



HUNTER BUSINESS SCHOOL CATALOG 2024-25



CATALOG 2024-2025

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Licenses, Accreditations, Approvals & Memberships

- Hunter Business School (HBS) is registered & licensed by the New York State Department of Education, Bureau of Proprietary School Supervision (NYSED, BPSS).
- HBS is regionally accredited by the Middle States Association of Colleges and Schools, Commission on Secondary Schools (MSA-CES).
- HBS is an eligible Institution for the training of students from Adult Career and Continuing Educational Services (ACCES-VR).
- Approved by New York State Division of Veterans' Affairs.
- Member of the Levittown & Medford Chambers of Commerce.
- Diagnostic Medical Sonography (DMS) program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (Medford Campus).
The Program is accredited in the two concentrations it offers:
1: General Sonography, which includes Abdomen and OB/GYN
2: Cardiac Sonography
- Medical Assistant (MA) program accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (Levittown & Medford Campuses).
- Practical Nurse (PN) program is registered by the NYS Professional Education Program Review Unit in the Office of the Professions and has met the Department's standards for accreditation of the Board of Regents and the Regulations of the Commissioner of Education. (Levittown & Medford Campuses)
- Radiologic Technology (RT) program is approved by the BPSS & New York State Department of Health (NYSDOH) and is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). HBS's RT program is also recognized by The American Registry of Radiologic Technologists, (ARRT). (Levittown Campus)

The contents of this Catalog are presented as an accurate description of course content, facilities, services, activities, tuition and fees, school calendars and academic standards and policies that are in effect as of the publication date and are subject to the terms and conditions of the Enrollment Agreement entered into between the Student and Hunter Business School. Contents of this Catalog are subject to change and any changes or updates to this Catalog will be included as addenda. The Hunter Business School Student Handbook is received at the time of orientation and is a supplement to this Catalog. This Catalog is not a contract.



For more information about our graduation rates, the median debt of students who completed our programs and other important information, please visit our website at www.HunterBusinessSchool.edu/ConsumerInfo

a message from the president



Welcome to Hunter Business School

Since its inception in 1972, Hunter Business School (HBS) has been leading the way by providing quality career training through intensive and innovative programs.

The success of HBS reflects the vision of its founders, the breadth and strength of its mission, and the commitment and dedication of over one hundred employees and thousands of graduates and their satisfied employers. We offer an array of programs because we work closely with employers to make sure we are educating the workers they need. We believe HBS is playing an important role in helping our communities lower unemployment, boost competitiveness and fill jobs in key industries such as Healthcare and Computer Technology.

We are committed to student service and to help you find funding for your education. Our financial aid advisors help you identify potential sources of funds and assist you in planning how you will pay for your education. We are committed to your learning. Our faculty is experienced in teaching their specialties and will guide you every step of the way. Each member of the HBS community is dedicated to assisting you to achieve success in school and your career.

You have chosen a school with a tradition of excellence and innovation. Congratulations on taking this important career step. I wish you success and personal fulfillment from your educational journey.

Sincerely,

Jay Fund

Jay Fund, MSW President
& Owner

Table of Contents

ABOUT HUNTER BUSINESS SCHOOL

Licensing, Accreditations & Approvals	2
Message from the President.....	3
History & Philosophy	5
Mission.....	5
Institutional Objectives.....	5
Core Values.....	5
About Our Facilities & Locations	5
Ownership	6
Board of Directors.....	6
Title IX Statement.....	6

ADMISSIONS

General Admissions Requirements	7
Additional Requirements for WADD	7
Additional Requirements for DMS	7
General Information for DMS	7
Additional Requirements & Criteria PN & RT.....	8
General Information for DMS, PN & RT.....	8
Equal Opportunity Policy.....	9
Denial of Admission.....	9
Re-Instatement Procedures.....	9
Enrollment Procedures.....	9
Request for Reasonable Accommodation	9

PROGRAMS IN BUSINESS, HEALTHCARE, & TECHNOLOGY

Online Medical Office Admin w/ Billing & Coding.....	10
Online Medical Billing Specialist	11
Hybrid Diagnostic Medical Sonography	12-13
Practical Nursing	14-15
Medical Assistant (Hybrid & All-in-School).....	16
Computer Technician Networking Specialist	17
Hybrid Web App. Design & Development	18
Hybrid Radiologic Technology	19

COURSE DESCRIPTIONS

SAP & FINANCIAL AID ELIGIBILITY

GPA	38
Rate of Program Completion	38
Pace	38
Financial Aid Warning.....	39
Financial Aid Probation	39

NYS SAP POLICY

ACADEMIC POLICIES.....

Withdrawal/Dismissal.....	40
---------------------------	----

Repeating a Course.....	40
Grading System	40
Attendance Standards	40
Reinstatement.....	40
Pass/Fail.....	41
Change of Program	41

FINANCIAL INFORMATION

Financial Assistance.....	41
Federal Pell Grant Program	41
Federal Supplemental Educational Opportunity Grant (SEOG)	41
Direct Loan Programs.....	41
Parent Loan to Undergraduate Students (PLUS).....	42
Veterans' Benefits	42
Cancellation & Refund Clauses	42-47
Tuition Reimbursement Fund	47
Refund Return Itemization by Program.....	48-51
Tuition & Fees	52

POLICIES & GENERAL INFO

Student Grievance Procedure	53
Informal Procedure	53
Formal Procedure.....	53
Health & Safety	54
Counseling & Guidance	54
Career Services	54
Campus Safety Policies	54
Reporting Criminal Activity	54
Advanced Standing & Transfer Credit	55
Academic Transcripts/Progress Reports	55
Attendance	55
Withdrawal/Dismissal.....	55
Transfer of HBS Clock Hrs. to Other Institutions	55
Unit of Credit.....	56
Graduation Requirements	56
Terms	56
Academic Freedom.....	56
Staff.....	57
Faculty	58-59
School Calendar	60
Retention & Placement Rates	60
Locations & Directions	61

ADDENDUM TO CATALOG (Notice of Non-discrimination, Policy Against Discrimination & Harassment (including Sexual Harassment, Sexual Assault & Sexual Violence), VA Pending Payment Compliance



Photo taken at Hunter Business School Medford Campus

About Hunter Business School

History & Philosophy

Hunter Business School (HBS) was founded in 1972 for the purpose of providing quality career training through intensive and innovative programs. The original mission was expanded in 1999 to include a change of ownership and new programs in Medical Assisting and Computer Technology. In keeping with this mission, we have added Diagnostic Medical Sonography (Ultrasound), Practical Nursing, Web Application Design and Development, and most recently, Radiologic Technology programs to complement Hunter's existing offerings. HBS's mission is viewed as a living, organic expression of potential growth, but still at root remains essentially the same.

Mission

To provide students with the opportunity to receive a high-quality education for the career best suited to their ability, interest, and ambition in an educational environment characterized by high expectations and staffed by professionals who are knowledgeable, compassionate, supportive, creative, and effective. As a result, we can provide the best training that enables our students to enter or enhance their careers in the shortest amount of time without sacrificing the quality and depth of the training experience.

Institutional Objectives

- To prepare students to meet the diverse requirements that their career choices demand.
- To prepare students to become self-sufficient and economically independent.
- To help students develop proper work habits, a professional attitude, and confidence.
- To offer sound business, health, and technical training in short-term programs.
- To assist graduates in securing entry-level employment in their chosen field of study.
- To provide business, industry, government, and other professions with well-trained personnel.

About Our Facilities & Locations

Hunter's facilities in both its Levittown and Medford, New York locations are designed to fulfill the purposes and outcomes of all its programs by providing an atmosphere conducive to learning. All areas, both instructional and non-instructional, are safe, clean, well-maintained, and in compliance with

all applicable laws, building codes, and health and safety regulations. With more than 40,000 square ft. and more than 30 classrooms, Hunter's facilities provide the perfect atmosphere for learning. Both the Levittown and Medford campuses are modern, well-lit, functional, and well-equipped with the latest technology. They have ample and well-lit parking and are conveniently located near all major parkways and roads, as well as numerous restaurants for snacks and meals. Classrooms are large and comfortable and have been approved by the New York Education Department's Bureau of Proprietary School Supervision (BPSS).

Core Values

The following Core Beliefs are held and supported by Hunter Business School and are reflected in the work of Hunter employees:

- **Worth:** Every individual has inherent worth.
- **Success:** Lifelong learning is essential for success in a changing society.
- **Ethics:** Ethical conduct is fundamental to sustaining our institution.
- **Responsibility:** Individuals are responsible for their choices and actions.
- **Student Learning:** Students learn at different rates and in different ways.
- **Excellence:** Excellence is achievable and always worth the investment.
- **Effective Communication:** Effective communication is accomplished through clear and concise methods to engage our stakeholders and accelerate our work.
- **Self Esteem:** Self Esteem is directly related to individual success.
- **Diversity:** Embracing cultural diversity strengthens the school community.
- **Sharing:** Education is the shared responsibility of the institution's leadership, students, government, and community.
- **Culture:** The culture of an organization is a major factor in shaping individual attitudes and behaviors.
- **Flexibility:** Willingness to change is necessary for continuous improvement.
- **Shared Values:** Values and common goals are integral to a healthy organization.

About Hunter Business School

Ownership

Hunter Business School, Inc. is a privately owned corporation, incorporated under the laws of the State of New York.

Corporate Managers

Jay Fund, President
Adrienne Robb-Fund
Chuck Copt
Bridget Headley
Lisa Lye
Erica Pollock



Photo Taken at Hunter Business School Medford Campus

Title IX Statement

It is the policy of Hunter Business School to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the School's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Hunter Business School has a designated Title IX Coordinator, listed below, to coordinate the School's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting:

www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481. The following person has been designated to handle inquiries regarding non-discrimination and anti-harassment policies:

Levittown and Medford Campus

Lisa Lye - Title IX Coordinator

3601 Hempstead Turnpike, Levittown, NY 11756, (516) 796-1000 lye@hunterbusinessschool.edu



Admissions

We receive admissions applications from a diverse population ranging in age, professional and educational backgrounds and life experiences. Careful consideration is given to each applicant's qualifications in the following areas: academic potential, readiness, physical ability to do the work, emotional maturity, and personal motivation and goals. It is our goal to facilitate an effective and applicant-friendly admissions process and our Admissions Representatives are available to offer assistance. Applications are accepted throughout the year.

General Admission Requirements

To attend Hunter Business School applicants must:

1. Complete an interview with an Admissions Representative. Candidates are asked questions about goals and expected outcomes of study. This interview is typically conducted during a visit and tour of the school, or in extenuating circumstances, may be completed by telephone.
2. Submit an application for admission, a signed enrollment agreement and the required registration fee. Applications are available from the Admissions Representative.
3. Provide proof of high school graduation, TASC or GED.
4. All foreign transcripts must be accompanied by an official verified equivalent.
5. Demonstrate English language proficiency.
6. Be at least 17 years old at the time of enrollment.
7. Proof of United States citizenship, permanent residency, or eligible non- citizenship.
8. Before beginning classes, students must complete all required Financial Aid applications and/or a Tuition Payment Plan. Students are strongly encouraged to participate in several school events prior to beginning their study.

Additional Requirements for Web Application Design & Development (WADD) Program

1. Complete a program assessment test.
2. Submit a professional resume or Curriculum Vitae (CV).
3. Submit an essay prior to an interview with a program faculty member. Essay topic will be provided by Admissions Representative.
4. One (1) letter of recommendation from a professional.

5. Proficient computer skills including: ability to navigate the Internet, type (minimum of 25 WPM), and have knowledge of Microsoft Office.
6. Successful completion of an entrance project prior to interview assigned by program faculty.
7. Interview with a program faculty member.
8. Students are required to supply their own laptop computers. The laptop must be a **Windows** laptop with Windows 8x, 10 or 11 installed. It also must have a minimum of 4GB of RAM and at least 500GB of storage.

Additional Requirements for DMS

Candidates must have, at the minimum, an Associate Degree or the equivalent number of college credits (60+ credits). A Bachelor's Degree is preferred.

Candidates who are eligible to apply for the program must submit the following:

1. Official high school transcript
2. Official college transcript(s) (from all post-secondary educational colleges or programs you have attended)
3. Proof of successful completion (grade of "C" or better) of the following college level credit-bearing courses:
 - English/Communication Skills
 - Algebra or Higher-Level Math
 - Human Anatomy & Physiology
 - Physics (Specifically from Physics Dept. ONLY) and/or Radiographic Physics
4. Application with Essay
5. Three (3) DMS Recommendation Forms completed by non-family members (we encourage you to have one submitted by a past/current employer and one by a college professor/mentor, if possible).
6. Proof of career observation (highly recommended, but not mandatory).
7. A formal interview with DMS program chair.
8. Medical exam, background check & negative drug screenings for clinical participation with our hospital & other clinical affiliates.
9. Proof of full COVID Vaccination, including boosters.

General Info for DMS Program

- Clinical Sites are in Nassau, Suffolk, Queens, Brooklyn, The Bronx & Manhattan. Students will be required to travel to these areas and responsible for associated costs.

Admissions

Additional Requirements for the Practical Nursing (PN) & Radiologic Technology (RT) Programs

The pre-entrance requirements for prospective PN & RT students include the following:

• **For PN:** Satisfactory score on ATI TEAS Test (58.7% or higher). Effective 9.01.23, online TEAS tests will not be accepted. Testing can be done in person on campus.

• **For PN: After Being Accepted But Prior To Orientation:**

Students who are accepted into the program must obtain a physical exam, basic background check, and drug screening (must be completed and submitted prior to Student Orientation, by a date to be given by Admissions). Please follow the instructions on the handouts provided by admissions. The costs of the authorized physical, background check and drug screening are the sole responsibility of the applicant and cannot be reimbursed by the school. All students must attend Orientation as scheduled, prior to the start of school.

1. Physical exam by a New York State licensed practitioner, including proof of QuantiFERON B, Tetanus, Hepatitis B (or a waiver), and other specified immunizations, as well as positive titers for Measles, Mumps, Rubella, and Varicella. This must be submitted prior to Orientation.
2. Proof of CPR by American Heart Association, (BLS for Health Care Providers). This must be submitted prior to Orientation.
3. A basic background check and negative drug screening completed by CastleBranch are due prior to Orientation.

• **For RT:** A minimum of an Associates Degree and a proficient score in the Health Education Systems, Inc. (HESI) Admission Assessment Exam. The HESI exam may be attempted no more than twice within a 12-month period.

• **For Both PN & RT:** Acceptance into the program requires that the student has successfully submitted, completed and demonstrated the following:

- a. Interview with Admissions Department staff and Nursing/RT Faculty or Director.
- b. Three **signed** letters of recommendation. Example: an employer, colleague, educator, medical professional, religious/volunteer group leader or coach. All letters must also include the writer's contact information.
- c. Essay. (**Topic to be provided**)
- d. Evidence of good health via: Physical exam by a NY State licensed medical practitioner, including proof of specified immunizations and/or appropriate proof of current Mantoux

test, tetanus, hepatitis B (or a waiver), and other specified immunizations, as well as positive titers for mumps, rubella, varicella and rubeola.

- e. Compliance with all Technical Standards for clinical practice for admission. (See additional form).
- f. Current CPR Certification for Healthcare Provider-BLS (Basic Life Support) through the AHA.
- g. If applicable, all official transcripts from any other institution previously attended. Failure to submit transcripts from all institutions previously attended, regardless of status upon leaving those institutions, may result in denial.
- h. **For PN & RT:** Proof of full COVID Vaccination, including Boosters.
- i. Proof of criminal background check & negative drug screening from Castlebranch.

General Info for DMS, PN, RT Programs

- Please refer to admissions packet for grading scales, rubrics & other entrance requirements **including a background check & a negative drug screening.** (Please refer to Hunter's website).
- The ability to identify student applicants who have strong critical thinking skills and the desire to apply those skills is an essential component in decision making progress. These programs recommend that you see the rubrics and understand the significance of submitting the requested documents to score the maximum points on an interview.
- All lab work for Hybrid DMS, PN & Hybrid RT programs will be held on campus.
- Clinical sites are primarily located in Brooklyn, Queens, Manhattan, & Nassau and Suffolk Counties. Students are required to travel to these areas and are responsible for associated costs.
- DMS Career Observation: We suggest all DMS applicants spend at least one day of observation in a Sonography Dept. in a local Hospital or other Clinical Facility shadowing a Sonographer for the purpose of learning about the field of Diagnostic Medical Sonography and the day-to-day responsibilities of a Sonographer.
- Since admission to the DMS, PN & RT programs is competitive, meeting the minimum admission requirements does not guarantee admittance to the program. All components of the admission requirements are considered in making the decision to admit a student to the program.
- RT candidates are not eligible to apply more than twice for the RT Program.

Admissions

Equal Opportunity Policy & Statement of Non-Discrimination

Hunter Business School is committed to a policy of equal opportunity and is in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. HBS is committed to providing equal opportunity in its recruitment, admissions, financial aid, placement, educational programs & employment without discrimination on the basis of race, creed, color, national origin, ancestry, gender, sexual orientation, age, religion, or disability.

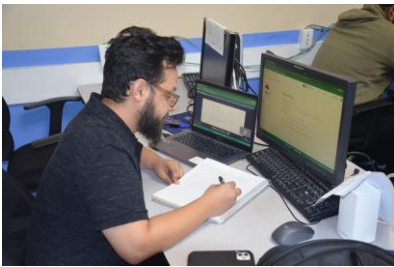


Photo Taken at Hunter Business School Levittown Campus

Re-Instatement Procedures

Any student who has dropped and wishes to return must go through the formal re-entry process. To begin the process, the student must contact the school's Director of Education. (See Page 40.)

Photo Taken at Hunter Business School Levittown Campus



Denial of Admission

HBS reserves the right to deny admission to any applicant for reasons including but not limited to:

- Failing to meet the stated entrance requirements.
- Failing to meet the Technical Standards defined for each program.
- Being unable to meet financial obligations to the school.
- Exhibiting a lack of motivation.
- Lacking the professional attitude or maturity required.
- Lacking the ability to benefit from an education at HBS.

In the cases where HBS denies admission, the decision is final and may not be appealed.

Enrollment Procedures

Enrollment takes place throughout the year. Applications are accepted throughout the year and processed as they are submitted. Prospective students are encouraged to submit their applications well before the start date to ensure adequate time for processing, interviews, and the financial aid process.

Requests for Reasonable

Accommodation

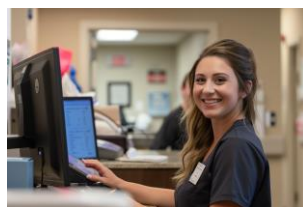
Hunter Business School does not discriminate against individuals on the basis of physical or mental disability and is committed to providing reasonable accommodations to qualified students with a disability and an equal opportunity to access the benefits, rights and privileges of school services and programs in compliance with The American with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. This includes: accommodations for appropriate auxiliary aids and services to qualified individuals with a disability, unless providing such accommodations would result in an undue burden or fundamentally alter the nature of the relevant program, benefit, or service provided by Hunter Business School.

Students who believe they are in need of accommodations should contact the Campus Director. If you have a concern or complaint in this regard, please contact the Campus Director. Complaints will be handled in accordance with the school's grievance procedures.

Hunter Business School Programs



Day and Evening Classes



ONLINE MEDICAL OFFICE ADMINISTRATION (MOA) WITH BILLING & CODING

(Levittown & Medford)

Diploma Day Program - 600 Hrs. (5 mos./20 wks.)

Diploma Evening Program - 600 Hrs. (10 mos./38 wks.)

The Online Medical Office Administration with Billing & Coding program prepares students with the skills necessary to obtain entry level employment specializing in medical related billing and coding with hospitals, medical insurance companies, and physician's offices. During this program, students will gain a knowledge of complex medical terms, acquire an understanding of the various body systems, and develop an understanding of the structure, format, and conventions used in the most current version of ICD, CPT and HCPCS. Additional topics covered in the program will include healthcare administration, EMR (Electronic Medical Records), insurance theory, claims management and the software found in a healthcare facility.

Courses	Course Title	Hrs.
Module I		
OHLS100	Introduction to Medical Terminology	30
OBUS100	College Keyboarding & Document Processing	30
OHLS200	Medical Law & Ethics	30
OBUS101	Business Communication	30
Module II		
OHLS101	Anatomy & Physiology I with Medical Terminology	60
OBUS102	Microsoft Word	60
Module III		
OHLS201	Anatomy & Physiology II with Medical Terminology	60
OCOD100	Introduction to Health Insurance and Coding Principles	60
Module IV		
OBUS103	Computerized Accounting Using QuickBooks	30
OBUS104	Microsoft Excel	30
OCOD101	Medical Coding I: Reporting Physician Services & Procedure Coding	60
Module V		
OHLS301	Computerized Billing and Electronic Medical Records	60
OCD100	Career Development	30
OCOD102	Medical Coding II: Diagnosis Coding	30
TOTAL		600

Hunter Business School Programs



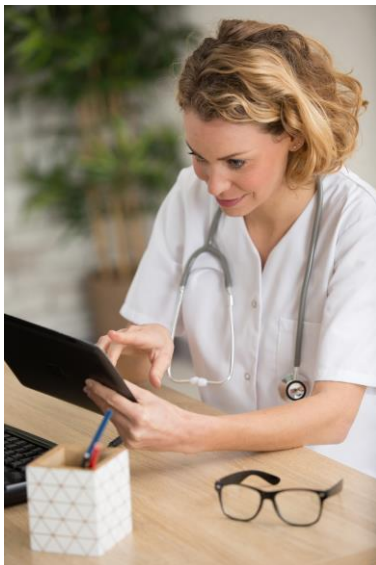
ONLINE MEDICAL BILLING SPECIALIST (MBS)

(Levittown & Medford)

Diploma Evening Program - 180 Hrs. (3 mos./11.25 wks.)

The Online Medical Billing Specialist program prepares students to obtain entry-level employment in medical insurance companies, physicians' offices and other medical environments. This program focuses on medical office billing and coding and utilizes a current software product for managing medical practices. Topics covered are: accounts receivable, insurance billing, patient statements, superbills, appointment scheduling, procedure history, posting payments, diagnosis history, and referring doctor information.

During this program students will gain knowledge of complex medical terms and acquire an understanding of the following body systems: cardiovascular, muscular, skeletal systems, integumentary, reproductive, urinary, nervous, respiratory, digestive, endocrine, circulatory and lymphatic. Students will also develop an understanding of the structure, format and conventions used in the most current version of ICD-10, CPT and HCPCS. In addition to insurance coding, additional topics covered are: insurance companies, Medicare insurance claim forms, accounts receivable and legal guidelines.



Course	Course Title	Hrs.
OMT2	Medical Terminology 1	30
OMT3	Medical Terminology 2	30
OMC1	Medical Coding & Reimbursement 1	30
OMC2	Medical Coding & Reimbursement 2	30
OCMP2	Computerized Medical Practice Management	50
OCD10	Career Development	10
	TOTAL	180

Hunter Business School Programs



Day Class

HYBRID DIAGNOSTIC MEDICAL SONOGRAPHY (DMS)

(Levittown & Medford)

Diploma Day Program - 2470 Hrs. (23 mos./82 wks.)

882 hrs. of online classes/412 hrs. of in school classes/1,176 hrs. of Clinical Externship

Hunter Business School's Healthcare Division offers a comprehensive 23-month (2470 hours) Hybrid Diploma program in Diagnostic Medical Sonography with the goal of preparing professional and competent entry-level sonographers in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for the abdominal-extended sonography concentration, the obstetrics and gynecology sonography concentration, and the adult cardiac sonography concentration. This occurs through a combination of synchronous learning (online or distance education that happens in real-time with your instructor), traditional, in-class, face-to-face training to successfully learn and complete all required lab skills and other hands-on competencies, and clinical externship required for employment within the medical community.

