a computer network, including media and protocol specifications, connection topologies, installation, testing, and troubleshooting.

CTEC 405- Electronic Communications & Troubleshooting
105 clock hours; 4 credit hours
This course will provide the student with an introduction to the theory and application of how the field of electronics is intertwined in today's networked environment. Students will gain a hands-on understanding of electronic concepts, Computer repair, as well as troubleshoot and repair today's electronic equipment. **Prerequisites: CTEC 124 Enhanced PC Technology**

CTEC 103 – Database Management SQL
105 clock hours; 4 credit hours
This course introduces students to the role of a database administrator (DBA) and the importance of databases from a business and a technological perspective. This course emphasizes database design concepts, techniques, and daily operations of a DBA. Topics include managing and creating databases using SQL Server, T-SQL, managing security, backup and recovery, and data replication.

CTEC 124 – Enhanced PC Technology
90 clock hours; 3 credit hours
This course is designed to give students a deeper understanding of computers and software, as well as operating systems, networking concepts, mobile devices, IT security and troubleshooting. Students will also learn troubleshooting methods, repair procedures, preventive maintenance and hands-on experience in disassembly and assembly of personal computers and mobile devices. **Prerequisites: CTEC 101 – Introduction to PC Technology Fundamentals**

CTEC 420 – Advanced Servers Technology
105 clock hours; 4 credit hours
This course serves as an extension of Microsoft network server technologies. The main focus is on advance issues, services and infrastructure administration to include the development of a network enterprise. **Prerequisites: CTEC 220 – Introduction to Microsoft Desktop & Server**

CTEC 123 – Designing Graphics for the Web
105 clock hours; 4 credit hours
Adobe Photoshop (PS) is a leading graphics program that graphic designers use to create stunning images. Students learn how to use Photoshop tools to create special effects, buttons, wallpapers, web-friendly icons, and animated graphics interface files (gifs). Students will also learn techniques for retouching scanned images or images taken from digital sources to enhance or manipulate the images.

Students will also study computer color theory and image compression and conversions as a means to decrease download time.

CTEC 203 –Creating Multi-Media
105 clock hours; 4 credit hours

This course addresses the fundamental principles and techniques associated with planning, designing, and creating multimedia content (interactive graphics, animation, digital audio), integration into Web publications; standard multimedia formats; multimedia development tools; Web authoring tools, high-performance Web playback. Students will specify, design, and develop Web-based projects

CTEC 222 – Electronic Visual Communication
75 clock hours; 3 credit hours

This course provides an overview of issues related to the history and theory of images and their cultural function; assessment and analysis of digital images and their effectiveness, primarily through the World Wide Web; application of newly gained knowledge to the creation of students' own visual projects. Emphasis will be on looking at the interactive potential of images in digital media and on devising analytical, assessment, and production strategies that focus on the dynamic potential of these interactive images.

CTEC 230 – Digital Media Content Development
90 clock hours; 4 credit hours

This course addresses the intersection of digital technology theory and practice with content delivery, media literacy, and audience interface. Topics include Web-based languages (HTML5, CSS3, and JavaScript) and authoring environments to develop a framework for specialized digital media content. Students are required to complete projects that integrate the use of digital media with Web-based content.

CTEC 164 - Internet Programming
90 Clock Hours; 3 credits

This course provides a step-by-step guide on how to build robust, database-driven, dynamic websites utilizing PHP programming language, MySQL, and today's modern web database development tools**.**
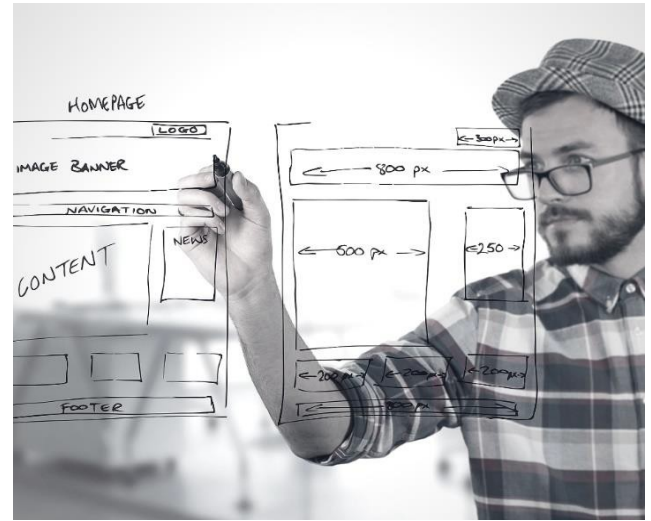
CTEC 350 –Web Services & Solutions
60 clock hours; 3 credit hours

This course explores current Web services and solutions used in technology projects. Case studies are used to identify technology options and explore solution alternatives, including the use of open source technologies and packages. Students investigate case studies to propose interface solutions and alternatives with standard frameworks (i.e., Windows and Linux). Students work in groups to analyze case solutions for controlling the application development, deployment, and maintenance for a real-world problem.