This hybrid DMS program is comprised of extensive course work in the areas of abdominal sonography, OB/GYN sonography, sonography of superficial structures (e.g. thyroid, breast, testicular, etc.), vascular sonography, pediatric sonography, and cardiac sonography (echocardiography). DMS courses that are didactic will be taught in a synchronous format fully online. Online courses also generally include completing homework and other projects utilizing resources and materials for reading, lessons or lectures for viewing, assignments for completing, streaming video content online, simulation practice, posted lecture notes, exchanges across discussion boards and exams for evaluation. Lab courses or lab components of a didactic course will require students be onsite and in class working with their instructors and classmates learning and practicing their scanning skills and hands-on competencies.

To supplement the classroom and lab work, a substantial portion of the program is also devoted to placements at various clinical affiliates (which could be in Nassau, Suffolk, Queens, Brooklyn, Manhattan, and The Bronx) for a range of scanning opportunities and experiences. The diversity of clinical settings will give students the opportunity to develop their scanning skills and to help them fully integrate didactic knowledge with direct hands-on clinical experience. Students apply what they've learned in the classroom and labs to turn theoretical knowledge into practical skills. According to current American Registry for Diagnostic Medical Sonography (ARDMS) prerequisites, upon successful completion of this program, graduates will be immediately eligible to apply to sit for the registry exams given by ARDMS.

There is exceptional potential for career growth and advancement for skilled Sonographers within the traditional clinical setting as well as the non-clinical avenues of ultrasound. Opportunities are available for part-time & full-time employment.

Career Opportunities

Diagnostic Medical Sonographers may find career options in:

- Various Hospital Departments
- Private Physicians' Offices
- Mobile Ultrasound Companies
- Medical Research
- Veterinary Ultrasound
- Ultrasound Education
- Ultrasound Manufacturing
- Corporations as an Applications Specialist or Salesperson



Hunter Business School Programs

Course #	Course Title	Hrs.
Module 1		
HDMS100	CPR/First Aid /Vital Signs	16
ODMS102	Medical Terminology I (ABD)	20
ODMS103	Intro to DMS, Patient Care and Ethics	30
ODMS104	Acoustic Physics I	65
ODMS105	General Sonography I (Normal: ABD)	65
ODMS205	General Sonography II (Normal: OB/GYN)	60
DMS107	General Sonography Lab I	90
Module 2		
ODMS201	Medical Terminology II (OB/GYN)	20
ODMS202	A & P (ABD & OB/GYN)	20
ODMS203	Acoustic Physics II	60
ODMS204	Sectional Anatomy I (ABD and Pelvis)	20
ODMS106	General Sonography III (Pathology: ABD)	60
ODMS206	General Sonography IV (Pathology OB/GYN)	60
DMS207	General Sonography Lab II	75
DMS210	Clinical Externship I	192
Module 3		
ODMS301	Medical Terminology III (Advanced Topics)	20
ODMS302	A & P (Advanced Topics)	20
ODMS303	Sectional Anatomy (Advanced Topics)	20
ODMS304	Seminars in Advanced Topics	55
ODMS305	Sectional Anatomy (Chest)	15
HDMS306	Introduction to Cardiac Sonography	25
DMS308	General Sonography Lab III	50
HDMS309	Vascular Sonography I	40
ODMS311	Physics Registry Review	10
DMS310	Clinical Externship II	192
Module 4		
DMS410	Clinical Externship III	216
Module 5		
ODMS501	Critical Thinking	15
ODMS505	Cardiac Sonography I	60
DMS506	Cardiac Sonography Lab I	60
HDMS508	Vascular Sonography II	40
ODMS509	General Registry Review	30
DMS510	Clinical Externship IV	288
Module 6		
HDMS101	CPR Renewal	12
HDMS602	Professional Development	30
ODMS606	Cardiac Sonography II	60
DMS607	Cardiac Sonography Lab II	60
ODMS608	Cardiac Registry Review	11
DMS610	Clinical Externship V	288
TOTAL		2470

Hunter Business School Programs



Day and Evening Classes

PRACTICAL NURSING (PN)

(Levittown & Medford) HEGIS CODE: 5209.2 Nursing - Practical (Adult)

Certificate Day Program - 1332 Hrs. (11 mos./45 wks.)

Certificate Evening Program - 1332 Hrs. (14 mos./56 wks.) Program (Levittown Only)

The Practical Nursing program is divided into three consecutive semesters of full-time study to be completed in 11 months during the day and in 14 months during the evening/weekend. The curriculum consists of 1332 hours of instruction that is distributed between classrooms, lab and clinical. The curriculum is divided into 977 hours of lecture & hands-on laboratory skills practice, and 355 hours of off-site clinical externship rotations. The purpose of the Practical Nursing program is to provide the graduate with the knowledge, skills, and attitudes needed to function as a Licensed Practical Nurse (LPN). As a member of the nursing profession, the graduate will be competent in providing safe nursing care for clients across the lifespan in a variety of healthcare settings. Upon successful completion of the NCLEX-PN, the practical nurse works under the direction of a registered nurse or licensed physician.

PN Program Mission Statement

The Department of Practical Nursing, congruent with Hunter Business School's mission, is dedicated to providing excellence in education to a diverse population with a goal of preparing competent graduates for safe entry into practice.

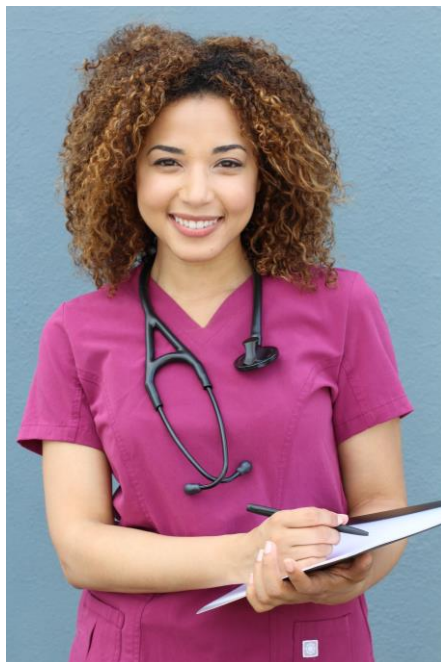
Clinical Experiences

Experiences provided in the clinical area will be concurrent with topics presented in class.

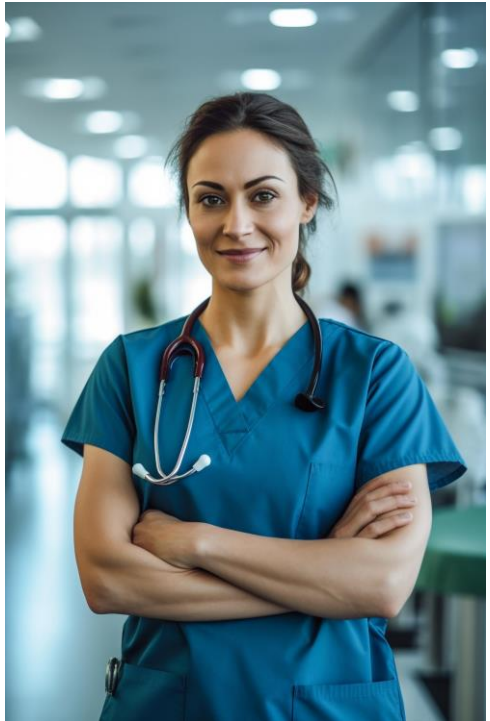
- The first clinical experience will take place during NSG101: Foundations of Nursing in a long-term care facility for 75 hours, to be distributed throughout the term.
- The second clinical experience will take place during NSG104: Adult Health Nursing I for 144 hours, to be distributed throughout the term.
- The third clinical experience will take place during NSG107: Adult Health Nursing II and consists of 112 hours distributed throughout the term. Additionally, NSG108 includes a clinical rotation of 24 hours of OB & 24 hours Pediatric.

Articulation Agreement

Hunter Business School's Practical Nursing (PN) program has an articulation agreement with Nassau Community College's Associate's Degree Registered Nursing (RN) program under which PN graduates may qualify for admission with Advanced Standing.



Hunter Business School Programs



Course	Course Title	Hrs.
MODULE 1		
NSG100	Introduction to Practical Nursing	45
NSG101	Foundations of Nursing	255
NSG102	Body Structure & Function	90
NSG103	Pharmacology & Dosage Calculations	60
MODULE 2		
NSG104	Adult Health Nursing I	360
NSG105	Human Growth & Development	45
NSG106	Mental Health Nursing	45
MODULE 3		
NSG107	Adult Health Nursing II	264
NSG108	Childbearing Family & Pediatric Nursing	108
NSG109	Community Health Nursing	30
NSG110	Transition to NSG Practice	30
TOTAL		1332

Hunter Business School Programs



Day and Evening Classes

MEDICAL ASSISTANT (MA)

OFFERED IN BOTH ALL-IN-SCHOOL & HYBRID FORMATS (Levittown & Medford)

Diploma Day Program - 910 Hrs. (7.5 mos./31 wks.)

Diploma Evening Program - 910 Hrs. (15 mos./57 wks.)

Hybrid Program (Day & Eve.) - 475 hrs. of online classes/275 hrs. in-school/160 hrs. of Externship

Hunter Business School's Allied Health Division offers comprehensive CAAHEP accredited Medical Assistant programs in both all-in-school & hybrid formats that train students to perform both administrative and clinical tasks under the direction of a physician or other medical professionals. The program prepares Medical Assistants who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession. Medical Assistants serve as a critical link between the patient and the doctor.

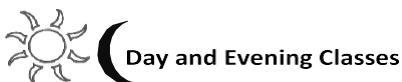
Medical Assistants serve in many capacities and may be found working in many different health care related environments. During this program, Medical Assistant students learn to perform venipuncture (take blood), prepare patients for examinations, assist with examinations and special procedures, and perform EKG and various laboratory tests. Students spend 160 hrs. in an externship at an actual medical work environment where they are supervised and taught in order to gain valuable on-the-job training. Students who graduate from this program are prepared to pass a Medical Assistant national certification examination.



***Note to Veterans:** Veterans who apply for Veteran's benefits are only eligible to attend on-campus programs. Hybrid & online programs are not included.

Course #	Hybrid Course #	Course Title	Hrs.
MA101A	HMA101A	Asepsis & Assisting with Minor Surgery	27
MA101B	HMA101B	Pharmacology	33
MA102	HMA102	Communication & Human Relations	60
MA201	HMA201	Urinalysis & Microbiology	60
MA202	OMA202	Keyboarding with Microsoft Word	60
MA301	HMA301	Phlebotomy & Laboratory Procedures 1	60
MA302	OMA302	A&P 1 with Medical Terminology	60
MA401	HMA401	Phlebotomy & Laboratory Procedures 2	60
MA402	OMA402	A&P 2 with Medical Terminology	60
MA501	HMA501	Clinical Skills	60
MA502	HMA502	Medical Administrative & Business Practices	60
MA601	HMA601	Electrocardiography & Cardiac Testing	60
MA602	OMA602	Computerized Billing & EMR	60
MA701	HMA701	Certification Review w/ Career Development	30
MA801	MA801	Externship	160
TOTAL			910

Hunter Business School Programs



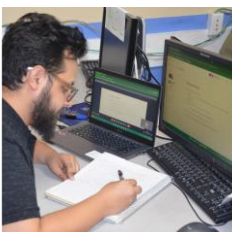
COMPUTER TECHNICIAN NETWORKING SPECIALIST (CTNS)

(Levittown & Medford)

Diploma Day Program - 900 Hrs. (7.5 mos./30 wks.)

Diploma Evening Program - 900 Hrs. (15 mos./57 wks.)

The Computer Technician Networking Specialist program is designed to prepare students for entry-level positions in the fields of computers, networking, or equipment repair. Students will learn a number of service and repair techniques to fix hardware and software problems, as well as build, support, upgrade and secure computers on a SOHO (small office home office) network in the class. Each CTNS student will build their own computer to be used in class throughout the program. The networking component of the program includes configuration, management, and troubleshooting of common wired and wireless network devices. Also included are emerging technologies such as unified communications, mobile, cloud and virtualization technologies, and administration of a domain through a Windows Server using Active Directory. The basic security component discusses network security, compliance and operation security, and threats and vulnerabilities. Program hours are distributed between a combination of lecture and practical hands-on labs, with an emphasis on the practical application of theory. Throughout the program Career Service specialists train students to write resumes, emails for career postings, thank you letters, prepare for interviews, and research companies. Students enrolled in this program are prepared to take the CompTIA A+ certification exams. This program also covers Network+ objectives.



Course	Course Title	Hrs.
	ELECTRONICS AND DIGITAL TECHNOLOGY	
CTNS101	Introduction to Electronics	60
CTNS102	Digital Technology & Network Cabling	90
	COMPUTER TECHNOLOGY	
CTNS201	Fundamentals of Computer Technology	90
CTNS202	Basic Principles & Networking Fundamentals	120
CTNS203	Windows & Customer Service Support	114
CTNS204	Windows, MAC OS, & Linux Networking	96
	NETWORKING	
CTNS301	Introduction to Networking	120
CTNS302	Networking Infrastructure	120
CTNS303	Networking Communication, Security, & Performance	90
	TOTAL	900

Hunter Business School Programs



Day Classes

HYBRID WEB APPLICATION DESIGN & DEVELOPMENT (WADD)

(Levittown & Medford)

Diploma Day Program - 900 Hrs. (7.5 mos./30 wks.)

720 hrs. of online classes/180 hrs. of Externship

Hunter Business School's Hybrid Web Application Design & Development program prepares students for a career in the Information Technology field. This coding program covers a wide range of technical topics, starting with client-side programming in HTML, CSS and JavaScript, then gradually advancing to Object-Oriented Programming, Enterprise Java and Database Design.



The curriculum culminates with coding assignments using today's most popular web development technologies such as Python and PHP, encompassing e-Commerce, content management, service-oriented architecture and security.

Through a series of hands-on projects, Hunter students not only cultivate an understanding of computer programming concepts, but also learn to work in a team environment, practice software development methodology skills and prepare a sizable portfolio for their new career. The assignments focus on solving common challenges of today's IT industry, thus preparing students for a successful career in the field of Information Technology.

Students who successfully complete courses OWA100 through OWA230 will then complete a 180-hour Externship (WA240) in order to graduate from the program.

***Note to Veterans:** Veterans who apply for Veteran's benefits are only eligible to attend on-campus programs. Hybrid & online programs are not included.

Course	Course Title	Hrs.
OWA110	Web Design with HTML & CSS	90
OWA120	Programming with JavaScript & jQuery	60
OWA130	Cross-Platform Mobile and Web Apps Development	30
OWA140	Object Oriented Programming with Java	90
OWA150	Data Development Utilizing Database Design & SQL	60
OWA160	Team Project 1	30
OWA170	Programming with Python	90
OWA180	PHP Programming with MySQL	60
OWA190	e-Commerce and Content Management Systems	60
OWA200	Web Services with Node.js, XML and JSON	30
OWA210	Fundamentals of Digital Security & Software Development Life Cycle (SDLC) Methodology	60
OWA220	Career Development	30
OWA230	Team Project 2	30
WA240	Externship	180
TOTAL		900

Hunter Business School Programs



Day Classes

HYBRID RADIOLOGIC TECHNOLOGY (RT) (Levittown)

HEGIS CODE: 5207.00 Radiologic Technologies (X-Ray)

Diploma Day Program - 2080 Hours (16 mos./70 wks.)

450 hrs. of online classes/630 hrs. of in school classes/1,000 hrs. of Clinical Externship

Hunter Business School's healthcare division offers a comprehensive Hybrid Radiologic Technology program with the goal of providing graduates with the knowledge, skills, and attitudes needed to function as a Radiologic Technologist. The Radiologic Technologist uses radiation to produce images of various parts of the body to aid in the detection of injury or disease.

The hybrid program is 2,080 hours in length, built across four semesters, and takes 16 months to complete. It is taught through a combination of synchronous learning (online or distance education that happens in real-time with your instructor), traditional, in-class, face-to-face training to successfully learn and complete all required lab skills and other hands-on competencies, and clinical externship required for employment within the medical community. The program begins by introducing students to the fundamentals of Radiologic Technology, anatomy and physiology, medical terminology, radiographic procedures, and an immediate introduction to the clinical arena set the foundation for the program. Patient care, radiation protection, image analysis & pathology are incorporated into the educational experience.

As the program progresses, there will be learning modules that expose students to opportunities that they may pursue in their new profession. This includes courses that highlight medical imaging pathways, the principles & fundamentals of mammography, and cross-sectional anatomy as seen in MR and CT images, while primarily focusing in the identification of normal anatomy in 2 & 3 dimensional planes. Comprehensive clinical experiences are offered to supplement classroom discussions. Ethics in this profession is also explored. Graduates of HBS's RT program are eligible to sit for the national boards given by The American Registry of Radiologic Technologists (ARRT). This examination satisfies the NYS licensure requirements.

**Note to Veterans: Veterans who apply for Veteran's benefits are only eligible to attend on-campus programs. Hybrid & online programs are not included.*

Course #	Course Title	Hrs.
Semester 1		
ORAD101	Introduction to Radiography	45
RAD102	Radiographic Procedures 1	60
RAD102A	Radiographic Procedures LAB 1	15
RAD 103	Radiographic Physics & Principles	45
ORAD104A	Anatomy & Physiology I	45
ORAD105	Medical Terminology	45
RAD106	Patient Care in Radiologic Technology	45
RAD107	Clinical Practicum I	216
Semester 2		
RAD201	Principles of Exposure	45
RAD202	Radiographic Procedures 2	60
RAD202A	Radiographic Procedures LAB 2	15
ORAD203	Ethics & Legal Implications	45
RAD204	Rad Bio & Patient Protection	60
ORAD205	Specialization in Rad Tech	45
ORAD104B	Anatomy & Physiology II	45
RAD206	Clinical Practicum 2	216

Hunter Business School Programs

Semester 3		
RAD301	Digital Radiography	45
RAD302	Radiographic Procedures 3	60
RAD302A	Radiographic Procedures LAB 3	15
ORAD303	Pathology	45
ORAD304	Cross sectional Anatomy for CT/MR	45
RAD305	Clinical Practicum 3	280
Semester 4		
RAD401	Radiographic Image Analysis	45
RAD402	Radiographic Procedures 4	60
RAD402A	Radiographic Procedures LAB 4	15
ORAD403	Principles & Fundamentals of Mammography	45
ORAD404	Principles & Fundamentals of CT	45
RAD405	Clinical Practicum 4	288
RAD406	Registry Review	45
TOTAL		2080



Course Descriptions

Practical Nurse Program

NSG100: Introduction to Practical Nursing - 45 hours

In this course, students are introduced to the role and responsibilities of the Licensed Practical Nurse as a member of the healthcare team. Students will learn about legal and ethical issues related to nursing practice. Therapeutic communication skills and cultural diversity are introduced.

Prerequisite: None

Co-requisites: NSG 101, 102, 103

NSG101: Foundations of Nursing - 255 hours

In this course, students are introduced to the basic concepts of health and nursing care. Students will learn about health promotion, health restoration, and health maintenance. Concepts of basic nutrition are introduced. Through experiential learning in the nursing skills laboratory, the student will acquire basic nursing skills. During clinical practice at a long-term care facility, the student will provide basic nursing care to a client.

Prerequisite: None

Co-requisite: NSG 100, 102, 103

NSG102: Body Structure & Function - 90 hours

In this course, students are introduced to the structures and functions of the human body and the basic concepts of chemistry. Students will learn how the body systems work together to promote homeostasis. The student will also learn to describe the body parts and functions using the correct medical terminology.

Prerequisite: None

Co-requisite: NSG 100, 101, 103

NSG103: Pharmacology & Dosage Calculations - 60 hours

In this course, students are introduced to the basic concepts of pharmacology. The course emphasizes the principles of pharmacology, the principles of medication administration, drug classification, dosage calculation and nursing implications pertinent to selected pharmacologic agents.

Prerequisite: None

Co-requisites: NSG 100, 101, 102

NSG104: Adult Health Nursing I - 360 hours

In this course, the student will begin to explore common alterations in the respiratory, cardiovascular, hematologic, lymphatic, gastrointestinal, urinary, and musculoskeletal systems. The student will also learn the essential concepts of anesthesia, surgery, and emergency response as they relate to client care. The clinical rotations offered during this course prepare the student to identify and meet the needs of the adult in an acute care setting.

Prerequisite: Successful completion of Term 1

Co-requisite: NSG 105, 106

NSG105: Human Growth & Development - 45 hours

In this course, students are introduced to the basic principles of human growth and development across the lifespan. Various psychoanalytical, cognitive, and behavioral theories of human development are presented.

Current issues relative to the field of developmental psychology are discussed.

Prerequisite: Successful Completion of Term 1

Co-requisite: NSG 104, 106

NSG106: Mental Health Nursing - 45 hours

In this course, the student will be introduced to the concepts and principles of psychiatric/mental health nursing for clients across the life-span. The course examines health promotion, maintenance, and restoration for clients with psychiatric disorders and alterations in mental health. While there is no clinical experience for this course, the student will be able to apply knowledge and skills gained in this course while caring for clients during the NSG104 clinical rotation. **Prerequisite:** Successful completion of Term 1

Co-requisite: NSG 104, 105

NSG107: Adult Health Nursing II - 264 hours

In this course, the student will explore common alterations in the neurological, sensory, endocrine, reproductive, integumentary & immune systems. The clinical rotation offered during this course provides opportunities for the student to function as both a team member and a team leader while caring for clients with complex, chronic health conditions.

Prerequisite: Successful completion of Term 1 & 2

Co-requisite: NSG 108, 109, 110

NSG108: Childbearing, Family and Pediatric Nursing - 108 hours

In this course, the student will learn about the impact of health issues related to the childbearing family & pediatric clients. The focus is placed on nursing care that is directed towards assisting the individual and family achieve optimal wellness. 24 hours of this course include a clinical rotation in OB & Pediatrics.

Prerequisite: Successful completion of Term 1 & 2

Co-requisite: NSG 107, 109, 110

NSG109: Community Health Nursing - 30 hours

In this course, students are introduced to the roles and responsibilities of the community health nurse. The focus of the course is on the promotion of health and prevention of disease and injuries for community groups. Students will learn about the health and psychosocial issues within a variety of at-risk, culturally diverse populations.

Prerequisite: Successful completion of Term 1 & 2

Co-requisites: NSG 107, 108, 110

NSG110: Transition to Nursing Practice - 30 hours

In this course, students explore various aspects of the transition from student to practicing nurse. Employer expectations, job seeking skills and entry into practice will be explored. Students will recognize the importance of communication skills and setting priorities. Conflict, chaos and the use of power will be discussed. The importance of teamwork & performance in practice will be highlighted.

Prerequisite: Successful completion of Term 1 & 2

Co-requisites: NSG 107, 108, 109

Course Descriptions

Online Medical Office Administration with Billing & Coding

OHL100 – Introduction to Medical Terminology– 30 hours

This course introduces the students Medical Terminology through a unique combination of anatomy and physiology, word building principles and phonetic “sounds like” pronunciations. Students will learn proper medical and scientific terminology usage within the context of human anatomy, physiology and pathology.

Prerequisite: None

OBUS100 – College Keyboarding & Document Processing – 30 hours

During this course, students will learn how to type using the touch method of typing. They will develop a mastery of the keyboard and will achieve a typing speed of 25 words per minute.

Prerequisite: None

OHL200 – Medical Law and Ethics - 30 hours

This course introduces legislation affecting healthcare, along with a review of issues such as professional liability, informed consent, privacy and security laws, electronic health records, patients’ rights, and workplace legalities. Additionally, the cost of health care, who pays for it and types of health insurance are discussed. A variety of ethical issues in health care are explored.

Prerequisite: None

OBUS101 – Business Communication – 30 hours

This course will introduce students to the importance of effective communication and how to effectively communicate in a business setting. Students will explore verbal, nonverbal and written communication. They will learn how to write grammatically correct sentences and paragraphs for use in e-mails, memos, and business letters.

Prerequisite: None

OHL101 – Anatomy & Physiology I with Medical Terminology– 60 hours

Anatomy & Physiology I provides students with a comprehensive study of the human body through an explanation of the structure and function of its parts. Starting with a basic of cellular composition, each body system is examined with emphasis on both normal and pathological processes. The body systems covered in A&P I include: the skeletal system, muscular system, circulatory system and respiratory. Integrated into the study of each body system students will also be introduced to the language of medicine. Medical words will be taught along with their relationship to the human body. Students will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, medical treatments and procedures directly related to each body system. This new language will be used to facilitate communication with other health care professionals about their patients. In addition, abbreviations and medical specialties are included.

Prerequisite: None

OBUS102 – Microsoft Word – 60 hours

This course will enable students to develop a thorough understanding of Microsoft Word for Windows and become proficient using all of its features and functions. Students will learn how to create and save a document, select text, format text using the mini toolbar and the ribbon, use a document template and navigate a document. Students will learn how to edit documents by using cut, copy, and paste, use the office clipboard, find and replace text, check spelling and grammar, research information, add hyperlinks to a document as well as work with document properties. Additional topics will include setting margins, text alignment, indenting, line spacing, vertical alignment, setting tabs, bullets, and numbering, sorting text, using desktop publishing to create columns, add borders and shading, inserting clip art, use of the drawing toolbar and creating diagrams and charts.

Prerequisite: None

OHL201 – Anatomy & Physiology II with Medical Terminology – 60 hours

Anatomy & Physiology II continues on with the study of the body and covers the following body systems: the senses, nervous system, integumentary system, digestive system, endocrine system, male and female reproductive systems and obstetrics. Integrated into the study of each body system students will also be introduced to the language of medicine. Medical words will be taught along with their relationship to the human body. Students will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, medical treatments and procedures directly related to each body system. This new language will be used to facilitate communication with other health care professionals about their patients. In addition, abbreviations and medical specialties are included.

Prerequisite: HLS100

OCOD100 – Introduction to Health Insurance and Coding Principles – 60 hours

The overall goal of this course is to help you acquire and maintain an in-depth understanding of the rules and guidelines of each health plan in order to submit proper documentation. By becoming comfortable and familiar with this system then you should find yourself a little more at ease with learning systems you may encounter in a physician’s office. In addition, learning this system should increase your confidence when interviewing and starting a new career.

Prerequisite: None

OBUS103 – Computer Applications for Accounting Using QuickBooks – 30 hours

During this course, students will gain the knowledge and practical understanding of revenue and expenses while using QuickBooks Online. QuickBooks Online is commonly used to manage both personal finances and small businesses with the accounting and business management tools they need to keep their finances organized.

Prerequisite: None

Course Descriptions

OBUS104 – Microsoft Excel – 30 hours

This course is designed to give students an understanding of the spreadsheet program, Excel for Windows. During this course, the topics covered include, but are not limited to: understanding spreadsheet software, identifying window components, understanding formulas, various print options; creating simple and complex formulas, inserting function formulas, copying and moving cell entries, understanding relative and absolute cell references, copying relative and absolute cell references; formatting values, changing the appearance of the worksheet, renaming and moving a worksheet, inserting and deleting rows and columns; creating and planning a chart, and formatting charts.

Prerequisite: None

OCOD101 – Medical Coding I: Reporting Physician Services and Procedure Coding – 60 hours

This course prepares students to interpret physician documentation, operative reports, and other healthcare documentation into the appropriate procedure and services medical codes. CPT and ICD-10-PCS are medical code sets used in outpatient and inpatient facilities and are required by third-party payers for purposes of reimbursement, as well as for required reporting to accrediting bodies and government agencies.

Prerequisite: HLS100, HLS101, HLS201, COD100

OHLS301 – Computerized Billing & EMR – 60 hours

This course prepares students to utilize a computerized billing and medical software program. During this course, students will learn to accurately input patient demographics, procedures, diagnoses in order to generate claims and post payments. The various forms of a typical medical office will be used to compile standard insurance claim forms to bill insurance companies. Maintaining patient accounts and managing practice finances using the billing program is included. Students will be introduced to the use of electronic records in a medical practice. Topics covered are creating patient records, maintaining health history records, and reading and interpreting patient files.

Prerequisite: None

OCD100 – Career Development – 30 hours

Career Development provides an opportunity for students to prepare for a job search by learning and applying critical self-examination techniques for developing a successful career path and an awareness of the need to include life-long learning in career management. Topics include career planning research, job searching and refining interview and communication skills, developing and preparing career search documents such as resumes, job applications, cover letters and thank you letters. Students will also be directed in the use of telephone and faxing, employment testing, office behavior and etiquette, completing online applications and attaching their resumes. Mock interviews Mock interviews will also be conducted.

Prerequisite: None

OCOD102 – Medical Coding II: Diagnosis Coding – 30 hours

This course will teach students to interpret and report the key terms and details about diagnoses, signs, and symptoms—the reasons why the physician provided care to the patient during a specific encounter using the ICD-10-CM coding manual. This is known as medical necessity.

Prerequisite: HLS100, HLS101, HLS201, COD100, COD101



Photo Taken at Hunter Business School Medford Campus

Hybrid Diagnostic Medical Sonography Program

HDMS100: Cardiopulmonary Resuscitation/First Aid/Vital Signs - 16 hours

This course provides the participants with the knowledge and skills to carry out emergency first aid for life threatening injuries in the workplace. Students will be familiarized with topics which include identification and measurement of vital signs, management of choking and other breathing emergencies, shock, severe allergic reactions, bleeding and wound care, infection control, cardiopulmonary resuscitation, and automated external defibrillators.

Prerequisite: None

ODMS102: Medical Terminology I (Abdomen) - 20 hours

An understanding of medical terminology is crucial for effective communication in the technical world of ultrasound. Through this course, the student will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, treatments, and procedures in general and as they apply to abdominal sonography.

Prerequisite: None

Course Descriptions

ODMS103: Introduction to DMS, Patient Care, and Ethics - 30 hours

The goal of this course is to prepare students for placement in a clinical rotation. Students must be familiar with patient rights; HIPAA regulations; obligations of the sonographer to patients, institution, and self; care of patients with special needs in the ultrasound department; proper body mechanics during scanning and transfer of patients; safety issues involving transport of equipment; and the sonographer's role in infection control. Discussion of ethical theories and moral issues in health care, requirements of justice, socio-cultural factors, and the rights and responsibilities of health care professionals will be examined. In addition, this course will include dedicated lab time allowing students the opportunity to familiarize themselves with transducer and other sonography equipment fundamentals and basic scanning techniques before initial placement at a clinical externship.

Prerequisite: None

ODMS104: Acoustic Physics 1 - 65 hours

A thorough understanding of ultrasound physics is essential to performing inclusive diagnostic studies. Students must not only understand the components of the equipment, but also appreciate how each element of this complex machine interacts with other elements and with human tissue. Students attending this course will be introduced to the physics of diagnostic ultrasound. Topics will include transducers, imaging components, and Doppler principles.

Prerequisite: Module I

ODMS105: General Sonography I (Normal: Abdomen) - 65 hours

This course is the first part of the study of the sonographic evaluation of the abdomen and chest. Sonographic, directional, and sectional terminology will be discussed. Students will learn to recognize and identify the normal general and cross-sectional anatomy, anatomic variants, anatomic relationships, and Doppler patterns for the liver, biliary system, pancreas, urinary tract, adrenal glands, spleen, prevertebral vessels, peritoneal cavity, potential abdominal spaces, gastrointestinal tract, noncardiac chest, and the anterior abdominal wall. This section includes normal physiology of the organs mentioned organs and comparisons of sonographic imaging to other imaging modalities as related to these organs.

Prerequisite: None

ODMS205: General Sonography II (Normal: OB/GYN) - 60hrs

During this course, students will become familiar with normal sonographic findings in the evaluation of female pelvic anatomy and physiology and obstetrics. Using 2-D and Doppler ultrasonic images, lessons will cover normal anatomy of the female pelvis including uterus, ovaries, adnexa, pelvic ligaments, and muscles as well as evaluation of normal fetal growth and development during each trimester. The role of ultrasound in the assessment of obstetrical measurements, the placenta, umbilical cord, amniotic fluid, membranes, fetal growth assessments, and fetal organ systems are included.

Prerequisite: None

DMS107: General Sonography Lab I - 90hrs

This course is designed to offer student sonographers opportunities to practice techniques used for general scanning of all organs. There is a focus on the specifics of the following abdominal organs: the aorta, inferior vena cava, pancreas, liver, biliary system, spleen, kidneys and the urinary bladder. Students will use 2-D ultrasound systems, along with spectral and color Doppler imaging. Students will scan each other to obtain images specific to proficiency levels. Lab scanning will correlate to normal & disease states discussed in lectures. Laboratory hours will be arranged in stations to maximize efficient use of laboratory hours as well as student proficiency in developing scanning skills. Students will rotate through instructor supported stations weekly. All attempts are made for laboratory topics to correlate with lecture material. Students will also rotate through the MedaPhor ScanTrainer TV/TA Ultrasound Simulators to support their skill-based training. Assigned Modules and cases will mirror classroom & laboratory topics with student progress being monitored & tracked. Time permitted, pelvic and thyroid imaging will be introduced in this module to help support student's first clinical rotations.

Prerequisite: None

ODMS201: Medical Terminology II (Obstetrics and Gynecology) - 20 hours

An understanding of medical terminology is crucial for effective communication in the technical world of ultrasound. Through this course, the student will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, treatments, and procedures with emphasis on obstetrics and gynecology.

Prerequisite: All courses from previous Module.

ODMS202: Anatomy & Physiology (ABD & OB-GYN) - 20hrs

This course provides is a study of the human organism through the structure and function of its parts. The focus of this section is the Digestive tract, Reproduction and Fetal Development.

Prerequisite: All courses from previous Module.

ODMS203 – Acoustic Physics II - 60 hours

This course builds on the content explained in Acoustic Physics I and develops new concepts. Students will become familiar with acoustic wave properties; with pulsed, continuous, and color flow Doppler, soft tissue, interactions and bio effects.

Prerequisite: All courses from previous Module.

ODMS204 Sectional Anatomy I (Abdomen and Pelvis) - 20 hours

In this course, students will primarily study normal sections of the abdomen and female pelvis to be able to recognize anatomy in the sagittal (longitudinal), transverse, and coronal planes, to understand relationships between anatomic structures, to distinguish the arterial versus the venous portions of relevant sections of the vascular system, and to

Course Descriptions

classify the various sections of the anatomic regions and their parts. Development of skills related to the identification of anatomic structures seen in sectional planes is imperative to become a competent sonographer. This knowledge enables sonographers to communicate appropriately with other imaging professionals and with physicians.

Prerequisite: All courses from previous Module.

ODMS106: General Sonography III (Pathology: Abdomen) - 60 hours

This course is the second part of the study of the sonographic evaluation of the abdomen and chest. Students will learn to recognize, identify, and appropriately document abnormalities of or associated with the applicable Doppler waveforms, the liver, biliary system, pancreas, urinary tract, adrenal glands, spleen, prevertebral vessels, peritoneal cavity, potential abdominal spaces, gastrointestinal tract, non-cardiac chest, and the anterior abdominal wall. This section includes abnormal physiology of the stated organs and comparison of sonographic imaging to other imaging modalities as related to these organs. Students will understand the role the sonographer and of ultrasound in clinical management. Clinical management includes collection and noting of prior relevant patient history and any recent applicable physical examination, imaging, laboratory, and functional test.

Prerequisite: All courses from previous Module.

ODMS206: General Sonography IV (Pathology: OB/GYN) - 60 hours

The goal of the course is to provide the student with a foundation of knowledge on abnormal sonographic findings in the evaluation of female pelvic anatomy, and obstetrical sonography. Studies of pathology of the female pelvis, infertility diagnosis and treatment, complications during each trimester, fetal growth assessments, high risk pregnancies, and congenital anomalies will be explored. The role of ultrasound in the assessment of abnormalities affecting the placenta, umbilical cord, amniotic fluid, membranes, and fetal organ systems are included.

Prerequisite: All courses from previous Module.

DMS207 - General Sonography Lab II - 75 hours

This course is designed to offer the student of sonography an opportunity to practice techniques learned in abdominal and pelvic lectures in a supervised classroom laboratory setting. Using machines equipped with 2-D, spectral and color Doppler imaging capabilities, students will scan each other obtaining images specific to proficiency levels.

Prerequisite: All courses from previous Module.

DMS210: Clinical Externship I - 192 hours

The purpose of this 192-hour course is to expose the sonography student to the many aspects of Ultrasound Technology from a clinical perspective. Students in the first clinical rotation of two days per week will be assigned to shadow staff sonographers and assist in performing Abdominal and/or Obstetrical and

Gynecological studies. As the students' skills improve, additional responsibilities will be awarded. Students will be expected to take the initiative for hands-on scanning opportunities (always with the permission of the Clinical Instructor and patient) including hand-over-hand scanning and progressing to independent scanning. Each sonography student will be overseen by an appropriately credentialed Clinical Instructor with competency levels evaluated at specific intervals. The student and Clinical Instructor will be responsible to keep track of the students' attendance and progress through online and paper logs which will be reviewed by the school's Clinical Coordinator.

Prerequisite: All courses from previous Module.

ODMS301: Medical Terminology III (Advanced Topics) - 20 hours

An understanding of medical terminology is crucial for effective communication in the technical world of ultrasound. Through this course, the student will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, treatments, and procedures with an emphasis on small parts/superficial structures sonography of the: breast, scrotum, prostate gland, and the parathyroid and thyroid glands. The course includes an overview of terminology as it relates to pediatric/neonatal sonography of the brain, spine, GI tract, and reproductive systems. Musculoskeletal sonography and other medical imaging modality techniques and terminology are introduced in this course.

Prerequisite: All courses from previous Modules.

ODMS302: Anatomy & Physiology (Advanced Topics) - 20hrs

This course provides a study of the human organism through the structure and function of its parts. The focus of this section is the Digestive tract, Reproduction and Fetal Development.

Prerequisite: All courses from previous Modules.

ODMS303: Sectional Anatomy (Advanced Topics) - 20hrs

In this course, students will primarily study normal body sections of the in the sagittal, transverse, and coronal planes and understand anatomical structural relationships. distinguish between arterial & venous portions of the vascular system; and classify the various sections of anatomical regions and their associated parts. The development of skills for the identification of structures seen in sectional anatomy is important for sonographic competence. This knowledge will enable sonographers to distinguish anatomy being imaged as well as allow for effective communication. The organs of interest in this section are the: thyroid and parathyroid glands, scrotum and prostate gland, the breast, the spine, and the neonatal /prenatal brain.

Prerequisite: All courses from previous Modules.

Course Descriptions

ODMS304 - Seminars in Advanced Topic - 55 hours

This series of classes will expand on subjects not covered in depth during General Sonography I and II. The ultrasound student will have exposure to the following topics: small parts (superficial structures) imaging which includes the breast, scrotum, prostate, parathyroid, and the thyroid glands. Pediatric sonography with an emphasis on the neonatal brain, spine, and some abdominal and pelvic disorders. Correlation of ultrasound with other imaging modalities and other techniques including Magnetic Resonance Imaging, Computed Tomography, Nuclear Medicine, 3-Dimensional/4-Dimensional imaging, Interventional Sonography and Musculoskeletal Imaging will be covered.

Prerequisite: All courses from previous Modules.

ODMS305: Sectional Anatomy (Chest) - 15hrs

In this course, students will expand their knowledge of sectional anatomy of the human thorax. Identification skills developed during this course will form a foundation for detection of both normal and pathologic processes during sonographic evaluation of heart and its surrounding structures. Students will primarily study normal anatomic sections to recognize and distinguish anatomy of the thoracic vascular system, heart, pulmonary system, breast, bones and musculature in transverse, sagittal, and coronal planes. Emphasis will be placed on understanding anatomical structural relationships; distinguishing between arterial & venous portions of the vascular system; and classifying the various sections of anatomical regions and their associated parts. This knowledge will enable sonographers to distinguish anatomy being imaged and it will facilitate

HDMS306: Introduction to Cardiac Sonography - 25 hours

This is a basic course, intended to provide exposure to adult echocardiography for students who may have the opportunity to view and practice these exams at a multimodality ultrasound clinical site. Some clinical facilities where a may be assigned for abdominal and pelvic scanning exposure also do echocardiograms in the same lab. Our ultrasound education program provides much more comprehensive Cardiac Sonography content in the last modules.

Prerequisite: All courses from previous Modules.

DMS308: General Sonography Lab III - 50 hours

This course is offered after the first clinical assignment and during second with dual purposed, supervised, scanning. Students will scan the breast, OB, scrotum, thyroid, and pelvis to develop these skill sets. In this Module, students learn anatomy, physiology, and pathology related to the thyroid, breast, scrotum, obstetrics, and pelvis in lectures. These supervised scan sessions guide and direct students toward scan proficiency in these new areas and toward independent scanning in all areas.

Prerequisite: All courses from previous Modules.

HDMS309: Vascular Sonography I - 40 hours

This course will expose students to the peripheral vascular system through assignments, lectures, demonstrations, and hands-on scan labs. Students will learn about and explore anatomy and physiology of applicable components of the vascular system. In lectures and labs students will learn and practice scan protocols. Clinical indications of disease, testing to determine disease, disease treatment and follow-up care will be taught in this course. There are 20 lecture hours and 20 lab hours in this course.

Prerequisite: All courses from previous Modules.

DMS310: Clinical Externship II - 192 hours

This second clinical rotation, of two days each week for 192 - hours, will be built on the skills acquired from the previous externship rotation. It will be located at a different Abdominal and/or Obstetrical/Gynecological Sonography site with a different assigned Clinical Instructor. Students will be responsible for assisting the sonography staff with tasks within the department. Students will strive for more independent scanning during this rotation (always with the permission of the Clinical Instructor and patient). Competency levels will be attained and documented by an appropriately credentialed Clinical Instructor while attendance and progress will be tracked through online and paper logs.

Prerequisite: All courses from previous Modules.

ODMS311: Physics Registry Review - 10 hours

This course will provide a review of the content included in the ARDMS Sonography Principles and Instrumentation examination. Mock registry exams will be administered in a timed manner using a multiple-choice format. Complete discussions of correct and incorrect responses will also be employed.

Prerequisite: All courses from previous Modules.

DMS410: Clinical Externship III - 216 hours

The third clinical externship will allow students the opportunity to be exposed to Ultrasound Technology from a clinical perspective for 3 days each week for 216 hours. As in the previous rotations, students will strive for more independent scanning (always with the permission of the Clinical Instructor and patient). Students will be assigned to Clinical Instructors at Abdominal, Adult Echocardiography and/or Obstetrical/Gynecological Sonography sites. This rotation will provide an experience which closely resembles the sense of real employment. Competency levels will be attained and documented by an appropriately credentialed Clinical Instructor while attendance and progress will be tracked through online and paper logs.

Prerequisite: All courses from previous Modules.

Course Descriptions

ODMS 501: Critical Thinking - 15 hours

This course is designed to enhance the students' abilities to think "out of the box" and engage higher level reasoning skills. Emphasis will be placed on the role of sonography in the diagnostic work-up. A class project is required. Each class will consist of group discussion and critique to further explore the topics. This approach will allow observational and interpretive skills to evolve so that students can develop a more discerning eye and keener judgment when scanning.

Prerequisite: All courses from previous Modules.

ODMS505: Cardiac Sonography I - 60 hours

This series of classes is the first part of a course of study designed to provide the student with a thorough comprehension of normal and pathological cardiac structures and processes using Echocardiographic techniques. Students will be exposed to 2-D, M-mode and Doppler procedures and learn the benefits and limitations of both transthoracic and transesophageal scanning. The course will also cover measurement techniques and embryology.

Prerequisite: All courses from previous Modules.

DMS506: Cardiac Sonography Lab I - 60 hours

This course will provide the Echocardiographic student the opportunity to practice techniques learned in cardiac lectures in a supervised classroom laboratory setting. Students will employ transducers designed specifically for the 2-D, M-mode, spectral and color Doppler evaluation of cardiac structures to obtain images of each other. Competency will be determined based upon specific proficiency levels. Laboratory work will include answering questions based on normal anatomical findings imaged and correlation to disease states discussed in lectures both in class and using the MedaPhor practice modules.

Prerequisite: All courses from previous Modules.

HDMS508: Vascular Sonography II - 40 hours

This laboratory scanning course will cover the vascular system. Students will be exposed to Vascular Sonography topics including: Renal Vascular Ultrasound, Intracranial (Transcranial Doppler also referred to as TCD), other forms of testing for Peripheral Arterial disease and Peripheral Venous Reflux Testing. There are 20 lecture hours and 20 lab hours in this course.

Prerequisite: All courses from previous Modules.

ODMS509: General Registry Review - 30 hours

This course will provide a review of the content included in the ARDMS Abdomen and Obstetrics and Gynecology examinations. Mock registry exams will be administered in a timed manner using a multiple-choice format. Complete discussions of correct and incorrect responses will also be employed.

Prerequisite: All courses from previous Modules.

DMS510: Clinical Externship IV - 288 hours

During this fourth clinical externship of 288-hours, Diagnostic Medical Sonography students may begin their exposure to Cardiac sonography in a rotation through an Echocardiology Department. Students during this rotation may also be assigned to an externship site offering Abdominal and/or Obstetrical/Gynecological Sonography. This three day per week rotation will afford an additional clinical day for students who have already completed more than half of the Diagnostic Medical Sonography program. As in the previous rotations, students will strive for independent scanning (always with the permission of the Clinical Instructor and patient). Competency levels will be attained and documented by an appropriately credentialed Clinical Instructor while attendance and progress will be tracked through online and paper logs.

Prerequisite: All courses from previous Modules.

HDMS101: CPR Renewal - 12 hours

This course provides the participants with the knowledge and skills to carry out emergency first aid for life threatening injuries in the workplace. Students will be familiarized with topics which include identification and measurement of vital signs, management of choking and other breathing emergencies, shock, severe allergic reactions, bleeding and wound care, infection control, cardiopulmonary resuscitation, and automated external defibrillators.

HDMS602: Professional Development - 30 hours

The goal of this course is to provide a framework for graduating sonographers that will assist them in bridging the gap between being a student and an employee. Topics to be covered will include types of existing job opportunities, writing a professional cover letter and resume, conducting an effective job search, honing interview skills, and navigating the job market for employment as a proficient, competent Sonographer. The importance of obtaining CME requirements and other professional obligations will be stressed.

Prerequisite: All courses from previous Modules

ODMS606: Cardiac Sonography II - 60 hours

Part two of the course of study designed to cover Echocardiographic topics will continue with the discussion of normal and pathological structures and processes affecting the cardiac tissue. These lectures will build on the subjects already covered in Sonographic Procedures IIIA and will include advanced topics of Congenital Anomalies and 3D/4D Echocardiography.

Prerequisite: All courses from previous Modules.

Course Descriptions

DMS607: Cardiac Sonography Lab II - 60 hours

This course will provide the Echocardiographic student the opportunity to practice techniques learned in cardiac lectures in a supervised classroom laboratory setting. Students will employ transducers designed specifically for the 2-D, M-mode, spectral and color Doppler evaluation of cardiac structures to obtain images of each other. Competency will be determined based upon specific proficiency levels. Laboratory work will include answering questions based on normal anatomical findings imaged and correlation to disease states discussed in lectures both in class and using the MedaPhor practice modules.

Prerequisite: All courses from previous Modules

ODMS608: Cardiac Registry Review - 11 hours

This course will provide a review of the topics of Cardiac Sonography (Adult Echocardiography) to assist students in preparation for their Registry examinations. Mock registry exams will be administered in a timed manner using a multiple-choice format. Complete discussions of correct and incorrect responses will also be employed.

Prerequisite: All courses from previous Modules.

DMS610: Clinical Externship V - 288 hours

This is the last clinical externship for the Diagnostic Medical Sonography students. At this point in the course, students should be knowledgeable and experienced in performing a variety of independent sonographic evaluations (always with the permission of the Clinical Instructor and patient). Application of skills acquired during didactic and previous clinical experiences will be monitored at externship sites offering Cardiac and/or General Sonography studies. This rotation will be three days per week for 16 weeks. Competency levels will be attained and documented by an appropriately credentialed Clinical Instructor while attendance and progress will be tracked through online and paper logs.