CTEC 175 - Network Operations and Emerging Technologies
60 clock hours; 3 credit hours

The course was designed to meet the needs of students who want to gain basic knowledge in the new field of information security. Students will obtain information that will prepare them for the challenges of network and computer security. Hands-on projects

will guide the student through the implementation of hardware, software, network, and internet security configurations.

CTEC 195 - Externship
195 clock hours; 4 credit hours
This course is designed to provide students with work experience in their specialty area of study at a local business or organization. This will be the student's first step toward full-time employment. Student progress will be monitored weekly during this phase of training.

CTEC 200 - Routers and
Routing 75 clock hours; 3
credit hours
This course introduces the architecture, structure, functions, components, and models of the Intranet and other computer networks. Students learn the importance of IP addressing and fundamentals of Ethernet concepts, media, and operations. By the end of the course, students will be able to build a simple network, perform basic configurations for routers and switches, and implement IP addressing schemes as well as sub-net a congested network.
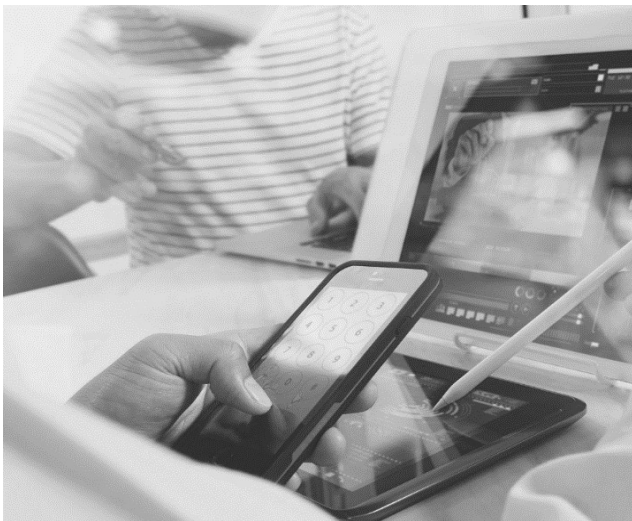
CTEC 330 – Use Interface Technologies
120 clock hours; 4 credit hours
This course will examine the issues associated with the human-computer interaction, including interface-design principles, human-computer task allocation, and interface technologies, such as GUIs, speech, virtual reality, body interfaces, and mimetic. It will also address how to design interfaces likely to enhance performance. Discussion of interface technologies support for good interface design, so technology managers can understand interface issues in technology choice. Evaluation methods will also be examined, so UI designers can determine if their interfaces are enhancing or degrading human performance. Coursework will include a significant team project in which end-user needs are understood, a prototype is developed using a chosen user-interface technology, and a persuasive presentation is delivered.

CTEC 343 – Client-Side Scripting
90 clock hours; 4 credits
This course will require students to design and develop standards-based client interfaces for Web/client-side applications using the latest versions of HTML, CSS, and JavaScript. Students will study Web-based standards and application/design styles. Students will also use common Web-development tools. **Prerequisites: CTEC 230 – Digital Media Content Development**

CTEC 403 – Digital Animation
90 clock hours; 3 credits
This course examines the transformation of frame-based animation with fixed run-time behavior using scripted animation; focusing on interactivity, changing appearance, motion, and sound via scripting to control movies/Web sites in response to execution state and user events; script syntax, logic, controlling targeted objects, timelines; variables, conditional statements, and loops.

CTEC 408 – Mobile Computing
90 clock hours; 3 credits
This course covers software mobile application development, its architecture, and lifecycle, as well as its inherent design considerations. Students will learn about mobile resources, activities, views,

layouts, and intents in addition to interacting with the location-based services, messaging services, multimedia interfaces, and sensors available on the mobile device. The applications developed will manage data input from output to files, databases, and content providers. After developing applications in an emulation environment, students will install them on individual mobile devices as well as prepare them for marketplace distribution.
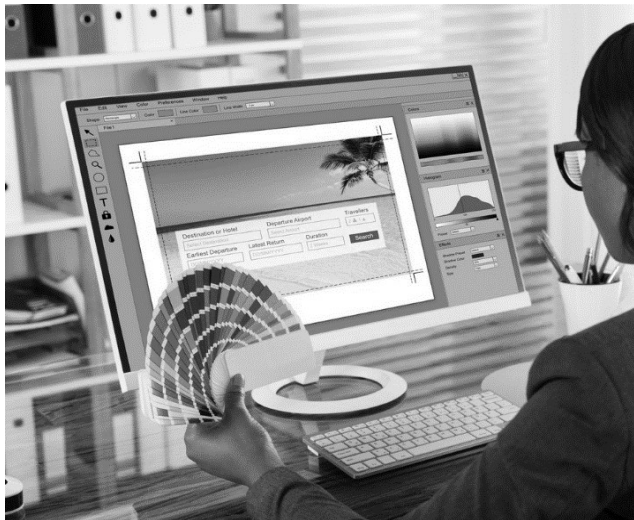
CTEC 410 – Digital Gaming
90 Clock hours; 3 credits
This course is geared to instruct students in the skills necessary to develop and program single and multiplayer video games for gaming consoles, personal computers, and networks.