Prerequisite: All courses from previous Modules.



Online Medical Billing Specialist Program

OMT2: Medical Terminology 1 - 30 hours

During this course medical terminology will be presented through a unique combination of anatomy and physiology, word building principles, and phonetic "sounds like" pronunciations. Students learn proper medical and scientific terminology usage within the context of human anatomy, physiology and pathology. Because word parts are integral to learning medical terminology, mastery of these "building blocks" is emphasized throughout the course. Organized by body system, systems begin with an overview of the structures and functions of that system so students can relate these to the specialists, pathology, diagnostic and treatment procedures that follow.

Prerequisite: None

OMT3: Medical Terminology 2 - 30 hours

Medical Terminology 2 reinforces basic medical terminology concepts learned in Medical Terminology I. During this course, additional body system terms are imparted from the Nervous System, Blood, Respiratory System, Urinary System, Female Reproductive System, Male Reproductive system and Endocrine System. Pronunciation, spelling and abbreviation of Medical Terminology is emphasized.

Prerequisite: MT2

OMC1: Medical Coding and Reimbursement 1 - 30 hours

This course gives students an essential understanding of medical insurance billing. Students will examine topics such as managed care, legal & regulatory issues, coding systems, reimbursement methods, medical necessity, and common health insurance plans. Emphasis will be placed on new legislation that impacts health care; Medicaid Integrity Contractors; case mix management; hospital- acquired conditions; present on admission; and value-based purchasing. Laws and guidelines that regulate coding compliance will also be covered.

Prerequisite: None

OMC2: Medical Coding and Reimbursement 2 - 30 hours

This course provides students with instruction in medical coding. The study of ICD-10-CM (International Statistical Classification of Diseases and Health Problems), CPT (Current Procedural Terminology), and HCPCS (Healthcare Common Procedure Coding System) Related begun in Medical Coding and Reimbursement I is continued here. Lessons stress the importance of linking diagnosis and procedure codes correctly when reporting services for reimbursement from health insurers. Covered also are major laws and guidelines that regulate coding compliance.

Prerequisite: MC1

Course Descriptions

OCMP2: Computerized Medical Practice Management - 50 hours

This course prepares students to utilize a computerized billing and medical software program. During this course, students will learn to accurately input patient demographics, procedures, diagnoses in order to generate claims and post payments. The various forms of a typical medical office will be used to compile standard insurance claim forms to bill insurance companies. Maintaining patient accounts and managing practice finances using the billing program is included. Students will be introduced to the use of electronic records in a medical practice. Topics covered are creating patient records, maintaining health history records, and reading and interpreting patient files.

Prerequisite: None

OCD10: Career Development - 10 hours

Career Development provides an opportunity for students to prepare for a job search by learning & applying critical self-examination techniques for developing a successful career path & an awareness of the need to include life-long learning in career management. Topics include career planning research, job searching and refining interview and communication skills, developing and preparing career search documents such as resumes, job applications, cover letters & thank you letters. Students will be directed in the use of telephone and faxing, employment testing, office behavior & etiquette, completing online applications & attaching their resumes. Mock interviews will be conducted.

Prerequisite: None

Medical Assistant Program



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MA101A / HMA101A: Asepsis and Assisting with Minor Surgery - 27 hours

MA101A introduces medical asepsis, and techniques used to control and reduce the spread of pathogenic microorganisms. During this course students will learn how to assist a physician with minor surgery and learn surgical asepsis. Use of an autoclave will be presented. Class discussion will be on a variety of minor surgical procedures and the medical assistants' role in assisting the physician with surgical preparation

of the patient, surgical instrument set-up and patient recovery. Occupational Safety and Health Administration (OSHA) standards and guidelines in the collection of high-quality blood specimens will be presented.

Prerequisites: None

MA101B / HMA101B: Pharmacology - 33 hours

This course introduces the student to Pharmacology. The course continues with methods of administration of medications. The course will also introduce mathematical computations of pharmaceutical measurements and calculations. Students will discuss a variety of medications and their common usage.

Prerequisites: None

MA102 / HMA102: Communication and Human Relations - 60 hours

This course gives students an introduction to patient relations in the medical office. Medical law and ethics are discussed. Communication skills are emphasized while students' learn to interact with physicians, other allied health professionals and patients. Students will learn proper telephone techniques and scheduling appointments.

Prerequisite: None

MA201 / HMA201: Urinalysis & Microbiology - 60 hours

During this course, students will be introduced to lab safety (Standard Precautions) where emphasis will be placed on the general rules for safety following Occupational Safety and Health Administration (OSHA) standards and guidelines. Students will discuss the anatomy and physiology of the urinary system and be introduced to the urinalysis area of a laboratory. Students will learn the techniques and procedures of collection, handling and testing of urine specimens including preparing urine for microscopic examination. In addition, students will study microorganisms and their relationship to illness and learn about the basic supplies and equipment used by the microbiology department. The course continues with the students learning how to assist a physician with rehabilitation, diagnostic tests, and emergency Medical procedures.

Prerequisite: None

MA202 / OMA202: Keyboarding with Microsoft Word - 60 hours

During this course students are introduced to the various parts of a computer and its operation. The course includes the development of keyboarding skills through touch method, mastery of the keyboard and typing speed building. Students progress from basic keyboarding skills to the basics of Microsoft Word and the fundamentals of word processing. Creating professional memos and business letters will be explored. Processing mail and telecommunications will be discussed, and Career Service will come in and assist in the preparing of resumes.

Prerequisites: None

Course Descriptions

MA301 / HMA301: Phlebotomy & Laboratory Procedures 1 - 60 hours

This course introduces students to blood collection techniques and the Hematology Department of a laboratory. Students will also discuss the laboratory environment with an introduction to the parts and use of a microscope. The course also includes training in capillary puncture and phlebotomy (venipuncture) procedures for collection of diagnostic blood specimens.

Prerequisites: None

MA302O / MA302: Anatomy & Physiology 1 with Medical Terminology - 60 hours

Anatomy & Physiology I with Medical Terminology provides students with a comprehensive study of the human body through an explanation of the structure and function of its parts. Starting with a basic of cellular composition, each body system is examined with emphasis on both normal and pathological processes. The body systems covered in A&P I include: the skeletal system, muscular system, circulatory system and respiratory system. Integrated into the study of each body system students will also be introduced to the language of medicine. Medical words will be taught along with their relationship to the human body. Students will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, medical treatments and procedures directly related to each body system. This new language will be used to facilitate communication with other health care professionals about their patients. In addition, abbreviations and medical specialties are included.

Prerequisite: None

MA401 / HMA401: Phlebotomy and Laboratory Procedures 2 - 60 hours

During this course, the practical application of venipuncture continues as students study the clinical chemistry department of a laboratory, coagulation, serology and blood typing. Students will learn the specifics of blood glucose, blood urea nitrogen and cholesterol. Assisting patients with special needs and Patient Education is included.

Prerequisite: MA301

MA402 / OMA402: Anatomy & Physiology 2 with Medical Terminology - 60 hours

Anatomy & Physiology with Medical Terminology 2 continues on with the study of the body and covers the following body systems: the senses, nervous system, integumentary system, digestive system, endocrine system, male and female reproductive systems and obstetrics. Integrated into the study of each body system students will also be introduced to the language of medicine. Medical words will be taught along with their relationship to the human body. Students will become familiar with vocabulary and word parts that will help them comprehend anatomy, physiology, pathology, diagnostic techniques, medical treatments and procedures directly related to each body system. This new language will be used to

facilitate communication with other health care professionals about their patients. In addition, abbreviations and medical specialties are included.

Prerequisite: MA302

MA501 / HMA501: Clinical Skills - 60 hours

This course instructs the student on how to prepare a new patient's medical record. Students will learn to take and document vital signs, assist physicians with a physical examination as well as with specialty exams in obstetrics, pediatrics, GI, gynecology, urology and geriatrics.

Prerequisite: None

MA502 / HMA502: Medical Administrative and Business Practices - 60 hours

This course gives students an introduction to the history of the health care system and the duties of the medical assistant as an administrator. Patient interaction, management of medical records, and an introduction to physician-based billing and coding are also covered. Students will learn how to manage patient accounts. Practice finances are discussed.

Prerequisite: None

MA601 / HMA601: Electrocardiography & Cardiac Testing - 60 hours

This course begins with a review of the cardiovascular system and its relationship to EKGs. During this course students will review taking and recording pulses, pulse pressure and blood pressure. Also included will be a discussion of various cardiac testing procedures, i.e., Holter Monitoring and Stress Testing. Students will also learn to properly and successfully complete an electrocardiogram, and how to observe for abnormal EKG's. This course also trains in cardiopulmonary resuscitation/automated external defibrillator (CPR/AED) according to AHA standards.

Prerequisite: MA302, A&P 1 w/ Medical Terminology

MA602 / OMA602: Computerized Billing & EMR - 60 hours

This course prepares students to utilize a billing & medical software program. During this course, students will learn to input patient demographics, procedures, diagnoses to generate claims & post payments. The various forms of a typical medical office are used to compile standard insurance claim forms to bill insurance companies. Maintaining patient accounts & managing practice finances using the billing program is included. Students are introduced to the use of electronic records in a medical practice. Topics covered are creating patient records, maintaining health history records, & reading & interpreting patient files.

Prerequisite: MA502

MA701 / HMA701: Certification Review with Career Development - 30 hours

This course provides students with an in-depth review of the skills and knowledge for the Medical Assistant Certification Examination. Students will utilize study guides and pretesting and review medical terminology, anatomy and physiology,

Course Descriptions

EKG, Laboratory Procedures, Human Relations, Urinalysis and Microbiology, Administrative Procedures, and Computer Applications. It will also include discussion on job application and securing a job interview.

Prerequisite: MA 101 through 602

MA801: Externship - 160 hours

During the externship phase of training, students are placed in a medical facility for some real-world experience. Students at the externship site observe experienced personnel and perform the duties of a medical assistant under the strict supervision of trained professionals. Students will be evaluated by the site supervisor on the basis of performance.

Prerequisite: MA101 through MA701

Computer Technician Networking Specialist Program

CTNS101: Introduction to Electronics - 60 hours

During this course students will be introduced to the fundamentals of electricity, current, voltage, resistance, Ohm's Law, power, soldering and printed circuit boards.

Prerequisite: None

CTNS102: Digital Technology & Network Cabling - 90 hours

Students will be introduced to identifying and describing the physical characteristics and official standards of coaxial cable, twisted-pair cable, fiber optic cable and their related connectors. In addition, students will learn the benefits and limitations of various networking media and be able to select and use the appropriate tool to troubleshoot common cable problems.

Prerequisite: None

CTNS 201: Fundamentals of Computer Technology - 90 hours

During this course students will learn how to disassemble and rebuild a functional computer. Students will learn how to identify and rectify issues utilizing troubleshooting techniques. Students will be able to describe and identify computer components and supporting hard drives in addition to other storage devices. **Prerequisite:** None

CTNS202: Basic Principles & Networking Fundamentals - 120 hours

During this course students will learn about supporting I/O devices, Networking fundamentals, Network infrastructure, cloud computing, mobile devices, and printers.

Prerequisite: CTNS201

CTNS203: Windows & Customer Service Support - 114 hours

During this course students will learn how to install and maintain a Windows operating system. This includes, how to schedule maintenance tasks, set up backup routines for user data and system files, use commands to manage files and folders, manage a hard drive, optimize Windows using the operating system's tools, support customers and troubleshoot windows. Students will learn how to troubleshoot windows startup as well as what to do before a problem occurs.

Prerequisite: CTNS202

CTNS204: Windows, MAC OS & Linux Networking - 96 hours

During this course students will learn disassembly and assembly of computers, motherboards/memory, support the power system, troubleshooting computers, supporting the hard drive, as well as other storage devices.

Prerequisite: None

CTNS301: Introduction to Networking - 120 hours

During this course student will learn how hardware is used for networking, various types of networks, and how to set up and troubleshoot network connections. Students will gain an understanding of the purpose of the OSI model, the structure and purpose of data packets and frames, basic data packets and frames, and basic data transmission concepts including full duplexing, attenuation, latency and noise. Students will also gain knowledge of the key TCP/IP services along with commonly used network access methods and their many physical layers and standards.

Prerequisite: CTNS204

CTNS302: Networking Infrastructure - 120 hours

During this course student will learn the introduction to networking, infrastructure and documentation, network addressing protocols, cabling, and wireless networking.

Prerequisite: CTNS301

CTNS303: Network Communications, Security & Performance - 90 hours

During this course student will learn to identify people, technology, and malware security risks to a network, the tools used to evaluate security of a network and configure devices for increased security. Students will learn how to utilize tools to monitor device and network events, and the best practices for incident response and disaster recovery. In addition, students will develop an understanding of the fundamental elements of WAN service options and the most common wireless WAN technologies.

Prerequisite: CTNS302

Course Descriptions

Career Development

All sections of this 900-hour Computer Technician Networking Specialist (CTNS) program were developed to provide students with the practical, hands-on experience necessary for working in this field and to prepare students for industry certification. Career development knowledge, skills, and abilities are part of the foundation of this program and have been integrated throughout so that students are properly prepared for the employment process. During the CTNS program, students will prepare for their job search, which includes the following: preparation of résumés, job applications, cover letters, and thank you letters; interview techniques; professional use of the telephone and fax; employment testing; office behavior and etiquette.

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Hybrid Web Application Design & Development Program

OWA110: Web Design w/ HTML & CSS - 90 hours

Introduction to the latest, industry-leading website development practices. This course teaches the basics of web development, starting with building basic Hyper Text Markup Language (HTML) web pages. The students will learn to edit HTML code using plain text editors, learn the basics of HTTP(S) and FTP protocols, and practice troubleshooting techniques. The second part of the course builds upon the students' HTML skills and introduces the basics of web page styling using Cascading Style Sheets (CSS). The students learn how to position HTML elements on a web page, lay out the elements relative to the HTML document and other elements of the page, and style the HTML using predefined CSS values. The course also teaches the method of encoding web colors as hexadecimal values & introduces the fundamentals of document object model.

Prerequisite: None

OWA120: Programming with JavaScript & jQuery - 60 hours

This course introduces the concepts of programming through web application design & development using the JavaScript programming language. The students learn about variable scope and program control flow with conditional statements and loops. The course builds upon the skills gained in the CSS course and expands the topic of Document Object Model using the jQuery library. This course has a strong focus on industry application and emphasizes the aspects of developing for touch screen and mobile devices. A real-world project, similar to what students may encounter in a professional setting is developed.

Prerequisite: WA110

OWA130: Cross Platform Mobile & Web Apps Development - 30 hours

Cross-platform application design provides an excellent starting point for mastering mobile application development. The students will be given opportunity to use the technologies learned in previous courses, including HTML5, CSS3, JavaScript and jQuery Mobile. An app-centric course curriculum emphasizes subsets of these technologies to guide students in developing sophisticated apps. The apps serve as models for numerous projects from various application domains.

Prerequisite: WA110 & WA120

OWA140: Object Oriented Programming with Java - 90 hours

This course introduces the beginning programmers to the power of Java through an engaging, hands-on approach. The students develop useful applications using Java Integrated Development Environment,

Course Descriptions

while learning the basic principles of structured and object-oriented programming. The course uses the latest version of Java and meaningful real-world exercises. The advanced topics of this course include the use of Java for enterprise application development. The students learn to build a full stack Java web application and explore the use of patterns to optimize the application design.

Prerequisite: WA120

OWA150: Data Development Utilizing Database Design & SQL - 60 hours

In this course the students are introduced to the database technology and Structured Query Language (SQL) programming using straightforward instruction, extensive hands-on exercises, and a strong foundation in real-world business applications. The course teaches basic SQL commands in the context of a running case, in which a business uses SQL to manage orders, items, customers, and sales reps. The course focuses on the fundamental data modeling principles and practices and serves as a prerequisite for the subsequent programming courses.

Prerequisite: WA140

OWA160: Team Project 1 - 30 hours

Extensive hands-on exercise that reinforces the skills gained in the previous courses by creating a multi-layered application. The project scope boundaries are intentionally open-ended to allow freedom of choice and personal expression.

Prerequisite: WA110, WA120 & WA130

OWA170: Programming with Python - 90 hours

The Python course teaches students a new programming language through problem solving and algorithm development. The students learn several application design strategies using case studies and enhance coding proficiency by expanding the portfolio of mastered programming languages.

Prerequisite: None

OWA180: PHP Programming with MySQL - 60 hours

This course covers the basics of PHP and MySQL, as well as advanced topics including PHP object-oriented programming and how to build web sites that incorporate authentication and security. After the students complete this course, they are ready to use PHP and MySQL to build professional quality, database-driven Web sites. This course requires the SQL course as a prerequisite.

Prerequisite: WA110 & WA150

OWA190: e-Commerce & Content Management Systems (CMS) - 60 hours

This is a hands-on course with a focus on preparing students for a career in the field of e-Commerce and CMS development and administration. The course introduces the main components of an e-Commerce solution and enriches the students' portfolios with practical implementation examples. In the second half of the course, students will learn two of the most popular CMS systems and enrich their portfolios with

modern day examples. Knowledge of PHP, JavaScript, HTML and CSS are prerequisites for this course.

Prerequisite: WA110

OWA200: Web Services with Node.js, XML & JSON - 30 hours

This course focuses on the distributed application development using web services and the services-oriented architecture paradigm. Students will learn about service orchestration, the basics of middleware, and its role in the distributed application architecture. Knowledge of JavaScript is a prerequisite for this course. **Prerequisite:** WA120

OWA210: Fundamentals of Digital Security & Software Development Life Cycle (SDLC) Methodology - 60 hours

In this course students will learn the basics of IT security, different types of common threats, and protective measures to avoid the security pitfalls. The curriculum includes exercises that expose common security issues and teaches how these issues can be preemptively avoided. The Software Development Lifecycle component of the course introduces the aspect of methodology, and the roles that IT professionals play in the various stages of a project. Students will learn how to collect and document requirements, translate them to application design and trace each project artifact to the original scope. **Prerequisite:** None

OWA220: Career Development - 30 hours

All sections of the Web Application Design & Development Program were developed to provide students with the practical hands-on experience necessary for working in the field. Career Development knowledge, skills and abilities are part of the foundation of this program and have been integrated throughout so that students are properly prepared for the employment process. Throughout the program, and during this Career Development course, students will prepare for their job search. **Prerequisite:** None

OWA230: Team Project 2 - 30 hours

Extensive hands-on exercise that reinforces the skills gained in the previous courses by creating a complex multi-layered web application. The project scope boundaries are intentionally open-ended to allow freedom of choice and personal expression. The students will be encouraged to work in teams to simulate a real-world project setting.

Prerequisite: WA190

WA240: Externship - 180 hours

During Externship students will use programming skills and languages they have studied in school, apply them to real world projects and gain initial experience at IT departments of major employers across Long Island and NYC. Externs will work in team environments with a broad range of technologies and will be mentored by a variety of

Course Descriptions

experienced IT professionals. Students who excel during the Externship and fit the host company's culture may be offered an employment opportunity at the end of the education program.

Prerequisite: WA110 through WA230



Hybrid Radiologic Technology Program

ORAD101: Intro to Radiography - 45 hours

This course provides an overview of the field of radiologic technology, including the organization of medical practice and the unique place imaging holds in the medical field. Students will explore the history of the medical imaging field and the critical role medical imaging plays in the healthcare arena. The topics of patient care, including physical and psychological needs of the patient and family, routine and emergency patient care procedures, safe patient transfer, immobilization techniques and infection control.

Corequisite: RAD102, RAD103, RAD104, RAD105, RAD106

RAD102: Radiographic Procedures 1 - 60 hours

This course offers an introduction to radiographic positioning terminology, manipulation of equipment, positioning and alignment of the anatomical structure and equipment, and evaluation of images for demonstration of basic anatomy. The course also focuses on radiographic procedures as they relate to the skeletal system. Topics include positioning, exposure factors, film evaluation, and related anatomy of the chest, abdomen, upper and lower extremities and shoulder. Proper marker placement and collimation is emphasized.

Corequisite: RAD101, RAD103, RAD104, RAD105, RAD106

RAD102A: Radiographic Procedures Lab 1 - 15 hours

This course is a simulated "hands on" class demonstrating and reinforcing anatomical positioning and its clinical applications related to Radiographic Procedures 1. Proper marker placement, collimation and radiation protection is emphasized. **Corequisite:** RAD101, RAD102, RAD104, RAD105, RAD106

RAD103: Radiographic Physics & Principles - 45 hours

In this course, students review electromagnetic radiation and electricity in order to operate radiographic equipment in a safe manner. Application of physics principles in the production of X-rays and the responsibility of producing quality radiographs with the lowest possible exposure to patients are emphasized.

Corequisite: RAD101, RAD102, RAD104, RAD105, RAD106

ORAD104A: Anatomy & Physiology I - 45 hours

This course provides an in-depth study of human anatomy and physiology. During this course, the systems covered in relation to the human anatomy are the chemistry of life, the cell, tissues, integumentary, skeletal, muscular, nervous, digestion and nutrition. Each of the systems will be introduced with a general overview, and then broken down to examine how they work beginning at the cellular level. Practical exercises to demonstrate key concepts will be utilized.

Corequisite: RAD101, RAD102, RAD103, RAD105, RAD106

ORAD105: Medical Terminology - 45 hours

This course introduces students to medical terminology through a combination of visually reinforced learning and lecture. Basic word structure, prefixes, suffixes, organization of the body, and body systems are discussed. Medical specialists and case reports will also be examined.

Corequisite: RAD101, RAD102, RAD103, RAD104, RAD106

RAD106: Patient Care in RT - 45 hours

This course will highlight the responsibilities of caring for the patients that require medical imaging procedures. How to manage compromised patients, including mobile examinations, medical emergencies, as well as contrast exams will also be covered. The importance of sterility is discussed. Furthermore, information will be presented on how to behave in an emergency or code situation. Students will be expected to execute the skills learned, both responsibly and ethically as student radiographers. Pharmacology and the principles of drug administration are reviewed.

Corequisite: RAD101, RAD102, RAD103, RAD104, RAD106

RAD107: Clinical Practicum 1 - 216 hours

This course is designed to introduce students to the clinical environment and provide them with the opportunity to interact with staff radiographers and radiologists to begin developing clinical skills. During this course students begin developing critical thinking and problem-solving skills in the clinical areas as they begin to perform examinations learned in the classroom and practiced in the laboratory setting. Staff radiographers directly supervise students during this practicum. Staff radiographer evaluations of

Course Descriptions

students' cognitive, psychomotor, and affective behaviors in clinical are one method used to correlate classroom theory to clinical practice. Learning is achieved in direct patient care through instruction, demonstration, and direct supervision.

Prerequisite: RAD101, RAD102, RAD102A, RAD103, RAD104, RAD105

RAD201: Principles of Exposure - 45 hours

This course will introduce students to the basic principles of medical imaging and involves equipment design and function. The production of x-rays, their characteristics and their role in the imaging process will be discussed and demonstrated. The role of exposure factors and the effects on image quality will be discussed and demonstrated

Prerequisite: RAD101, RAD103

RAD202: Radiographic Procedures 2 - 60 hours

This progressive course focuses on radiographic procedures, positioning, exposure factors, film evaluation, and related anatomy and positioning of pediatric, geriatric, and trauma patients. Procedures also focusing on mobile and surgical radiography, bony thorax, SI joints, arthrography, long bone measurement, and the entire spinal column will also be taught. This course also includes the proper manipulation of equipment, positioning and alignment of the anatomical structure, evaluation of images for proper demonstration of advanced anatomy, and related pathology. Proper marker placement and collimation is emphasized.

Prerequisite: RAD102, RAD102A

RAD202A: Radiographic Procedures Lab 2 - 15 hours

This course is a simulated "hands on" class demonstrating and reinforcing anatomical positioning and its clinical applications related to Radiographic Procedures 2. Proper marker placement, collimation and radiation protection is emphasized.

Prerequisite: RAD102, RAD102A

ORAD203: Ethics and Legal Implications in Radiologic Technology - 45 hours

This course will cover the critical role that ethics plays in the medical imaging arena. Legal implications of working with patients and sensitive, protected information will also be a focus. The information that is foundational for HIPAA and the reasons behind the creation of the laws intended to protect the rights of patients will be discussed in depth.

Prerequisite: RAD101

RAD204: Radiation Biology and Patient Protection - 60 hours

This course covers the principles of cell response to radiation. Topics covered include the development of radiation science, effects of whole-body exposure, and radiation protection dosage guidelines.

Prerequisite: RAD101, RAD103

ORAD205: Specialization in Radiologic Technology - 45 hours

This survey course is designed to introduce students to specializations that exist in the imaging field. Computed tomography, mammography, magnetic resonance imaging, cardiovascular technology, ultrasound, fluoroscopy, mobile radiography, radiographic tomography, bone densitometry, nuclear medicine, radiation therapy, dosimetry, and forensics and mammography modalities will be reviewed.

Prerequisite: RAD101

ORAD104B: Anatomy and Physiology II - 45 hours

This course provides an in-depth study of human anatomy and physiology. During this didactic instruction the systems covered in relation to the human anatomy are the blood, cardiovascular, lymphatic, nervous, endocrine, respiratory, urinary, reproductive, and growth and development. Each of the systems will be introduced with a general overview, and then broken down to examine how they work beginning at the cellular level. Practical exercises to demonstrate key concepts will be utilized.

Prerequisite: RAD104A

RAD206: Clinical Practicum 2 - 216 hours

This course builds on RAD107 as students become active participants in their clinical settings. During this course students continue to develop and demonstrate an increasing degree of competency in the clinical areas as they expand their positioning skills. Staff radiographer evaluations of students' cognitive, psychomotor, and affective behaviors in clinical are one method used to correlate classroom theory to clinical practice. Learning is achieved in direct patient care through instruction, demonstration, and direct supervision.

Prerequisite: RAD107

RAD301: Digital Radiography - 45 hours

During this course students will gain deeper understanding of digital imaging systems, basic computer, and networking information, PACS, and digital quality control and assurance activities. Students will formulate techniques to optimize image quality, minimize patient exposure and preserve equipment; apply methods of image quality assurance and adapt technical variables to changing conditions.

Prerequisite: RAD201

RAD302: Radiographic Procedures 3 - 60 hours

This progressive course focuses on radiographic procedures, positioning, exposure factors, film evaluation, and related anatomy imaging as it relates to the advanced projections of the Chest, Abdomen, Upper extremities, Lower extremities, and Pelvic region. The course also includes the proper manipulation of equipment, positioning and alignment of the anatomical structure and evaluation of images for proper demonstration

Course Descriptions

of advanced anatomy and related pathology. Proper marker placement and collimation is emphasized.

Prerequisite: RAD102, RAD102A, RAD202, RAD202A

RAD302A: Radiographic Procedures Lab 3 - 15 hours

This course is a simulated "hands-on" class demonstrating and reinforcing anatomical positioning and its clinical applications related to Radiographic Procedures 3. Proper marker placement, collimation and radiation protection is emphasized.

Prerequisite: RAD102, RAD102A, RAD202, RAD202A

ORAD303: Pathology - 45 hours

This course introduces students to the basic terms related to pathology and manifestations of pathological conditions including their relevance to radiologic procedures and the radiographic appearance of diseases. During this course, students are introduced to imaging procedures used in diagnosing diseases, the various systemic classifications of disease in terms of etiology and types, common sites, complications, and their prognosis.

Prerequisite: RAD104A, RAD104B

ORAD304: Cross Sectional Anatomy for CT/MR - 45 hours

This course presents a review of gross anatomy of the entire body. A detailed study of anatomical structures will be conducted for location, relationship to other structures and function. Anatomical structures are located and identified in axial, sagittal, coronal, and oblique planes. Illustrations and anatomy images will be compared with MR and CT images in the same imaging planes and at the same level when applicable.

Prerequisite: RAD104A, RAD104B

RAD305: Clinical Practicum 3 - 280 hours

This course builds on RAD206 as students become active participants in their clinical settings. This course is designed to provide second year students with increasing independence, speed, and efficiency in their positioning skills, and critical thinking and problem-solving abilities are reinforced. Staff radiographer evaluations of students' cognitive, psychomotor, and affective behaviors in clinic are continued and used to correlate classroom theory to clinical practice. Learning is achieved in direct patient care through instruction, demonstration, and direct and indirect supervision.

Prerequisite: RAD107, RAD206

RAD401: Radiographic Image Analysis - 45 hours

This course provides a basis for analyzing radiographic images. Included are the importance of imaging standards, discussions of problem-solving techniques in relation to image evaluation and the factors that can affect image quality. Actual images will be incorporated for image analysis. Students will be able to differentiate between acceptable and unacceptable quality of radiographic images and will make adjustments in positioning for optimal images. Students will also gain a

base knowledge for image evaluation criteria for various different projections.

Prerequisite: RAD101 & RAD201

RAD402: Radiographic Procedures 4 - 60 hours

The final course in the series focuses on discussing and demonstrating radiographic procedures, positioning, exposure factors, film evaluation, and related anatomy including upper and lower gastrointestinal procedures and positioning, general and advanced procedures of the skull, nasal bones, sinuses, and zygomatic arches. Also covered are the proper manipulation of equipment, positioning and alignment of the anatomical structure, and evaluation of images for proper demonstration of advanced anatomy and related pathology. Proper marker placement and collimation is emphasized.

Prerequisite: RAD102, RAD102A, RAD202, RAD202A, RAD302, RAD302A

RAD402A: Radiographic Procedures Lab 4 - 15 hours

This course is also a simulated "hands on" class demonstrating and reinforcing anatomical positioning and its clinical applications related to Radiographic Procedures 4. Proper marker placement, collimation and radiation protection is emphasized.

Prerequisite: RAD102, RAD102A, RAD202, RAD202A, RAD302, RAD302A

ORAD403: Principles and Fundamentals of Mammography - 45 hours

This course provides an overview of the field of mammography, including the history of this imaging modality and the unique place mammography holds in the medical field. The course will prepare student radiographers to be a member of a breast imaging team who provides patient education regarding breast cancer and early detection. Cultural competency will be explained. Safety and legal responsibilities of interacting with patients will be a focus of study. The course will also teach students to operate and utilize digital and conventional mammography equipment to produce images of patients' breast tissue, patient care and radiation protection.

Prerequisite: RAD101

ORAD404: Principles and Fundamentals of CT - 45 Hours

This course demonstrates the fundamentals in Computed Tomography (CT) imaging. The course provides formal specialized teaching in CT whole body imaging. Topics included in this course are history of computed tomography, fundamentals of computers, patient interactions, scanning methods, digital imaging, image formation, and image archiving, quality control, and radiation protection.

Prerequisite: RAD101, RAD304

Course Descriptions

RAD405: Clinical Practicum 4 - 288 Hours

Students in this semester are completing their program's final clinical performance evaluations and preparing for graduation. For a student to graduate, all clinical performance evaluations, as well as all other clinical requirements, must be satisfactorily completed. Students who fail to complete the clinical requirements will have their program length extended until these are satisfactorily completed.

Prerequisite: RAD107, RAD206, RAD305



RAD406: Registry Review - 45 Hours

This course includes lecture and demonstration of all topic areas learned. It is an in-depth review of all in-class, and clinical site areas of study throughout the program. The intent is to prepare students to be successful in passing the national registry and become a Registered Technologist (RT). There will also be a strong focus on career planning and avenues that are available in the medical imaging field beyond the basic certification.

Prerequisite: All Prior Courses

EXAMPLES OF COMPANIES THAT HIRED HUNTER GRADUATES



SAP & Financial Aid Eligibility

STANDARDS FOR SATISFACTORY PROGRESS

Satisfactory Academic Progress

All students (full and part-time) must meet the following minimum standards of academic achievement and successful course completion to remain in attendance at Hunter Business School and continue to receive federal student aid.

Hunter Business School will consider both a student's GPA (qualitative progress) and rate of progression (pace) through his or her program (quantitative progress).

A student's progress will be evaluated at the end of each payment period to determine satisfactory academic progress. At the end of each payment period, an evaluation of the student's pace will be completed to determine if the student can successfully complete the program within the maximum time frame of 150% of the standard program length.

GPA

A student must maintain a cumulative GPA of at least a 2.0.



Photo Taken at Hunter Business School Medford Campus

Rate of Program Completion (Maximum Time Frame)

Students are expected to complete all program requirements by their scheduled end (graduation) date. However, an extension may be granted, not to exceed 150% of the standard program hours. For example, the maximum time frame in which to complete a 600-hour program is 900 hours.

Pace

According to the Federal Government, a student must progress through his/her program at a pace of 67% or higher. Pace is calculated by dividing the cumulative number of completed hours by the cumulative number of attempted hours.

An evaluation will be conducted when a financial aid eligible student successfully completes the clock hours in the payment period. If it becomes apparent that the student cannot complete the program within the maximum time frame, the student will no longer be eligible for Financial Aid. At the point the student completes the scheduled clock hours in that payment period, financial aid will be disbursed if the student is making satisfactory progress.



Sample Rates of Program Completion

Program Length in Hours	150% Maximum Hours to Complete Program	Mid- Point of Program	Increment Size in Scheduled Hours	Pace Increment 1: Minimum Successfully Completed Hours out of Scheduled Hours	Pace Increment 2: Minimum Successfully Completed Hours out of Scheduled Hours	Pace Increment 3: Minimum Successfully Completed Hours out of Scheduled Hours
180	270	90	90	60/90	120/180	180/270
600	900	300	300	200/300	400/600	600/900
900	1350	450	450	300/450	600/900	900/1350
For programs over 900 hours please see Director of Education for Program Rates of Completion.						

SAP & Financial Aid Eligibility

Financial Aid Warning: A student will be placed on Financial Aid Warning if he/she: fails to maintain a cumulative GPA of at least 2.0 and/or fails to meet the 67% pace requirement at the end of each payment period.

Financial Aid Warning (FAW)

Students receiving federal student aid who fail to meet the GPA and/or pace requirement at the end of a payment period will be placed on FAW for one payment period. During the period of FAW, students are still eligible to receive federal student aid. If, after the FAW period, a student has still not achieved the GPA and/or pace requirement, he or she may appeal. If the appeal is granted, the student would be placed on financial aid probation for one payment period. The student would be eligible for federal financial aid while on probation. If the student has not achieved the GPA and/or pace requirement after the probationary period, the student will be dismissed.

Financial Aid Probation (FAP)

Students receiving federal student aid who have not maintained satisfactory progress after being given a FAW can appeal the SAP decision & be placed on FAP for one payment period. The student must meet with the Director of Education & create an academic plan stating the student's specific terms and conditions for trying to achieve satisfactory progress while on probation. By the end of the probation period a student must achieve the GPA pace requirements. A student will be removed from probation once they achieve satisfactory academic progress. A student who fails to achieve satisfactory progress after completion of probation will be dismissed and will not be eligible for federal student aid.

The Effect on SAP When a Graduate Seeks to Enroll in Additional Program

If a graduate seeks to enroll in an additional program, the hours & grades attempted in the original program that may apply to the new program are included in the determination of a student's satisfactory academic progress, both in CGPA and completion rate.

NYS SAP Policy

Academic Warning, Probation, School Dismissal

A student is required to maintain a minimum attendance of 80% (90% for PN & RT) and an overall GPA of 2.0. Students who do not meet the minimum cumulative grade point average or the minimum attendance rate at each evaluation point, which is the midpoint and endpoint of each term/quarter as defined by the program's enrollment agreement, shall be provided a written notice and placed on academic warning. Students on academic warning will have until the next evaluation point to meet the minimum cumulative grade point average of 2.0 and minimum attendance rate of 80% (90% for PN & RT). Students on academic warning who fail to meet the minimum cumulative grade point average or the minimum attendance rate at the end of their academic warning period will, at the discretion of Hunter Business School, either be dismissed from the program or placed on academic probation. Students on academic warning who are placed on academic probation will have until the next evaluation period to meet the minimum cumulative grade point average of 2.0 and minimum attendance rate of 80% (90% for PN & RT). Students on academic probation who fail to meet the minimum satisfactory requirement at the end of their probation period will be dismissed from school. Refer to each course syllabi for additional attendance requirements. (Example: Externships require 100% attendance.)

Academic Policies

Make-Up Exams & Retesting

Course requirements are comprised of hours of attendance, exams, competencies, and homework assignments. If a student has not completed and/or met ALL course requirements, he or she will receive a "W" (Withdrawal) from the course. Students who receive a grade of "F" or "W" will be required to retake the course which would extend the length of the program. All repeat hours will count towards computation of a student's maximum time frame.

Failure to Meet Course Requirements

Any missed exams, material and/or assignments due to absence is required to be completed as soon as possible. It's the student's responsibility to meet with the instructor to discuss any missed material and/or assignments. A student who is absent on the day of an exam must take the exam on the first day of his or her return. Missed material and/or assignments not made up may impact a student's final grade. If you need extra help, it is your responsibility to make an appointment with your instructor at a mutually agreeable time.

Academic Policies

Withdrawal/Dismissal

Upon a student's withdrawal or dismissal, the terms and conditions of the Cancellation and Refund Clause on the Enrollment Agreement become effective immediately.

Repeating a Course

A student who receives a grade of "F" will be required to repeat the class. This may be done during a free period, or if necessary, the student's program will be extended at no extra charge, provided the extension can be completed within 150% of the standard program length maximum timeframe.

A student must understand the following:

- When a class must be repeated, both grades will appear on transcripts.
- For the purpose of determining satisfactory academic progress, maximum time frame and minimum academic achievement, the clock hours from all attempts will be counted.
- It is the student's responsibility to consult with a FA Aid Advisor to determine financial aid eligibility.
- No additional tuition is charged for retaking class/classes. Course hours attempted, in courses from which the student has been granted a "withdrawal," are counted when calculating the percentage of successfully completed cumulative course hours attempted in the program for the determination of SAP. All hours attended are used for calculation of the refund policy.
- Students are responsible for purchasing textbooks that have been updated.
- Prerequisites within a program may affect a student's ability to progress further until successful completion of the failed course.

Grading System

A grade of "W" (Withdrawn) will not be utilized in computing a student's cumulative GPA, although the hours attempted will count towards computation of the student's maximum time frame.

Course repetition and transfer hours will also count towards completion of the student's maximum time frame. A course will not be considered a successful course completion until a final grade is issued. This could affect a student's satisfactory progress computation.

Lateness

Lateness in excess of 10 minutes will be recorded as one hour of absence from class. Students must contact their instructor if they will be late. Students are responsible for all work missed due to absence and should stay informed (by classmates or instructor) as

to the material covered when absent. Refer to each Course syllabus for additional requirements that apply to program specific courses.

Grade	Grade Point	# Equivalent
A	4.0	100 – 90
B	3.0	89 – 80
C	2.0	79 – 70
F	Failing	(Below 65%)
	DMS program	(Below 70%)
	RT program	(Below 75%)
T	Transfer Credit (Not Computed in GPA)	
W	Withdraw (Not Computed in GPA)	
P	Pass (Not Computed in GPA)	
E	Exempt (Not Computed in GPA)	

Attendance Standards

All students must attend 80% (90% for PN & RT) of their total program class hours. (Refer to course syllabi for additional attendance requirements that apply to specific courses, Clinicals & Externships require 100% attendance.)

- Each student is required to maintain a minimum attendance of 80% (90% for PN & RT) per course.
- If at the end of each evaluation point of a term or quarter your attendance is less than 80% (90% for PN & RT) or less than 100% in clinic/externship, you will receive a "W" (Withdrawal) & be required to retake the course.
- Training will be terminated following 14 consecutive calendar days of absence. Re-admission is at the discretion of the DOE. If a student is terminated, he or she is still financially responsible for all charges.

Appeals

A student who feels he or she has received a grade that does not reflect a true evaluation of his or her work or who has been dismissed, may appeal in writing to the Director of Education for a review and/or hearing. Mitigating circumstances will be considered in the review and/or hearing. A determination of the student's written appeal will be provided to the student in writing within 30 days.

Reinstatement

A student seeking reinstatement may be asked to request it in writing by the Director of Education. Unless the student's withdrawal was due to a documented illness, death in the family or other unforeseen circumstances a minimum of 1 term or

Academic Policies (con't.)

quarter following the student's withdrawal must have passed and the student must demonstrate to the Director of Education that the student has corrected the deficiencies that caused the termination before the student can request a reinstatement. If the student has not demonstrated that he/she has corrected their deficiencies, they may be permanently dismissed. A student may be readmitted after a conference that includes the education director, department chairperson and appropriate faculty members. Reinstatement will be at the discretion of this evaluation team, based upon the realistic outlook on whether or not a student can complete all needed requirements to make academic progress and has the desire and academic ability to progress satisfactorily in the program. The student must correct deficiencies that caused the termination by taking remedial courses, retaking courses failed, or practicing previously learned skills to reestablish satisfactory progress. The student must meet all requirements by the end of the payment period. If not corrected, the student is permanently dismissed. A student that has left school for medical reasons may be requested to obtain medical clearance to return to school.

The Director of Education ensures that the student's records are reviewed by the appropriate school personnel. If approval is obtained, an Admissions Representative may proceed with the re-entry process. Students who have withdrawn due to medical reasons must provide documentation that he/she is able to re-enter the program and has a reasonable chance of completing the program of study. The returning student must be capable of completing the program that is currently offered. Prior credit earned will be evaluated and applied appropriately and the timing of the student's return to the classroom will be dependent upon the courses that are scheduled and those that the student must take to complete the program. All questions regarding this policy should be directed to DOE.

Pass/Fail

HBS does not offer courses on a pass/fail basis, with the exception of MA701: Certification Review in our Medical Assistant Program.

Change of Program

A student may make a program change, if circumstances permit, with the approval of the Director of Education. A student requesting a change should see the DOE. If a student changes their program, the school may either:

- Transfer all relevant courses, which would then affect the new maximum time frame in the new program, count any transfer courses in completion, and calculate the transfer courses in the CGPA, or
- If there are no relevant courses to transfer to the new academic program, have the student begin again in the new curriculum and with a new maximum time frame, CGPA & completion

percentage. Students can only change programs after they sign a new enrollment agreement. The transfer grades are reflected on student's official transcript.

Financial Information

Financial Assistance

A student who has financial need is given full consideration for grants and loans. All students are welcome to consult with the Office of FA for information. HBS is eligible to participate in the Federal Pell Grant Program, Federal Supplemental Educational Opportunity Grant (SEOG) and the Federal Direct Loan Program.

Federal Pell Grant Program

This is a federal program for students who are enrolled at least half-time and meet the financial aid need guidelines of the program. You may apply online at studentaid.gov. Our federal school code is 015599. If you have any questions regarding the application process, please contact the Financial Aid Department.

Federal Supplemental Educational Opportunity Grant (SEOG)

This is a limited federal grant which is awarded to eligible students who qualify. Remember, there is a limited amount of federal funds available for this program. Applicants who demonstrate the greatest financial need are the only ones considered for SEOG. If you have any questions, please contact the financial aid staff at Hunter Business School.

Direct Loan Program

All eligible students enrolled at a Hunter Business School course of study can apply for a loan through the Direct Loan Program. Financial need must be demonstrated through a needs analysis in order to be eligible for a *subsidized* student loan (The government pays the interest on this loan while the student is in school.) Your need is based on your Cost of Attendance. The Cost of Attendance is an important factor in determining student financial aid.

The Expected Family Contribution (EFC) is subtracted from the cost of attendance to determine the calculated financial need. All eligible students can apply for a subsidized and unsubsidized loan. If a student is not eligible for a full subsidized loan, he or she may borrow a combined total of \$9,500 in an unsubsidized loan. Loan amounts are based on enrollment for a full academic year of 900 clock hours. Shorter programs will have lower maximum loan limits. Interest on an unsubsidized student loan accrues while the student is in school and during their grace period. Repayment of student loans begins six months after a student's last day of attendance. The student may apply for a student loan at studentaid.gov.

Financial Information

Parent Loan to Undergraduate Students (PLUS)

Parents of dependent students may also apply for a loan of up to the student's cost of attendance minus other financial aid they will receive at Hunter Business School. If a parent is denied a PLUS loan, the student may be entitled to additional unsubsidized funds. Parents may apply at studentaid.gov.

Veterans' Benefits

Hunter Business School participates in the United States Department of Veterans' Affairs Post 911 GI Bill® as well as other chapters of veterans' benefits. This applies to students attending on-campus programs only (hybrid & online programs not included). Veterans who receive VA benefits should submit all VA documentation to the Financial Aid Office for certification. The Office of Veterans' Affairs will be notified of termination, withdrawal, or successful completion of your program.

The GI Bill is a registered trademark of the U.S. Department of Veterans Affairs. More information about education benefits offered by the VA is available at the official U.S. government website at: <http://www.benefits.va.gov/gibill>

Cancellation & Refund Clause: *Online Medical Office Administration w/ Billing & Coding Eve*

A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.

1. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
2. This 600-hour program is divided into three quarters; the first and second quarters consist of thirteen weeks, & the third quarter consists of 12 weeks. One-third of the total tuition is allocated to each quarter.
3. If a student withdraws or is discontinued during the first quarter, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
 - (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
 - (c) Fifty percent (50%) during the third week of instruction in the quarter.
 - (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
 - (e) One hundred percent (100%) after the fourth week of instruction in the quarter.
4. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
 - (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
 - (b) Fifty percent (50%) during the second week of instruction in the quarter.
 - (c) Seventy-five percent (75%) during the third week of instruction in the quarter.
 - (d) One hundred percent (100%) after the third week of instruction in the quarter.
5. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Cancellation & Refund Clause: *Online Medical Office Administration w/ Billing & Coding Day*

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
3. This 600-hour program is divided into two quarters each consisting of ten weeks. One-half of the total tuition is allocated to each quarter.
4. If a student withdraws or is discontinued during the first quarter, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
 - (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
 - (c) Fifty percent (50%) during the third week of instruction in the quarter.
 - (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
 - (e) One hundred percent (100%) after the fourth week of instruction in the quarter.
5. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
 - (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
 - (b) Fifty percent (50%) during the second week of instruction in the quarter.
 - (c) Seventy-five percent (75%) during the third week of instruction in the quarter.