ENGL 101 - Basic Composition
45 clock hours; 3 credit hours
This course focuses on literacy skills, and it emphasizes the development and reinforcement of fundamental writing skills, including the writing process. This course examines word choice, writing sentences and paragraphs to convey information, and outlining text for writing successfully. Students also develop reading comprehension skills for detail recollection and to draw conclusions and inferences.

ENGL 103 - Oral Communication
45 clock hours; 3 credit hours
This course helps students to attain success in public speaking. Students will have opportunities to enhance skills and to access resources that are critical to speaking well and effectively in public. The course will focus on several units covering the ever-changing process of communication, interpersonal communications, and group communications, preparing and delivering presentations.
Prerequisites: ENGL 101 - Basic Composition

ENGL 104 - Business Communication
45 clock hours; 3 credit hours
This course strengthens students' mastery of oral and written skills. Students will refine communication skills previously learned and apply them to simulated business and industry situations. Students will practice data research, question asking practices, data documentation, and following directions. **Prerequisites: ENGL 101 - Basic Composition** and **ENGL 103 - Oral Communication**

MATH 101 - Technical Mathematics
60 clock hours; 3 credit hours
This course reviews the fundamentals of math, logic, and reasoning with an emphasis on reasonable judgments when planning and completing calculations. These concepts will build students' speed, accuracy, and confidence in performing computational tasks.

PSYC 101 - Personal Development
30 clock hours; 2 credit hours
This course will empower individuals in improving themselves through activities that enhance employment skills and increase confidence. The student will learn the skills to overcome their personal barriers, use time management effectively by working towards positive goals that will enhance their future.

MT 201 – College Mathematics
45 Clock hours; 3 credits
This course provides a transition from arithmetic to the fundamental algebraic concepts necessary to the IT field. Students will use algebra to solve real-world applications while increasing critical thinking and mathematical reasoning skills.

SCHOOL OF HEALTH SCIENCES

142 PEDDV - Personal Development
45 clock hours; 3 credit hours
This course will empower individuals in improving themselves through activities that enhance employment skills, increase conscious and acquiring new skills. The student will learn the skills to overcome their personal barriers, use time management effectively by working towards positive goals that will enhance their future.

144 EHR - Electronic Health Records
75 clock hours; 3 credit hours
This course provides a foundation for the student to understand and utilize electronic health records within a clinical workplace. It is designed to help build through practical experience and exercises a level of comfort by using real EHR software to transform theoretical EHR concepts into practical understanding that can be applied directly in the clinical setting.

122 MOP – Medical Office Procedures I
75 clock hours; 4 credit hours
This course provides students with experience necessary to work within a medical office to include word processing and procedures using Microsoft Word. This course allows students to practice and acquire the skills needed to perform fundamental office tasks. Students will review the necessary telephone procedures, file management as well as report writing, through classroom instruction and hands-on-tasks, each student gets an opportunity to comprehend and interpret written instruction use reference materials, manage records and handle mail in accordance with federal policy.

223 MOP – Medical Office Procedures II
60 clock hours; 3 credit hours
This course is a continuation of Medical Office Procedures l. It is designed to provide students with Excel computer skills as well as advanced office procedures necessary for entry-level positions. Students will develop a thorough knowledge of spreadsheets, charts, schedules, and graphs. Students will study Excel functions that are used in the medical office.

203 MBA – Medical Billing Applications
60 clock hours; 3 credit hours
The object of this course is to inform students on how to utilize today's medical management systems. Students are instructed on how to input information about patients, providers, insurance carriers, procedures, and diagnoses to bill insurance carriers and patients for healthcare services.

101 BC - Business Communications
60 clock hours; 3 credit hours
This course strengthens the writing skills necessary to effectively communicate in a medical office setting through group projects and office simulations. Topics include a review of sentence structure, grammar, number

expression and common language usage errors. This course emphasizes the precision of expressive communication, proofreading, and vocabulary using the typical business forms required in an office setting.