Financial Information

- (d) One hundred percent (100%) after the third week of instruction in the quarter.
- 6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Cancellation & Refund Clause: *Medical Assistant Eve*

- 1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
- 2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
- 3. This 910-hour program is divided into five quarters; the first and second quarter consist of twelve weeks; the third, fourth and fifth quarters consist of eleven weeks. One-fifth of the total tuition is allocated to each quarter.
- 4. If a student withdraws or is discontinued during the first quarter, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
 - (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
 - (c) Fifty percent (50%) during the third week of instruction in the quarter.
 - (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
 - (e) One hundred percent (100%) after the fourth week of instruction in the quarter.
- 5. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
 - (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
 - (b) Fifty percent (50%) during the second week of instruction in the quarter.
 - (c) Seventy-five percent (75%) during the third week of instruction in the quarter.
 - (d) One hundred percent (100%) after the third week of instruction in the quarter.
- 6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Cancellation & Refund Clause: *Medical Assistant Day*

- 1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
- 2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus.
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
- 3. This 910-hour program is divided into two terms of 15.5 weeks each. One-half of the total tuition is allocated to each term.
- 4. If a student withdraws or is discontinued during the first term, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the term.
 - (b) Twenty percent (20%) during the second week of instruction in the term.
 - (c) Thirty-five percent (35%) during the third week of instruction in the term.
 - (d) Fifty percent (50%) during the fourth week of instruction in the term.
 - (e) Seventy percent (70%) during the fifth week of instruction in the term.
 - (f) One hundred percent (100%) after the fifth week of instruction in the term.
- 5. If a student withdraws or is discontinued during the second term, the school may retain:
 - (a) Twenty percent (20%) during the first week of instruction in the term.
 - (b) Thirty-five percent (35%) during the second week of instruction in the term.
 - (c) Fifty percent (50%) during the third week of instruction in the term.
 - (d) Seventy percent (70%) during the fourth week of instruction in the term.
 - (e) One hundred percent (100%) after the fourth week of instruction in the term.
- 6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Financial Information

Cancellation and Refund Clause: *Online Medical Billing Specialist Eve*

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
3. This 180-hour program is completed in one quarter consisting of 11.25 weeks.
4. If a student withdraws or is discontinued during the quarter, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
 - (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
 - (c) Fifty percent (50%) during the third week of instruction in the quarter.
 - (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
 - (e) One hundred percent (100%) after the fourth week of instruction in the quarter.
5. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Cancellation & Refund Clause: *Hybrid Diagnostic Medical Sonography Day*

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted.
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
3. This 2470-hour program is divided into five terms; the first and second terms consist of seventeen weeks; the third, fourth and fifth terms consist of sixteen weeks. One-fifth of the total tuition is allocated to each term.
4. If a student withdraws or is discontinued during the first term, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the term.
 - (b) Twenty percent (20%) during the second week of instruction in the term.
 - (c) Thirty-five percent (35%) during the third week of instruction in the term.
 - (d) Fifty percent (50%) during the fourth week of instruction in the term.
 - (e) Seventy percent (70%) during the fifth week of instruction in the term.
 - (f) One hundred percent (100%) after the fifth week of instruction in the term.
5. If a student withdraws or is discontinued during any subsequent term, the school may retain:
 - (a) Twenty percent (20%) during the first week of instruction in the term.
 - (b) Thirty-five percent (35%) during the second week of instruction in the term.
 - (c) Fifty percent (50%) during the third week of instruction in the term.
 - (d) Seventy percent (70%) during the fourth week of instruction in the term.
 - (e) One hundred percent (100%) after the fourth week of instruction in the term.
6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Financial Information

Cancellation & Refund Clause: *Practical Nursing Day*

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
3. This 1332-hour program is divided into three terms of 15 weeks each. One-third of the total tuition is allocated to each term.
4. If a student withdraws or is discontinued during the first term, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the term.
 - (b) Twenty percent (20%) during the second week of instruction in the term.
 - (c) Thirty-five percent (35%) during the third week of instruction in the term.
 - (d) Fifty percent (50%) during the fourth week of instruction in the term.
 - (e) Seventy percent (70%) during the fifth week of instruction in the term.
 - (f) One hundred percent (100%) after the fifth week of instruction in the term.
5. If a student withdraws or is discontinued during any subsequent term, the school may retain:
 - (a) Twenty percent (20%) during the first week of instruction in the term.
 - (b) Thirty-five percent (35%) during the second week of instruction in the term.
 - (c) Fifty percent (50%) during the third week of instruction in the term.
 - (d) Seventy percent (70%) during the fourth week of instruction in the term.
 - (e) One hundred percent (100%) after the fourth week of instruction in the term.
6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Cancellation & Refund Clause: *Practical Nursing Eve*

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of quarters in the program. Total tuition liability is limited to the quarters during which the student withdrew or was terminated, and any previous quarters completed.
3. This 1332-hour program is divided into seven quarters; each quarter consists of eight weeks. One-seventh of the total tuition is allocated to each quarter.
4. If a student withdraws or is discontinued during the first quarter, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
 - (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
 - (c) Fifty percent (50%) during the third week of instruction in the quarter.
 - (d) Seventy-five (75%) during the fourth week of instruction in the quarter.
 - (e) One hundred percent (100%) after the fifth week of instruction in the quarter.
5. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
 - (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
 - (b) Fifty percent (50%) during the second week of instruction in the quarter.
 - (c) Seventy-five percent (75%) during the third week of instruction in the quarter.
 - (d) One hundred percent (100%) after the fourth week of instruction in the quarter.
6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Financial Information

Cancellation & Refund Clause: *Computer Technician Networking Specialist & Hybrid Web Application Design & Development Day Programs*

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
3. This 900-hour program is divided into two terms of 15 weeks each. One-half of the total tuition is allocated to each term.
4. If a student withdraws or is discontinued during the first term, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the term.
 - (b) Twenty percent (20%) during the second week of instruction in the term.
 - (c) Thirty-five percent (35%) during the third week of instruction in the term.
 - (d) Fifty percent (50%) during the fourth week of instruction in the term.
 - (e) Seventy percent (70%) during the fifth week of instruction in the term.
 - (f) One hundred percent (100%) after the fifth week of instruction in the term.
5. If a student withdraws or is discontinued during the second term, the school may retain:
 - (a) Twenty percent (20%) during the first week of instruction in the term.
 - (b) Thirty-five percent (35%) during the second week of instruction in the term.
 - (c) Fifty percent (50%) during the third week of instruction in the term.
 - (d) Seventy percent (70%) during the fourth week of instruction in the term.
 - (e) One hundred percent (100%) after the fourth week of instruction in the term.
6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Cancellation & Refund Clause: *Computer Technician Networking Specialist Eve*

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
3. This 900-hour program is divided into five quarters; the first and second quarter consist of twelve weeks; the third, fourth and fifth quarters consist of eleven weeks. One-fifth of the total tuition is allocated to each quarter.
4. If a student withdraws or is discontinued during the first quarter, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the quarter.
 - (b) Twenty-five percent (25%) during the second week of instruction in the quarter.
 - (c) Fifty percent (50%) during the third week of instruction in the quarter.
 - (d) Seventy-five percent (75%) during the fourth week of instruction in the quarter.
 - (e) One hundred percent (100%) after the fourth week of instruction in the quarter.
5. If a student withdraws or is discontinued during any subsequent quarter, the school may retain:
 - (a) Twenty-five percent (25%) during the first week of instruction in the quarter.
 - (b) Fifty percent (50%) during the second week of instruction in the quarter.
 - (c) Seventy-five percent (75%) during the third week of instruction in the quarter.
 - (d) One hundred percent (100%) after the third week of instruction in the quarter.
6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Financial Information

Cancellation & Refund Clause: Hybrid Radiologic Technology Day

1. A student who cancels within 7 days of signing the enrollment agreement receives all monies returned, with the exception of the non-refundable registration fee.
2. Thereafter, a student will be liable for:
 - (a) The cost of any textbooks or supplies accepted, plus
 - (b) Tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of terms in the program. Total tuition liability is limited to the term during which the student withdrew or was terminated, and any previous terms completed.
3. This 2080-hour program is divided into four terms of approximately 17 weeks each. One-fourth of the total tuition is allocated to each term.
4. If a student withdraws or is discontinued during the first term, the school may retain:
 - (a) Zero percent (0%) prior to or during the first week of instruction in the term.
 - (b) Twenty percent (20%) during the second week of instruction in the term.
 - (c) Thirty-five percent (35%) during the third week of instruction in the term.
 - (d) Fifty percent (50%) during the fourth week of instruction in the term.
 - (e) Seventy percent (70%) during the fifth week of instruction in the term.
 - (f) One hundred percent (100%) after the fifth week of instruction in the term.
5. If a student withdraws or is discontinued during any subsequent term, the school may retain:
 - (a) Twenty percent (20%) during the first week of instruction in the term.
 - (b) Thirty-five percent (35%) during the second week of instruction in the term.
 - (c) Fifty percent (50%) during the third week of instruction in the term.
 - (d) Seventy percent (70%) during the fourth week of instruction in the term.
 - (e) One hundred percent (100%) after the fourth week of instruction in the term.
6. Any monies paid to the school in excess of the sum due the school by the student who cancels, withdraws, or is discontinued will be refunded within the time required by state and federal regulations.

Tuition Reimbursement Fund

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending proprietary schools. If a school closes while you are in attendance prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses for which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim with the Tuition Reimbursement Fund, you must first file a complaint with the:

***Bureau of Proprietary School Supervision, NYS Education Dept., 116 W. 32nd Street, 5th Floor,
NY, NY 10001
or phone (212) 643-4760.***

The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form. ***The failure of a student to notify the Director of Education in writing of withdrawal may delay refund of tuition due, pursuant to Section 5002 of the Education Law.***



Financial Information

REFUND RETURN ITEMIZATION BY PROGRAM

MEDICAL ASSISTANT – DAY

First Term: Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% - \$7,587.50
During Second Week of Instructions	20% - \$1,517.50	80% - \$6,070.00
During Third Week of Instructions	35% - \$2,655.63	65% - \$4,931.88
During Fourth Week of Instructions	50% - \$3,793.75	50% - \$3,693.75
During Fifth Week of Instruction	70% - \$5,311.25	30% - \$2,276.25
After Fifth Week of Instructions	100% - \$7,587.50	0% - \$0.00

Second Term: Upon withdrawal or discontinuation during the subsequent term the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	0% - \$0.00	100% - \$7,587.50
During Second Week of Instructions	20% - \$1,517.50	80% - \$6,070.00
During Third Week of Instructions	35% - \$2,655.63	65% - \$4,931.88
During Fourth Week of Instructions	50% - \$3,793.75	50% - \$3,693.75
After Fourth Week of Instructions	70% - \$5,311.25	30% - \$2,276.25

MEDICAL ASSISTANT – EVE

First Quarter: Upon withdrawal or discontinuation during the first quarter the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% \$3,035.00
During Second Week of Instructions	25% - \$758.75	75% - \$2,276.25
During Third Week of Instructions	50% - \$1,517.50	50% - \$1,517.50
During Fourth Week of Instructions	75% - \$2,276.25	25% - \$758.75
After Fourth Week of Instructions	100% - \$3,035.00	0% - \$0.00

Subsequent Quarters: Upon withdrawal or discontinuation during the subsequent quarters the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	25% - \$758.75	75% - \$2,276.25
During Second Week of Instructions	50% - \$1,517.50	50% - \$1,517.50
During Third Week of Instructions	75% - \$2,276.25	25% - \$758.75
After Third Week of Instructions	100% - \$3,035.00	0% - \$0.00

ONLINE MEDICAL BILLING SPECIALIST – EVE

First Quarter: Upon withdrawal or discontinuation during the quarter the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% - \$2,975.00
During Second Week of Instructions	25% - \$743.75	75% - \$2,231.25
During Third Week of Instructions	50% - \$1,487.50	50% - \$1,487.50
During Fourth Week of Instructions	75% - \$2,231.25	25% - \$743.75
After Fourth Week of Instructions	100% - \$2,975.00	0% - \$0.00

HYBRID DIAGNOSTIC MEDICAL SONOGRAPHY – DAY

First Term: Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% - \$8,430.00
During Second Week of Instructions	20% - \$1,686.00	80% - \$6,744.00
During Third Week of Instructions	35% - \$2,950.50	65% - \$5,479.50

Financial Information

REFUND RETURN ITEMIZATION BY PROGRAM

During Fourth Week of Instructions	50% - \$4,215.00	50% - \$4,215.00
During Fifth Week of Instruction	70% - \$5,901.00	30% - \$2,529.00
After Fifth Week of Instructions	100% - \$8,430.00	0% - \$0.00

Subsequent Terms: Upon withdrawal or discontinuation during the subsequent terms the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	20% - \$1,686.00	80% - \$6,744.00
During Second Week of Instructions	35% - \$2,950.50	65% - \$5,479.50
During Third Week of Instructions	50% - \$4,215.00	50% - \$4,215.00
During Fourth Week of Instructions	70% - \$5,901.00	30% - \$2,529.00
After Fourth Week of Instructions	100% - \$8,430.00	0% - \$0.00

PRACTICAL NURSING – DAY:

First Term: Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% - \$7,482.33
During Second Week of Instructions	20% - \$1,496.47	80% - \$5,985.86
During Third Week of Instructions	35% - \$2,618.82	65% - \$4,863.51
During Fourth Week of Instructions	50% - \$3,741.17	50% - \$3,741.17
During Fifth Week of Instruction	70% - \$5,237.63	30% - \$2,244.70
After Fifth Week of Instructions	100% - \$7,482.33	0% - \$0.00

Subsequent Terms: Upon withdrawal or discontinuation during the subsequent terms the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	20% - \$1,496.47	80% - \$5,985.86
During Second Week of Instructions	35% - \$2,618.82	65% - \$4,863.51
During Third Week of Instructions	50% - \$3,741.15	50% - \$3,741.15
During Fourth Week of Instructions	70% - \$5,237.63	30% - \$2,244.70
After Fourth Week of Instructions	100% - \$7482.33	0% - \$0.00

PRACTICAL NURSING – EVE:

First Quarter: Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% - \$3,206.71
During Second Week of Instructions	25% - \$801.68	75% - \$2,405.03
During Third Week of Instructions	50% - \$1,603.36	50% - \$1,603.36
During Fourth Week of Instructions	75% - \$2,405.03	25% - \$801.68
After Fourth Week of Instructions	100% - \$3,206.71	0% - \$0.00

Subsequent Quarters: Upon withdrawal or discontinuation during the subsequent terms the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	25% - \$801.68	75% - \$2,405.03
During Second Week of Instructions	50% - \$1,603.36	50% - \$1,603.36
During Third Week of Instructions	75% - \$2,405.03	25% - \$801.68
After Third Week of Instructions	100% - \$3,206.71	0% - \$0.00

Financial Information

REFUND RETURN ITEMIZATION BY PROGRAM

COMPUTER TECHNICIAN NETWORKING SPECIALIST – EVE

First Quarter: Upon withdrawal or discontinuation during the first quarter the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% \$3,055.00
During Second Week of Instructions	25% - \$763.75	75% - \$2,291.25
During Third Week of Instructions	50% - \$1,527.50	50% - \$1,527.50
During Fourth Week of Instructions	75% - \$2,291.25	25% - \$763.75
After Fourth Week of Instructions	100% - \$3,055.00	0% - \$0.00

Subsequent Quarters: Upon withdrawal or discontinuation during the subsequent quarters the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	25% - \$763.75	75% - \$2,291.25
During Second Week of Instructions	50% - \$1,527.50	50% - \$1,527.50
During Third Week of Instructions	75% - \$2,291.25	25% - \$763.75
After Third Week of Instructions	100% \$3,055.00	0% - \$0.00

COMPUTER TECHNICIAN NETWORKING SPECIALIST – DAY

First Term: Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% \$7,637.50
During Second Week of Instructions	20% - \$1,527.50	80% - \$6,110.00
During Third Week of Instructions	35% - \$2,673.13	65% - \$4,964.38
During Fourth Week of Instructions	50% - \$3,818.75	50% - \$3,818.75
During Fifth Week of Instruction	70% - \$5,346.25	30% - \$2,291.25
After Fifth Week of Instructions	100% \$7,637.50	0% - \$0.00

Second Term: Upon withdrawal or discontinuation during the second term the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	20% - \$1,527.50	80% - \$6,110.00
During Second Week of Instructions	35% - \$2,673.13	65% - \$4,964.38
During Third Week of Instructions	50% - \$3,818.75	50% - \$3,818.75
During Fourth Week of Instructions	70% - \$5,346.25	30% - \$2,291.25
After Fourth Week of Instructions	100% \$7,637.50	0% - \$0.00

HYBRID WEB APPLICATION DESIGN & DEVELOPMENT – DAY

First Term: Upon withdrawal or discontinuation during the first term the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% - \$7,953.50
During Second Week of Instructions	20% - \$1,590.70	80% - \$6,362.80
During Third Week of Instructions	35% - \$2,783.72	65% - \$5,169.77
During Fourth Week of Instructions	50% - \$3,976.75	50% - \$3,976.75
During Fifth Week of Instruction	70% - \$5,567.45	30% - \$2,386.05
After Fifth Week of Instructions	100% - \$7,953.50	0% - \$0.00

Second Term: Upon withdrawal or discontinuation during the second term the school may retain as follows based of the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	20% - \$1,590.70	80% - \$6,362.80
During Second Week of Instructions	35% - \$2,783.72	65% - \$5,169.77
During Third Week of Instructions	50% - \$3,976.75	50% - \$3,976.75
During Fourth Week of Instructions	70% - \$5,567.45	30% - \$2,386.05
After Fourth Week of Instructions	100% - \$7,953.50	0% - \$0.00

Financial Information

REFUND RETURN ITEMIZATION BY PROGRAM

ONLINE MEDICAL OFFICE ADMINISTRATION WITH BILLING & CODING – DAY

First Quarter: Upon withdrawal or discontinuation during the first term the school may retain as follows, based on the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% - \$4,875.00
During Second Week of Instructions	25% - \$1,218.75	75% - \$3,656.25
During Third Week of Instructions	50% - \$2,437.50	50% - \$2,437.50
During Fourth Week of Instructions	75% - \$3,656.25	25% - \$1,218.75
After Fourth Week of Instructions	100% - \$4,875.00	0% - \$0.00

Second Quarter: Upon withdrawal or discontinuation during the second term the school may retain as follows, based on the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	25% - \$1,218.75	75% - \$3,656.25
During Second Week of Instructions	50% - \$2,437.50	50% - \$2,437.50
During Third Week of Instructions	75% - \$3,656.25	25% - \$1,218.75
After Third Week of Instructions	100% - \$4,875.00	0% - \$0.00

ONLINE MEDICAL OFFICE ADMINISTRATION WITH BILLING & CODING – EVE

First Quarter: Upon withdrawal or discontinuation during the first term the school may retain as follows, based on the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% - \$3,250.00
During Second Week of Instructions	25% - \$812.50	75% - \$2,437.50
During Third Week of Instructions	50% - \$1,625.00	50% - \$1,625.00
During Fourth Week of Instructions	75% - \$2,437.50	25% - \$812.50
After Fourth Week of Instructions	100% - \$3,250.00	0% - \$0.00

Subsequent Quarters: Upon withdrawal or discontinuation during the second term the school may retain as follows, based on the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instructions	25% - \$812.50	75% - \$2,437.50
During Second Week of Instructions	50% - \$1,625.00	50% - \$1,625.00
During Third Week of Instructions	75% - \$2,437.50	25% - \$812.50
After Third Week of Instructions	100% - \$3,250.00	0% - \$0.00

HYBRID RADIOLOGIC TECHNOLOGY – DAY

First Term: Upon withdrawal or discontinuation during the first term the school may retain as follows, based on the quarterly tuition paid to the school.

	School May Keep	Student Refund
Prior to or during first week	0% - \$0.00	100% - \$9,590.00
During Second Week of Instructions	20% - \$1,918.00	80% - \$7,672.00
During Third Week of Instructions	35% - \$3,356.50	65% - \$6,233.50
During Fourth Week of Instructions	50% - \$4,795.00	50% - \$4,795.00
During Fifth Week of Instructions	70% - \$6,713.00	30% - \$2,877.00
After Fifth Week of Instructions	100% - \$9,590.00	0% - \$0.00

Subsequent Terms: Upon withdrawal or discontinuation during the subsequent terms the school may retain as follows, based on the quarterly tuition paid to the school.

	School May Keep	Student Refund
During First Week of Instruction	20% - \$1,918.00	80% - \$7,272.00
During Second Week of Instruction	35% - \$3,356.50	65% - \$5,908.50
During Third Week of Instruction	50% - \$4,795.00	50% - \$4,545.00
During Fourth Week of Instruction	70% - \$6,713.00	30% - \$2,727.00
After Fourth Week of Instruction	100% - \$9,590.00	0% - \$0.00

Tuition & Fees

DAY PROGRAMS

Program	Hrs.	Hourly Rate	Tuition	Registration	Books/Supplies	Total Cost
Online Medical Office Administration w/ B & C	600	\$16.25	\$9,750.00	\$50.00	\$1,975.00	\$11,775.00
Computer Technician Networking Specialist	900	\$16.97	\$15,275.00	\$50.00	\$1,375.00	\$16,700.00
Hybrid Web Application Design & Development*	900	\$17.67	\$15,907.00	\$50.00	\$290.00	\$16,247.00
Medical Assistant*	910	\$16.68	\$15,175.00	\$50.00	\$1,107.00	\$16,332.00
Practical Nursing (PN)* **	1332	\$16.85	\$22,447.00	\$50.00	\$3,360.00	* **\$25,857.00
Hybrid Diagnostic Medical Sonography (DMS)*	2470	\$17.06	\$42,150.00	\$100.00	\$2,850.00	\$45,100.00
Hybrid Radiologic Technology (RT)*	2080	\$18.44	\$38,360.00	\$100.00	\$2,860.00	\$41,320.00

*Students enrolled in the MA, PN, DMS, RT & WADD programs should expect to incur additional out of pocket expenses throughout their programs including, but not limited to, travel to externship sites, medical examinations, any necessary required blood work & immunizations, & fees to apply for Licensing/National Certification/Registry Exams.

**Includes Nursing Student Liability Insurance.

EVENING PROGRAMS

Program	Hrs.	Hourly Rate	Tuition	Registration	Books/Supplies	Total Cost
Online Medical Office Administration w/ B & C	600	\$16.25	\$9,750.00	\$50.00	\$1,975.00	\$11,775.00
Computer Technician Networking Specialist	900	\$16.97	\$15,275.00	\$50.00	\$1,375.00	\$16,700.00
Medical Assistant*	910	\$16.68	\$15,175.00	\$50.00	\$1,107.00	\$16,332.00
Online Medical Billing Specialist	180	\$16.53	\$2,975.00	\$50.00	\$975.00	\$4,000.00
Practical Nursing (PN)* **	1332	\$16.85	\$22,447.00	\$50.00	\$3,360.00	* **\$25,857.00

Payment of Tuition & Fees

Tuition and fees can be paid using the following methods:

- Cash
- Check
- Credit/Debit Card
- Financial Aid (for students who qualify)

All payments must be made according to a prearranged schedule.

Student Agreement

By accepting admission to Hunter Business School, you agree to the following:

1. Guarantee all tuition payments for your chosen program.
2. In case of default on payment, you will be responsible for all reasonable costs of collection, including but not limited to attorney's fees and collection agency fees.

Please note that any delinquency in tuition payment may be reported to credit bureaus.

Late Payment Rules:

It is crucial to meet your agreed-upon payment schedule to avoid additional charges. The late payment fees are as follows:

- **No Late Fee:** Payment is one day late, up to one week late.
- **5% Late Fee:** Payment is over one week late.
- **Thirty Days Late:** If your financial status has changed since you first started at Hunter Business School. You must meet with a student services officer to arrange an acceptable payment schedule if qualified
- **Sixty Days Late:** Two consecutive missed payments may result in being barred from attending class or being dropped from the program and sent to collections.

Policies & General Information

Photo Taken at Hunter Business School Levittown Campus



Student Grievance Procedure

The school and work environment is at its best when communications are clear and attitudes are positive. The purpose of this procedure is to outline a process for students to express and resolve misunderstandings, concerns, or issues that they have with any Hunter employee, fellow student, or third party associated with the school in a fair and equitable manner. A student may use this procedure if he/she believes that an employee of Hunter, fellow student, or third party associated with the institution has violated a School policy or has acted in a manner that is inappropriate or unfair to the student. Prior to undertaking an informal or formal grievance, students are advised to bring the issue to the attention of one of their instructors, their student advisor, or faculty mentor. These individuals can assist the student in making a decision about how best to address the issue of concern and whether to pursue an informal or formal grievance. The informal procedures described here are recommended before a grievance is brought according to Hunter's formal procedure.

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting: www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1-800-421-3481. The following person has been designated to handle inquiries regarding non-discrimination and anti-harassment policies:

Levittown and Medford Campus

Lisa Lye - Title IX Coordinator
3601 Hempstead Turnpike, Levittown, NY 11756
(516) 796-1000
lye@hunterbusinessschool.edu



Informal Procedure

Prior to undertaking formal grievance mechanisms, students are requested to follow the steps outlined below and to speak with the designated individuals:

1. Bring the problem to the attention of the instructor. If he or she is an inappropriate person with whom to talk, and/or if the instructor does not have sufficient authority to address the problem, then the matter should be discussed with either the Program Director, specific Department Chairperson or Director of Education.
2. If none of them are able to resolve the issue, then the Campus Director should be contacted.
3. If after following these steps the grievance is not amicably resolved and the student is still dissatisfied with the outcome, then the aggrieved party can make an appointment with the school President to discuss the problem.

Formal Procedure

A student, who feels that an issue or problem has not been appropriately addressed or resolved by the faculty or administrative unit, may submit a written grievance report to their Campus Director for consideration by Hunter's executive management. Upon submission, the grievance will be addressed at their next scheduled meeting and a determination will be provided in writing within five business days. If after receipt of the officers' determination, a student feels that his or her concern or complaint has not been adequately addressed, the student can contact Hunter's accrediting agency by mail or phone:

Commission on Secondary Schools, Middle States
Association of Colleges and Schools (MSA-CESS)
St. Leonard's Court 3819 Chestnut St., Suite 310
Philadelphia, PA 19104-3171
Main Telephone Number: 267-284-5000
Email: info@msa-cess.org
Fax: 610-617-1106

Alternatively, or in tandem, a student can contact by mail or phone:

New York State Education Department Bureau of
Proprietary School Supervision
89 Washington Ave. Room 560, Albany, NY 12234
Phone: (518) 474-3644

Policies & General Information

Health & Safety

It is required by the State Education Dept. to have our facility comply with the requirements of the State and Local Building Codes, the Health Department, and Fire Department regulations.

In case of emergency during school hours, the school will take action to obtain the services of local medical assistance, as needed.

Counseling & Guidance

Educational, occupational & personal advising will be provided to all students by the Campus Director, Director of Education, or academic advisor. Students with problems not training related will be referred to appropriate agencies that are geographically convenient.

Photo Taken at Hunter Business School Levittown Campus



Career Services

As a graduate of Hunter Business School, you are entitled to continuous placement assistance. However, the school does not promise or guarantee employment to any student or graduate.

The school maintains a permanent placement record which includes grades and samples of students' work, and a record of job placement. Prior to graduation, all students will have completed a unit in job preparation, which includes mock interviews, preparation of a resume, and job development techniques.

Campus Safety Policies

Both Hunter Business School campuses are located in office building complexes that provide public access to other tenant businesses. Lots are lit at night, as are building entrances.

Normal exercise of personal awareness of surroundings of any public area is recommended while on campus during daylight and evening hours. Police, Fire & Medical Emergencies can be reported by dialing 911 from any telephone on campus. Students, faculty & staff are informed that non-emergency calls for service can be made by calling the appropriate non-emergency contact number.

Reporting of Criminal Activity

Hunter Business School requires that all criminal activity be reported to its administration and, in most instances, to the local police. In the event that any student, faculty, or staff witnesses criminal activity on the campus of Hunter Business School, the student, faculty, or staff must immediately notify the administration of Hunter Business School and a written report must be filed by the end of the next business day with the office of the President of Hunter Business School. Responsibility for filing the written report lies with the person or persons in charge of the premises or the function involved.

The President of Hunter Business School or designee will report the criminal activity to the appropriate police agency if the victim has not yet filed a report. In consultation with other appropriate administrative personnel, the President of Hunter Business School will determine any next steps necessary in investigating the criminal activity and any steps toward disciplinary action warranted against any employee or student of the school.

The President or designee will also issue a formal report to all appropriate persons involved. Incidents of criminal activity where internal disciplinary action is taken against the offender; Hunter Business School reserves the right to disclose to the alleged victims the result of such disciplinary action. Action will be taken at the discretion of the President of the school.

Hunter Business School does not have its own campus law enforcement or security department. Faculty personnel have enforcement authority with regard to all school policies and procedures, work closely with state and local law enforcement agencies in the reporting of criminal activity, and encourage accurate and prompt reporting of all crimes to appropriate police agencies.

Policies & General Information

Advanced Standing & Transfer of Hours

Transfer of hours may be granted upon the receipt of a college or business/trade school transcript, in addition to the prior institution's catalog. The student must have received a grade of "C" or better in an equivalent course, as determined by the administration. Advanced standing may also be granted based upon an exemption test given by Administration or by another documentable assessment. Transfer hours cannot be funded with Federal Title IV financial aid. Transfer credits will count as hours attempted and completed for SAP calculations. Graduates of Hunter Business School who enroll in a new program where specific courses are the same, will receive credit for both grades and hours previously attended.

Our programs are career focused. The academic clock hours are not designed to be transferred to other institutions. If the transferability of clock hours is important to you, we encourage you to contact the institution of interest to ascertain their policy regarding transfer credit.



Academic Transcripts/Progress Reports

Academic transcripts are given to each student at the end of each cycle and are available upon a student's request. Each student has the right to inspect and review his or her educational records. In addition, each student has the right to challenge and potentially correct the accuracy of the contents of his or her educational records.

In order to do so the student must provide the Education Director with a written statement that the records are incorrect. This statement must include specific evidence supporting the accuracy of this written statement. The statement must be mailed by a traceable form of mail to the Education Director whose responsibility it will be to investigate the situation and make a final determination. In addition, student transcripts may be released to the following requesters:

1. Anyone, with the student's written, signed and dated consent.
2. To officials of other schools to which the student seeks admittance.
3. In connection with financial aid.
4. To state or local authorities.
5. When necessary to protect the health or safety of the student and/or others.
6. In compliance with judicial order or lawfully issued subpoena.

The School will retain all documentation of individuals requesting and receiving access to the records. A request for an official transcript will have to be accompanied by a written official transcript request or a release signed by the student or graduate.

Attendance

Each day new skills and concepts are being taught and practiced in each class. Because of this, attending all classes is very important and attendance is recorded in each class. A student's record of attendance becomes part of his or her permanent record. If an absence occurs, the student is expected to notify the school by phone early in the day. Excessive absences without good cause, other than illness, family emergency, etc., can result in automatic course failure and may be grounds for dismissal. Refer to each course syllabi for additional attendance requirements that apply to specific courses. (Example: Externships require 100% attendance.)

Withdrawal/Dismissal

Upon a student's withdrawal or dismissal, the terms of the Cancellation and Refund Clause on the Enrollment Agreement will become effective immediately.

Transfer of Hunter Business School Clock Hours to Other Institutions

Hunter Business School (HBS) is a NY State licensed proprietary career school. All program curricula are measured in clock hours, **not** credit hours. School diplomas and certificates are issued to students who meet Hunter Business School's graduation requirements.

As such, Hunter cannot guarantee the transfer or awarding of any clock hour credit to Hunter graduates seeking to use those hours towards the completion of a new program at a different educational institution. That is left to the sole discretion of the institution of higher education that the graduate may choose to subsequently attend.

Policies & General Information

Unit of Credit

The curriculum is structured in terms of instructional (clock) hours. An instructional (clock) hour equals one 50-minute period where lecture, demonstration, and supervised or directed instruction is conducted.

Graduation Requirements

To be eligible for graduation, you must:

- Have completed all requirements of your program with a cumulative average of 2.0 or better.
- Have attended 80% or more of total program class hours, (PN & RT programs require 90% attendance, and PN, MA, DMS, RT & WADD programs require 100% attendance for all clinical/externship hours.)
- Have fulfilled all financial obligations to the school.
- Have attended all placement seminars and completed all requirements for successful placement opportunities.
- Have successfully completed your program in the required time period.
- Have successfully completed other program specific obligations including but not limited to having attended required certification, licensing, or registry exam reviews.

Graduation

- No student will be permitted to graduate if they fail to fulfill any of the above requirements.
- Diplomas or Certificates will be presented to you at graduation.

Terms

The school reserves the right to make such changes in regulations, curricula, and charges as it deems necessary, without previous notice, and with the approval of the appropriate licensing and accrediting agencies.

Academic Freedom

It is the policy of the Hunter Business School to maintain an atmosphere in which students and faculty have ample opportunity to explore the full spectrum of ideas, opinions, and beliefs. The Institution recognizes and respects the individual faculty member's rights to academic freedom, as well as the obligations inherent in these rights. Faculty has the right to pursue scholarly inquiry to any honest conclusion. They are free to present to their colleagues and students their findings and judgments about their field of specialization.

Faculty members have the professional obligation to present the learning objectives in a manner that supports diverse learning styles in the classroom. Finally, they are free to publish the results of research and reflection without institutional censorship. In order to ensure that this situation is perpetuated, academic

freedom is defined in terms of the following rights to :

1. Seek & interpret information.
2. Communicate findings without interference.

By accepting academic freedom, each faculty member accepts the following responsibilities for preserving that freedom to:

1. Maintain scholarly competence.
2. Confine oneself to his / her area of competence.
3. Be objective & speak his/her conclusions.
4. Speak officially for the Institution only when authorized.
5. Defend the academic freedom of his/her colleagues.

Hunter Business School guarantees academic freedom by making sure that all faculty members are protected from discriminatory dismissal.

The faculty subscribes to this statement of academic freedom with the firm belief that academic freedom neither implies the granting of license nor releases anyone of his/her contractual and legal duties.



Hunter Staff

LEVITTOWN (L) & MEDFORD (M)

Jay Fund President & Owner (L&M)
 Lisa Lye Corporate Financial Aid Director (L&M)
 Steven Schenkman Director of Corporate Development (L&M)
 Joanna Szukowska Contoller (L&M)
 Tracey Maletta MA Program Director (L&M)
 Joe Parry Marketing Director (L&M)



LEVITTOWN CAMPUS (L)

Erica Bider Campus Director (L)
 Ryan Howell Director of Education (L)
 Parvin Ghadami Evening Director of Education (L)
 Bridget Headley Director of Admissions (L)
 Dana McMahan Senior Admissions Representative (L)
 Jada Williams Admissions Representative (L)
 Wilton White Admissions Representative (L)
 Marc Herschmann Senior Admissions Representative (L)
 Joe Sica Admissions Representative (L)
 Marion Wilson Admissions Representative (L)
 Lianna Mogollon Financial Aid Advisor (L)
 Nikiya Rodriguez Assistant Financial Aid Director (L)
 Victor Chirel Registrar (L)
 Mary-Jo Thompson Bursar (L)
 Jody Peck Career Services Director (L)
 Vincent Scocozza Career Services Advisor (L)
 Ayasha Longi Career Services Advisor (L)
 Pamela Coleman Career Services Advisor (L)
 Ryan Howell MOA, MBS & MA Program Chair (L)
 Donna Evans MA Practicum Coordinator (L)
 Shqype Husiq Medical Assistant Dept. Administrative Assistant (L)
 James Fetter CTNS Program Chair (L)
 Renee Ennis PN Program Chair (L)
 George McRedmond WADD Program Chair (L)
 Abe Najjar RT Program Chair (L)
 Aggie Montalvo RT Clinical Coordinator (L)
 Lucinda Valenti PN Clinical Coordinator (L)
 Nick Gentile Lead IT Administrator (L&M)
 Chris Renda IT Administrator (L)
 Diana Rustman Day Receptionist/Administrative Assistant (M)
 Teresa Hansen Eve Receptionist/Administrative Assistant (L)
 Arlene Gokberk Administrative Assistant (L)



MEDFORD CAMPUS (M)

Chuck Copt Campus Director (M)
 Tracey Maletta Director of Education (M)
 Ambar Davidson Assistant to the Director of Education (M)
 Valencia Milms Evening Director of Education (M)
 Janette Chiofalo Director of Admissions (M)
 Elisa Braider Admissions Representative (M)
 Carol Logan Admissions Representative (M)
 Stacy Schiefer Admissions Representative (M)
 Jacquelyn Rudjord Admissions Representative (M)
 Karen Jonaitis Admissions Representative (M)
 Jennifer Mazzola Admissions Representative (M)
 Daniel DiTomasso Admissions Representative (M)
 Eva Fuentes Director of First Impressions (M)
 Kellyann Romaine Financial Aid Advisor (M)
 Ely Deshler Financial Aid Advisor (M)
 Melody Colichio Career Services Director (M)
 Brionna Cook-Grimes Career Services Advisor (M)
 Christopher Cheffo Career Services Advisor (M)
 Erin Jordan Career Services Advisor (M)
 Tracey Maletta MA Program Chair (M)
 Dayna Smith MA Practicum Coordinator (M)
 Kim Dalton DMS Program Chair (M)
 Nicole Pettilo DMS Clinical Coordinator (M)
 Betty DeMott CTNS Program Chair (M)
 Ashley Clavin Registrar (M)
 Melissa Berthel MOA & MBS Program Chair (M)
 Dora Lavelle Evening Receptionist/Administrative Assistant (M)
 Eva Fuentes Administrative Assistant (M)
 Audrey Romano Bursar (M)
 Candace Berry Bursar/HR (M)
 Dante Montemarano IT Administrator (M)
 Nelson Rodriguez IT Administrator (M)



Hunter Faculty

All Hunter Business School Instructors are licensed by the New York State Department of Education, Bureau of Proprietary School Supervision (NYSBPSS), except for PN Faculty, who meet the requirements of the NYS Office of the Professions.

LEVITTOWN (L)

Business Department

Edeedson Cine, NYS Lic., Ed.D, MA, St. Josephs College Medical Office Administration

Technology Department

James Fetter (L) NYS Lic., Surburban Technical School Computer Technician Networking Specialist (CTNS)

Patrick McAuliffe (M) NYS Lic., Briarcliff College, NY Computer Technician Networking Specialist (CTNS)

George McRedmond (L) NYS Lic., NY Institute of Technology Web Application Design & Development (WADD)

Medical Assistant Department

Jose Santos (L) NYS Lic., Sanford-Brown Institute, NY Medical Assistant

Reza Zolfaghari (L) NYS Lic, MD, Mashhad Medical University, Iran Medical Assistant

Donna Evans (L) NYS Lic., Hunter Business School, NY Medical Assistant

Lavette Smith (L) NYS Lic., Ultrasound Diagnostic, NY Medical Assistant

Omar Bato (L) NYS Lic., Sandford-Brown Institute, NY Medical Assistant

Tanita Waithe (L) NYS Lic., Manhattan Community College, NY Medical Assistant

Edeedson Cine, NYS Lic., Ed.D, MA, St. Josephs College Medical Assistant

Practical Nursing Department

Renee Ennis, (L) MS, RN, Stony Brook University, NY Practical Nursing

Lucinda Valenti, (L) MSN, RN, Chamberlain University, NJ Practical Nursing

Chantal Sainty, (L) MS, RN, NP, Stony Brook University, NY Practical Nursing

Karla Imonti, (L) RN, BSN, MBA, Adelphi University, NY Practical Nursing

Radiologic Technology Department

Abe Najjar, (L) NYS Lic., MHA, BA, RT (R), Brooklyn College, NY Radiologic Technology

Aggie Montalvo (L) NYS Lic., BS, RT (R), NYCCT, NY Radiologic Technology



Hunter Faculty

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MEDFORD (M)

Business Department

Suzanne Reggi-Branciforte (M) NYS Lic., Diploma, Sanford-Brown Institute, NY Computer Applications
Kim Klosterman (M) NYS Lic., Ultrasound Diagnostic School, NY Computer Applications
Shirley Taylor (M) NYS Lic., Diploma, Molloy College, NY Medical Coding & Billing
Guiseppa Pacificador (M) NYS Lic., Branford Hall, NY Medical Office Administration
Sara Rebecchi (M) NYS Lic., Southern New Hampshire University, NH Medical Office Administration

Technology Department

Betty DeMott (M) NYS Lic., Hunter Business School, NY Computer Technician Networking Specialist (CTNS)
Alton Lazuras, (M) NYS Lic., Hunter Business School, NY Computer Technician Networking Specialist (CTNS)

Diagnostic Medical Sonography Department

Kim Dalton (M), NYS Lic., MS, Oregon Tech, OR Diagnostic Medical Sonography (DMS)
Gary Heckman, (M) NYS Lic., BS, University of MD Diagnostic Medical Sonography (DMS)
Nicole Petillo, (M), NYS Lic., Regis College, MA Diagnostic Medical Sonography (DMS)
Donald Turney (M), NYS Lic., Clarion Western PA University, PA Diagnostic Medical Sonography (DMS)

Medical Assistant Department

Tracey Maletta (M) NYS Lic., Dover Technical School, NY Medical Assistant
Dayna Smith (M) NYS Lic., Lincoln Technical Institute, NY Medical Assistant
Brittany Sampogna (M) NYS Lic., Hunter Business School, NY Medical Assistant
Mike Grateaux (M) NYS Lic., Hunter Business School, NY Medical Assistant
Alecia Logan (M) NYS Lic., LPN BOCES, NY Medical Assistant
Jamie Tola (M) NYS Lic., Hunter Business School, NY Medical Assistant
Tracy Paquette, (M) NYS Lic., Suburban Technical Institute, NY Medical Assistant
Meliss Granados, (M) NYS Lic., Branford Hall, NY Medical Assistant
Vanessa Molina, NYS Lic., Florida Career College, FL Medical Assistant

Practical Nursing Department

ToniLynn Sterk, (M) MS, RN, CMSRN, SUNY Empire State College, NY Practical Nursing
Ariella Werner, (M) BSN, RN, Stony Brook University, NY Practical Nursing
Donna Hill, (M) BSN, RN, Chamberlain College of Nursing, NJ Practical Nursing
Colinda Taylor, (M) MSN-Ed, RN, Capella University, MN Practical Nursing



Photo Taken at Hunter Business School Medford Campus

School Calendar

Student Calendar of School Closings for Levittown & Medford

Holidays	2024	2025
New Year's Day	January 1	January 1
Martin Luther King Day	January 15	January 20
President's Day	February 19	February 17
Good Friday	March 29	April 18
Memorial Day	May 27	May 26
Juneteenth	June 19	June 19
Independence Day	July 4	July 4
Labor Day	September 2	September 1
Rosh Hashanah	October 3	September 23
Yom Kippur	XXXX	October 2
Columbus Day	October 14	October 13
Veteran's Day	November 11	November 11
Thanksgiving	November 28	November 27
Thanksgiving Day After	November 29	November 28
Christmas Recess	December 24 - January 1, 2025	December 24 - January 1, 2026

Evening Students: 2024 Independence Day Recess - July 1, 2024 - July 5, 2024

2025 Independence Day Recess - June 30, 2025 - July 4, 2025

School Hours of Operation: Monday through Thursday 8:30 a.m. - 10:00 p.m., Friday 8:30 a.m. - 3:30 p.m.
Closed Saturday & Sunday

Weather Closings: The closing of Hunter Business School in inclement weather will be announced on our website at: HUNTERBUSINESSSCHOOL.EDU, and our FACEBOOK Page. In addition, a message will be posted on the school's answering machine with the most up-to-date information.

Retention & Placement Rates for 07/01/22 - 06/30/23

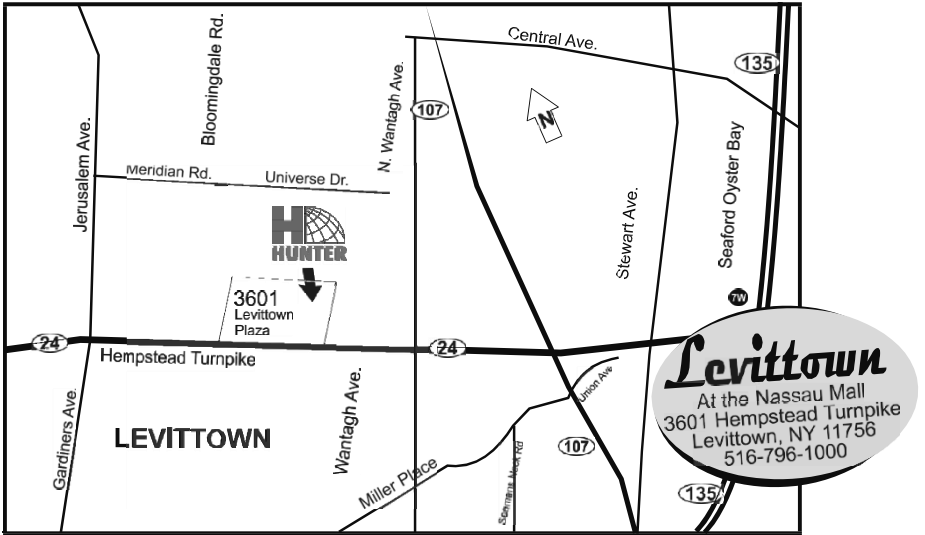
Levittown Programs	Retention Rate	Placement Rate
Practical Nurse	96%	90%
Medical Billing Specialist	100%	74%
CTNS	91%	81%
Medical Assistant	79%	88%
Medical Office Administration	92%	75%
WADD	87%	67%
Radiologic Technology	99%	92%
Medford Programs	Retention Rate	Placement Rate
Medical Billing Specialist	100%	73%
CTNS	91%	70%
Medical Assistant	87%	78%
Medical Office Administration	94%	74%
Diagnostic Medical Sonography	100%	96%
Practical Nurse	92%	N/A
WADD	100%	N/A

The information provided in the Occupational Educational Data Survey (OEDS) is self-reported data by the licensed career school. While BPSS has approved the catalog, it relies on the verification of its content by the licensed career school.

Location & Directions

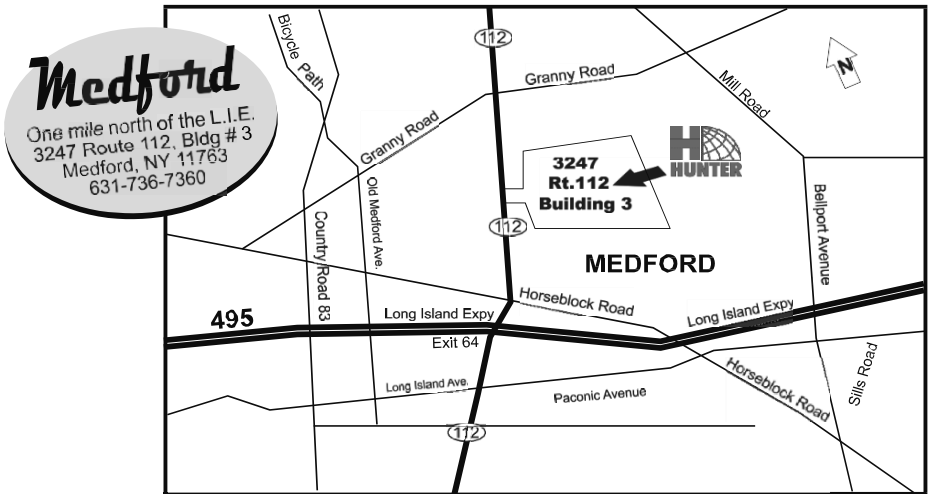
Directions to Our Levittown Campus

From- Seaford-Oyster Bay Expressway to Hempstead Turnpike West. Proceed approx. one mile to the Nassau Mall (turn right). **From- Wantagh Parkway** to Hempstead Turnpike East. Proceed approx. one and one-half miles to the Nassau Mall. (Turn left). **From- Southern State Parkway** to Wantagh Ave. north, approximately one mile to Hempstead Turnpike, Make left turn on Hempstead Turnpike. Go approximately one-quarter mile to the Nassau Mall and make (turn right).



Directions to Our Medford Campus

LIE East to Exit 64 - Route 112. proceed North on Route 112 approximately one and one-half miles. Right turn into Brookhaven Executive Center.