111 BM - Business Mathematics
60 clock hours; 3 credit hours
This business mathematics course reviews basic arithmetic skills for students preparing for medical office related careers and assists individuals in preparing for workplace upgrades, transitions, or changes.

141 PRDV - Professional Development
45 clock hours; 3 credit hours
*T*his course increases student self-awareness and self-confidence with an emphasis on developing behaviors and attitudes needed to succeed in a career search. This course prepares students to be successful in their career search through resume building and interview preparation. Students will apply professional skills gained throughout the program to start their careers as well as throughout their life. The critical skills presented include how to search for a job, how to write a resume and cover, how to handle an interview as well as follow-up techniques.

101 LAW – Medical Laws & Ethics
45 clock hours; 3 credit hours
This course will introduce students to how law and ethics impact their career as a healthcare professional. Students will learn about the legal responsibilities and duties associated with medical professions, including the Health Insurance Portability and Accountability Act (HIPAA).

124 BBC - Basic Billing and Coding
60 clock hours; 3 credit hours
This course teaches the student basic skills in Billing and Coding ICD9-10, and students learn the Explanation of Benefits (EOB). Also, students will review HIPAA compliance requirements, as well as legal, ethical, and regulatory concepts of billing and coding.

131 MTO - Medical Terminology
60 clock hours; 3 credit hours
This course offers an overview of anatomy & physiology and medical terminology. Students will develop an understanding of common terms used in medical fields by learning root words, prefixes and suffixes

132 TPB - Third Party Billing
90 clock hours; 4 credit hours
This course introduces the practice of third-party billing. Topics include insurance terminology, ICD, and CPT coding. Students will practice completing insurance claims and other insurance forms.

133 APO - Anatomy and Physiology
45 clock hours; 3 credit hours
Students will gain a basic understanding of the structure and function of the human body. Students will learn essential human body functions and life processes, name the major human body systems and relate their roles, and name the major components of each system, describing their anatomical locations, structures, and physiological functions briefly.

100 EXT - Externship
120 clock hours; 4 credit hours
This course is designed to provide students with work experience in their specialty areas of study. This will be the student's first step toward full-time employment. Student progress will be monitored weekly during this phase of training.

ASPIRA CITY COLLEGE
ACADEMIC CALENDAR 2019-2020

July 2019

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July

4	Independence Day (No Classes)

August 2019

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

2	Last Day of IT Classes
12	IT Fall Semester Starts (continuing students)
23	IT Fall Add/Drop Deadline (continuing students)

September 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September

2	Labor Day - No classes
16	1st Day Fall Classes (new students)
27	Fall Add/Drop Deadline (new students)

October 2019

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October

14	Columbus Day
24	United Nations Day
31	Halloween

November 2019

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November

4	Daylight Saving
11	Medical Secretary Mid-Fall Semester Starts
22	Last Day Fall Classes (continuing students)
22	Medical Secretary Mid-Fall Add/Drop Deadline
28	Thanksgiving - (No Classes)
29	Day After Thanksgiving - (No Classes)

December 2019

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

December

24	Christmas Eve - (No Classes)
25	Christmas Day - (No Classes)
26	Day After Christmas - (No Classes)
27	Last Day Fall IT Classes (new students)
31	New Year's Eve-(No Classes)

January 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

1	New Year's Day - (No Classes)
6	IT Spring Semester Starts
17	IT Spring Add/Drop Deadline
17	Last Day Fall classes M.S. (new students)
20	Martin Luther King Jr. Day - (No Classes)
27	Medical Secretary Spring Semester Starts

February 2020

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

February

7	Medical Secretary Spring Add/Drop Deadline
12	Lincoln's Birthday
14	Valentines Day
20	President's Day

March 2020

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March

8	Daylight Saving
13	Last Day of Medical Secretary Mid-Fall Classes
17	St. Patrick's Day

April 2020

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April

1	April Fool's Day
9	IT Finals End (Spring Semester) 6th-9th
10	Good Friday - (No Classes)
12	Easter
13-17	Spring Break-(No Classes)
17	Last Day of IT Spring Classes
20	1st Day of Summer IT Classes

May 2020

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

May

1	IT Summer Add/Drop Deadline
10	Mother's Day
25	Memorial Day - (No Classes)
29	Last Day of Medical Secretary Spring Classes

June 2020

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June

14	Flag Day
21	Father's Day

ASPIRA City College Academic Calendar 2019-2020
Dates subject to change with prior notification

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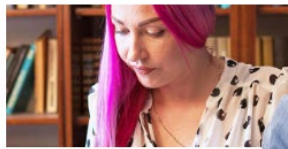You will find your fit here.

NOTES:

NOTES:

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