Addendum to the Catalog

HUNTER BUSINESS SCHOOL NOTICE OF NONDISCRIMINATION

Hunter Business School, Inc. is committed to a policy of equal opportunity and providing a safe learning and working environment free from unlawful discrimination, harassment and violence. Hunter Business School, Inc. does not discriminate or permit discrimination by any member of its school community, including its employees, students, visitors and third parties, in its educational programs or activities, policies, recruitment, admissions, employment, financial aid, loan and scholarship programs and placement on the basis of race, color, creed, national origin, religion, sex, gender, disability, age, pregnancy, ancestry, military or veteran status, marital or partnership status, sexual orientation, gender identity, gender expression or any other legally protected status. Inquiries or complaints regarding any form of discrimination or harassment may be directed to:

Lisa Lye
Title IX Coordinator
3601 Hempstead Turnpike Levittown, New York 11756 (516) 796-1000
lye@hunterbusinessschool.edu

and/or

U. S. Department of Education
Office for Civil Rights (New York Office) 32 Old Slip, 26th Floor New York, New York 10005 (646) 428-3800
OCR.NewYork@ed.gov

Notice of the School's nondiscrimination policy will be included in each announcement, bulletin or application form made available by the School, including the School's Student Catalog, Student Handbook, Employee Handbook, Student Enrollment Application and Employment Application. The notice will also be posted on the School's website and on faculty and student bulletin boards.

**HUNTER BUSINESS SCHOOL
POLICY AGAINST DISCRIMINATION AND
HARASSMENT (INCLUDING SEXUAL HARASSMENT,
SEXUAL ASSAULT AND SEXUAL VIOLENCE)**

POLICY STATEMENT

Hunter Business School is committed to providing a safe and healthy educational and employment environment that encourages and fosters appropriate conduct in which all individuals are treated with dignity and respect and are free from unlawful sex discrimination as well as all other unlawful discrimination. This policy applies to all forms of unlawful sex discrimination including sexual harassment, sexual assault and sexual violence. Hunter expects that all interpersonal relationships and interactions, especially those of an intimate nature, will be based upon mutual respect, open communication and clear consent and that all members of our School community will assist in creating an environment free from unlawful discrimination and harassment. These standards apply equally to everyone regardless of the sex, gender, sexual orientation, gender identity or gender expression of any of the individual's involved.

This policy applies to all members of our school community including students, employees (including faculty, administrators and staff), and third parties (including guests, visitors, vendors and contractors) and to all conduct committed in connection with any Hunter Business School program. This policy also applies to any incident that may adversely impact an employee's work and/or a student's or other person's participation in the School's educational or other programs and activities.

Hunter Business School is committed to promptly and equitably addressing and resolving all reports of unlawful discrimination and harassment. We will promptly respond to complaints of discrimination or harassment so as to end the conduct, prevent its reoccurrence, remedy any effects of the conduct on any individual or the School community, and eliminate any hostile environment. Anyone who violates this policy will be subject to sanctions as set forth below.

The School will not retaliate against any individual, including the Title IX Coordinator, for the purpose of interfering with any right or privilege secured by Title IX or applicable law. Retaliation against an individual because the individual filed a complaint alleging violation of Title IX or applicable law, participated in a Title IX investigation, hearing or proceeding in any way, or advocated for others' rights pursuant to Title IX or other applicable law is also prohibited.

WEBSITE ADDRESS FOR THIS POLICY

www.hunterbusinessschool.edu

DEFINITIONS

Complainant is the person alleged to have been subjected to conduct that violates this policy.

Respondent is the person accused of engaging in conduct in violation of this policy.

Sex Discrimination is conduct based on an individual's sex that excludes an individual from participation, denies the individual benefits of, treats the individual differently or otherwise adversely affects a term or condition of the individual's employment, education, living environment or participation in a program or activity. Sex discrimination includes all forms of sexual harassment and sexual misconduct.

Sexual Harassment is unwelcome conduct of a sexual nature that denies or limits one's ability to participate in or benefit from the educational or work environment at the School. It includes unwelcome sexual advances, requests for favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual violence is a form of sexual harassment prohibited by Title IX. Sexual harassment can include unwelcome sexual advances; requests for sexual favors; and other verbal, nonverbal, or physical conduct of a sexual nature, including but not limited to sexual activity. Examples of sexual harassment include but are not limited to:

- Submission to the conduct is made either explicitly or implicitly a term or condition of instruction, employment or participation in other School activities.
- Submission to or rejection the conduct is used as a basis for evaluation in making academic or personnel decisions affecting the individual. For example, an instructor insists that a student have sex with him/her in exchange for a good grade.
- Conduct that has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive environment. Examples: A student repeatedly sends sexually oriented jokes around on an email list, even when asked to stop, causing one recipient to avoid the sender on campus.
- Explicit sexual pictures are displayed in the instructor's office, or a computer monitor in a public space.

Other unlawful discrimination is defined as treating an individual(s) less favorably or differently because of their actual or perceived protected characteristics including race, color, creed, national origin, religion, disability, age, pregnancy, ancestry, military or veteran status, marital or partnership status, sexual orientation, gender identity, gender expression or any other legally protected status. Discrimination for purposes of this policy also includes unlawful harassment based upon any of those protected status/characteristics.

Sexual Assault is nonconsensual, intentional physical contact of a sexual nature, such as unwelcome physical contact with a person's genitals, anus, inner thighs, buttocks, or breasts, including touching directly or through clothing. Sexual assault occurs when the act is committed by physical force, violence, threat or intimidation, ignoring the objections of another person or by causing another person's intoxication or impairment through the use of drugs or alcohol and/or taking advantage of another person's incapacitation, helplessness or other inability to consent. This includes conduct covered by the New York Penal Law. Examples of sexual assault include rape, penetration, fondling.

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (for example, due to the victim's age, use of drugs or alcohol, or because of an intellectual or other disability prevents the student from having the capacity to give consent). It includes, among other things, rape, sexual assault, sexual battery, domestic violence, dating violence and stalking. Many types of sexual violence include nonconsensual sexual contact, but this is not a necessary component. Sexual violence can be carried out by school employees, other students, or third parties. All acts of sexual violence are forms of sex discrimination prohibited by Title IX.

Sexual Misconduct includes a range of conduct including but not limited to all types of sexual harassment, sexual assault, rape, and sexual violence.

Domestic Violence is violence committed by a current or former spouse of the victim, by someone who is or has cohabited with the student as a spouse, by someone with whom the victim shares a child in common, by others to whom the student is related by consanguinity (blood) or affinity (marriage), or by unrelated persons who are (or have been in the past) continually living in the same household.

Dating Violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of the relationship is determined based on consideration of the length of the relationship, the type of relationship and the frequency of interaction between the involved persons.

Stalking is a course of unwelcome conduct directed at a specific person that would cause a reasonable person to fear for his or her own safety or the safety of that of others, or to suffer substantial emotional distress. Stalking includes, but is not limited to, cyberstalking (using the Internet or other electronic means to harass someone), repeatedly following a person or appearing at the person's home, workplace, or classroom without a legitimate purpose, leaving or sending unwanted messages.

Consent represents the foundation of respectful intimate relationships. Hunter Business School strongly encourages its population to communicate – openly and honestly – about their actions, wishes and intentions when it comes to sexual behavior, and to do so BEFORE engaging in intimate conduct. It is always the responsibility of the individual initiating sexual contact to ensure that consent is present before acting and is present during sexual activity.

Consent is words or overt actions by a person clearly indicating a freely given present agreement to perform a particular sex act with another, at the time of the act. Consent can only be given by someone who acts freely, voluntarily and with knowledge of the fact and nature of the sexual act involved. Consent is a mutually understood freely given "yes", not the absence of "no." Consent can be withdrawn at any time.

Consent is NOT present when an individual is incapacitated, voluntarily or involuntarily, due to age, physical condition (lack of sleep, lack of consciousness, alcohol, drugs), or disability that impairs the individual's ability to provide consent.)

Consent cannot be inferred from consent to another form or contact or sexual activity; a prior or current sexual, romantic, or marital relationship; silence or lack of resistance; or prior sexual activity with another individual(s). The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.

Retaliation is adverse action against another person for reporting a violation or for participating in any way in the investigation or hearing process. Retaliation includes harassment and intimidation, including but not limited to violence, threats of violence, property destruction, adverse educational or employment consequences or bullying.

QUESTIONS, CONTACTS AND COMPLAINTS

If you have any questions or concerns regarding this policy, or if you wish to file a complaint pursuant to this policy, you may contact:

Lisa Lye
Title IX Coordinator
Hunter Business School 3601 Hempstead Turnpike Levittown, New York 11756 (516) 796-1000
lye@hunterbusinessschool.edu

You may also file a complaint with:

U. S. Department of Education
Office for Civil Rights (New York Office) 32 Old Slip, 26th Floor New York, New York 10005 (646) 428-3800
OCR.NewYork@ed.gov

COMPLAINT PROCEDURE

How to Report a Complaint

Hunter Business School takes complaints of sexual and other unlawful discrimination, including sexual harassment, sexual assault and sexual violence very seriously. The School encourages students, employees and third parties who have experienced or know of an incident of sexual or other unlawful discrimination, including sexual harassment, sexual assault and sexual violence to speak with the Title IX Coordinator about what happened so that the School can respond appropriately.

If any employee of this School experiences, observes or learns of an incident of unlawful discrimination, the employee must immediately report the incident to the Title IX Coordinator. There is no time limit for reporting discrimination. However, allegations should be reported as promptly as possible as a delay in making the report may make it more difficult for the School to investigate allegations. The School strongly encourages all individuals to seek assistance from a medical provider and or local law enforcement immediately after an incident of sexual violence.

Reports can be made by telephone, email or in person as listed below:

Reports by students to the Title IX Coordinator, his/her instructor, the Program Chair of the student's field of study, the student's faculty mentor or the Director of Education.

Reports by employees to: Title IX Coordinator, his/her supervisor, or the Campus Director.

Reports by third parties to: Title IX Coordinator or the Campus Director.

HBS' Levittown employees may be contacted at 3601 Hempstead Turnpike, Levittown, New York 11756, (516) 796-1000, and the email addresses listed below:

School/Campus Director, Erica Pollock, epollock@hunterbusinessschool.edu
Director of Education, Ryan Howell, rhowell@hunterbusinessschool.edu

Program Chairs:

MA Program Director, Tracey Maletta, tmaletta@hunterbusinessschool.edu
CTNS Program Chair, James Fetter, jfetter@hunterbusinessschool.edu
PN Program Chair, Renee Ennis, rennis@hunterbusinessschool.edu
RT Program Chair, Abe Najjar, anajjar@hunterbusinessschool.edu
WADD Program Chair, George McRedmond, gcredmond@hunterbusinessschool.edu
Business Program Chair, Ryan Howell, rhowell@hunterbusinessschool.edu

HBS' Medford employees may be contacted at 3247 Route 112, Medford, New York (631) 736-7360, and the email addresses listed below:

School/Campus Director, Chuck Copt, ccopt@hunterbusinessschool.edu
Director of Education, Tracey Maletta, tmaletta@hunterbusinessschool.edu

Program Chairs:

MA Program Director, Tracey Maletta, tmaletta@hunterbusinessschool.edu
CTNS Program Chair, Betty Lynn DeMott, bdeMott@hunterbusinessschool.edu
DMS Program Chair, Kim Dalton, kdalton@hunterbusinessschool.edu
Business Program Chair, Tracey Maletta, tmaletta@hunterbusinessschool.edu

The individual making the report is encouraged to provide as much detailed information as possible so as to allow the School to investigate the report and respond as appropriate. The School may be limited in its ability to investigate if insufficient information is provided. Students making a report may ask to remain anonymous or that a Complaint not be pursued, and the School will weigh that request against its obligation to provide a safe, non-discriminatory environment for the community.

Upon receipt of a report, the School will immediately consider and implement appropriate interim measures to ensure the victim can continue his or her education or work free of ongoing sex discrimination or other unlawful discrimination.

Amnesty for Sexual Misconduct Complainants and Witnesses

Hunter Business School encourages the reporting of sexual misconduct. We recognize that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for their own conduct. An individual who in good faith reports sexual misconduct either as a complainant or a witness will not be subject to disciplinary action for his/her own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. Amnesty will not be extended for any violations of Hunter's policies other than alcohol/drug use. Amnesty does not preclude or prevent action by police or other legal authorities.

Reporting to Local Law Enforcement

The School encourages Complainants who believe they have been subjected to criminal sexual misconduct to pursue their complaints both through the School's complaint resolution process and through local law enforcement. The School will provide Complainants with information concerning their options and rights and, upon request by the Complainants, will assist them in making reports to local law enforcement. The decision to file a complaint with local law enforcement is entirely the Complainant's choice; reporting to law enforcement is not necessary for a Complainant to receive counseling or other supportive services, or for the School to proceed with an investigation. It may, however, be necessary for the School to briefly suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency is in the process of gathering evidence. The School will promptly resume its investigation as soon as it is notified by law enforcement that it has completed the evidence gathering process, or within 10 days, whichever is sooner.

The School will proactively implement appropriate interim steps during law enforcement's investigation period to provide for the safety of the Complainant and the School community and the avoidance of retaliation.

Interim Measures During the School's or Local Law Enforcement's Investigation

The School will take steps to ensure equal access to its programs and activities and to protect the complainant as necessary prior to the final determination of the complaint. The School will take these steps promptly once it has notice of the allegation and will provide the complainant with periodic updates on the status of its investigation. The complainant will be notified of his/her options to avoid contact with the respondent and to change academic and other activities or situations as appropriate. The School will make a sexual violence complainant aware of any available resources and the right to report a crime to local law enforcement. Interim measures may also include measures such as providing support services to the complainant, a change of schedule or classes, rescheduling of exams or assignments, issuance of a no-contact directive that the parties have no contact with one another, providing an escort, or assistance finding a counselor or community resources. The specific interim measures implemented and the process for doing so will be specific to each case after considering factors such as the need expressed by the complainant, the severity or pervasiveness of the allegations, any continuing effects on the complainant, whether the complainant and respondent share the same job location, classroom, etc., and whether other measures have been implemented to protect the complainant (e.g., order of protection). Implemented interim measures will not disproportionately impact the complainant.

Confidentiality

Every effort will be made to protect the privacy of all individuals involved in an investigation of a discrimination or harassment complaint. Information about complaints or inquiries and investigations will be maintained by the School in confidence to the extent possible. However, HBS cannot guarantee complete confidentiality and will notify the Complainant where confidentiality cannot be ensured. HBS will share information about allegations only with those who need to know.

If a Complainant does not wish for his/her name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the Complainant may make a request to the Title IX Coordinator, who will evaluate the request in light of the duty to ensure the safety of the School community and comply with applicable law. In cases where the Complainant requests confidentiality and the circumstances allow the School to honor that request, the School will offer interim supports and remedies to the Complainant and the School community but will not otherwise pursue formal action.

Confidential Community Advice and Counseling Resources

The following community resources are available to discuss incidents and issues regarding sexual misconduct on a confidential basis. The sources can advise individuals about resources, services and options available.

- 1. Nassau County Coalition Against Domestic Violence and Sexual Assault**
15 Grumman Road, West Suite 1000
Bethpage, NY 11714 www.cadvnc.org
516-465-4700
24-hour hotline: 516-542-0404
- 2. NYS Domestic and Sexual Violence Hotline**
1-800-942-6906
- 3. Victims Information Bureau of Suffolk, Inc.**
185 Oval Drive
Central Islip, NY 11722 631-360-3730
631-360-3606
- 4. Nassau County Dating/Domestic Violence Hotline**
516-542-0404
- 5. National Sexual Assault Hotline**
1-800-656-4673
- 6. Nassau County Sexual Assault Hotline**
516-222-2293
- 7. National Sexual Assault Telephone Hotline**
1-800-656-4673
- 8. The Safe Center Long Island/ Restoring Hope for Victims of Abuse** 516-542-0404
www.TSCLI.org
- 9. NYS Coalition Against Sexual Assault (NYSCASA)**
1-800-942-6906
- 10. L.I. Against Domestic Violence**
320 Carleton Avenue Central Islip, NY 11722
24 Hour Hotline: 631-666-8833

RESPONSE TO COMPLAINT

Initial Assessment

The Title IX Officer will conduct an Intake Meeting with the Complainant as soon as possible after receiving a report or complaint. The following topics will be addressed during that meeting, as appropriate:

- Immediate physical safety and emotional well-being needs
- Notice to the Complainant of the right to contact local law enforcement and seek medical treatment and the importance of preservation of evidence
- Notice to the Complainant of the right to be assisted by individuals at the College in contacting local law enforcement
- Providing the Complainant with information about available resources and the range of interim measures and remedies, regardless of whether the Complainant files a formal complaint with the School or local law enforcement
- An overview of the procedural options and process
- Rights during the investigation process
- The School's Policy Against Discrimination and Harassment including the prohibition against retaliation
Information about these topics will be provided to the Complainant in writing during or following the meeting.

In addition, during the Intake Meeting the Complainant will be interviewed to understand the key facts upon which the report is based to appropriately assess how the School will proceed.

Informal Resolution Process

If an informal resolution is pursued, the Title IX Coordinator will attempt to facilitate a resolution that is agreeable to all parties. Pursuant to the informal process, the School will only conduct a fact-finding investigation to the extent useful to resolve the conflict and as is necessary to protect the interests of the parties, the School and the School community.

The informal resolution mechanism will only be used if the parties voluntarily agree to do so. The parties will be notified that any party to the complaint has the right to discontinue the informal process and request a formal investigation at any time. The School also has the discretion to initiate a formal investigation at any time. At no time will the complainant be required to resolve the problem directly with the Respondent.

Any informal resolution must adequately address the concerns of the Complainant as well as the rights of the Respondent and the overall intent of the School to stop, remedy and prevent policy violations. The Title IX Coordinator will make a recommended resolution that may include responses such as counseling or education, a requirement for behavioral changes, a written warning or other disciplinary actions, including termination of employment or expulsion from School, as set forth in the Sanctions section below. If all parties to the complaint and the School agree in writing to the recommended resolution within 7 business days, then the case will be deemed resolved. If all parties do not agree in writing to the recommended resolution then the complaint will be referred to the formal process.

Formal Complaint Process

The School will complete a prompt, thorough, adequate, reliable and impartial investigation. The investigation will be conducted by the Title IX Coordinator or one or more investigators appointed by the Title IX Coordinator. If the Title IX Coordinator has a conflict of interest, (s)he will so notify the School President who will appoint another investigator to handle the matter. Likewise, if either the Complainant or the Respondent believes the investigator has a conflict of interest, (s)he must immediately notify the School President, who may appoint another investigator to handle the matter.

The investigator will interview the Complainant, the Respondent and/or other witnesses and may request additional information from any of these individuals or the School. The Complainant and Respondent will have an opportunity to advise the investigator of any witness(es) each believes should be interviewed and/or other evidence that they believe should be reviewed by the investigator, and may submit evidence to the investigator during the investigation. The investigator may also interview witnesses and review evidence not suggested by a party. Any party may be represented by counsel during the investigation or any other step under this procedure; all parties will have an equal opportunity to have counsel present and any restrictions on counsel's ability to speak or otherwise participate will be applied equally to all parties. The School will endeavor to complete the investigation process within 20 business days of the initiation of the complaint or the referral of the complaint from the informal process. If more time will be required, the investigator will so advise the parties.

Within 5 business days of completion of any investigation, HBS will notify both parties in writing about the finding of the investigation. The allegations will be determined using the preponderance of the evidence standard, *i.e.*, whether it is more likely than not that the allegation happened. The investigator's findings will also include (i) any sanctions to be imposed on the Respondent, (ii) any individual remedies offered or provided to the Complainant, and (iii) any other steps that the School has taken or should take to eliminate the hostile environment or discrimination (if found to exist) or to prevent recurrence. In a non-sexual violence case, the Complainant will only be notified of (i) above to the extent the sanctions imposed directly relate to the Complainant and of (ii) and (iii). The Respondent will not be notified of (ii) above in any type of case.

The written notification of the investigator's findings will advise all parties of the right to appeal the investigator's findings. A written appeal may be filed by delivering the written appeal to the Campus Director for the Campus to which the complaint pertains, to the address set forth above, within 7 business days of receipt of the written notification of the investigator's findings. The written appeal must include the appealing party's contact information including mailing address, phone number and email address. The appeal will be determined by the Campus Director, who will notify the parties, in writing, of the determination of the appeal within 7 business days of its filing. All appeals will be determined by the Campus Director in an impartial and unbiased manner.

PRIVACY RIGHTS

The Family Educational Rights and Privacy Act (FERPA) permits the School to disclose to the student complainant information about the sanction imposed upon a student who is found to have engaged in harassment when the sanction directly relates to the harassed student. This includes an order that the harasser stay away from the harassed student or that the harasser is prohibited from attending school for a period of time or transferred to another class or campus, or terminated from the School. Further, when the conduct involves a crime of violence or a non-forcible sex offense, FERPA permits the School to disclose to the alleged victim the final results of a disciplinary proceeding against the alleged perpetrator, regardless of whether the School concluded that a violation was committed. The School may also disclose to anyone the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or a non-forcible sex offense, and with respect to the allegation made, the student has committed a violation of the School's rules or policies.

SANCTIONS

The following are examples of sanctions that may be imposed where a violation of this Policy is found. Student

Sanctions

- Warning
- Required Counseling or attendance at educational programs
- Behavioral Contract
- Restriction of privileges
- Probation
- Suspension
- Expulsion
- No contact order
- Other actions

Employee Sanctions

- Warning – Written or Verbal
- Performance Improvement Plan
- Required Counseling or assessment
- Required Training or Education
- Change in duties or assignment
- Demotion
- Loss of Pay
- Suspension with or without pay
- Termination
- Third Parties
- Conditions upon the individual's presence on campus or at School events
- No trespass or no contact orders
- Other steps deemed necessary to protect the School community

REMEDIES AVAILABLE TO COMPLAINANTS AND OTHERS

The remedies available include but are not limited to:

- making a sexual violence complainant aware of any available resources and the right to report a crime to local law enforcement
- providing support services to the Complainant
- a change of schedule or classes
- rescheduling of exams or assignments
- issuance of a no-contact directive that the parties have no contact with one another
- providing an escort, or assistance finding a counselor or community resources
- ensuring that the complainant and respondent do not share classes or other activities
- reviewing any disciplinary actions taken against the complainant to determine whether there is a causal connection
- training or re-training school employees on the school's responsibilities
- developing materials on sexual violence for distribution to all students conducting sexual violence prevention programs or targeted training for a group of students
- issuing policy statements

The specific measures implemented and the process for doing so will be specific to each case.

RETALIATION IS PROHIBITED

Hunter Business School will not retaliate against any individual, including the Title IX Coordinator, for the purpose of interfering with any right or privileged secured by Title IX or applicable law. Retaliation against an individual because the individual filed a complaint alleging violation of Title IX or applicable law, participated in a Title IX investigation, hearing or proceeding in any way, or advocated for others' Title IX or rights pursuant to other applicable law is also prohibited and a violation of this policy. Therefore, any retaliation, intimidation, threats, coercion or discrimination against any such individual will be addressed in the most serious way by Hunter Business School. Individuals who engage in such actions are subject to disciplinary action that may include suspension or dismissal. Anyone who is aware of possible retaliation or has other concerns regarding the response to a complaint of discrimination, harassment or sexual misconduct should immediately report those concerns to the Title IX Coordinator, who will take appropriate actions to address the conduct in a prompt and appropriate manner. If an employee is aware of possible retaliation, the employee is required to report those concerns to the Title IX Coordinator.

FALSE COMPLAINTS

Members of the School community who make false reports will be subject to disciplinary action, except in the case of reports, even if erroneous, that are made in good faith.

VA Pending Payment Compliance

Hunter Business School

Facility Codes Levittown Campus 2-5-8019-32 Medford Campus 2-5-8020-32

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent nor delay the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources available to other students who have satisfied their tuition and fee bills to the institution, including but not limited to access to classes, libraries, or other institutional facilities.

However, to qualify for this provision, such students may be required to:

- Produce the Certificate of Eligibility by the first day of class;
- Provide written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies.



MAKE YOUR
EDUCATION **WORK!**

Levittown, NY: 516.796.1000
Medford, NY: 631.736.7360

WWW.HUNTERBUSINESSSCHOOL.EDU

For more information about our graduation rates, median debt of students who completed the program, and other important information go to:

[www.https://www.hunterbusinessschool.edu/consumer-data-regarding-programs/](https://www.hunterbusinessschool.edu/consumer-data-regarding-programs/)