

New York Career Institute

2009-2011 COURSE CATALOG



NEW YORK CAREER INSTITUTE
11 Park Place, New York, NY 10007
(212) 962-0002
Fax: (212) 385-7574
www.nyci.edu

APPROVALS AND ACCREDITATIONS

- * New York Career Institute (NYCI) is accredited by the New York State Board of Regents and the Commissioner of Education, a nationally recognized accrediting agency located at 89 Washington Avenue, Albany, NY 12234 (518) 474-2593.
- * Approved by U.S. Department of Education to provide Title IV financial aid to eligible students
- * Approved by the National Court Reporters Association (AOS Degree Court Reporting Program)
- * Approved by the New York State Education Department for the training of Veterans
- * Authorized by the U.S. Department of Homeland Security for Non-Immigrant Alien Students
- * Authorized Testing Center for the National Healthcareer Association Examinations

MEMBERSHIPS

American Association for Medical Transcription
National Court Reporters Association
American Association of Paralegal Education
National Federation of Paralegal Associations, Inc.
National Healthcareer Association
National Notary Association



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ACADEMIC CATALOG

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Welcome to New York Career Institute

Letter from the President....

“Our Mission”

On behalf of our entire faculty and staff, it is our pleasure to welcome you to the New York Career Institute. We are pleased that you have an interest in our college and one of our three academic programs: Court Reporting, Paralegal or Medical Office Administration.

We have undergone many changes since our founding in 1941; however, throughout that time our commitment to our students has remained the same:

New York Career Institute provides individuals with a higher educational experience designed to prepare them for productive careers in contemporary fields. The College’s programs offer students the opportunity to build a foundation for lifelong financial independence and success in their professional lives.

NYCI has employed the following standards to support this mission:

Provide a supportive learning environment characterized by a dedicated, caring, and highly qualified faculty and staff.

Provide instruction and student services in a manner that emphasizes individual attention. Provide general education courses that develop cognitive learning through self-awareness, creative thinking, and analytical reasoning while contributing to the social, emotional, and academic development of students.

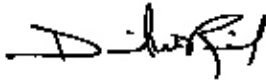
Provide a safe and secure campus with facilities that enhance and encourage student learning.

We seek to accomplish our mission through the hard work of an experienced group of associates who are dedicated to one goal, the success of our students. Small class sizes, the ability for our students to receive assistance when necessary, our state-of-the-art technology, and a continuously updated curriculum provide the focus and tools for our efforts.

All of this assures that students receive relevant training in career areas that offer significant employment possibilities upon completion of their program. Opportunities for Paralegal and Medical Office Personnel remain strong and demand for Court Reporters is growing at an extremely rapid pace. The impact of broadcast captioning and Communication Access Realtime Translation (CART), utilized to support communication to the hearing impaired, has been extremely positive in creating new position openings.

Please accept our invitation to visit us and experience the personal attention that has been our hallmark for almost 70 years. We are conveniently located at 11 Park Place (4th Floor), one block from City Hall Park.

Sincerely,



David W. Reid
President

Administration

PRESIDENT

David W. Reid MBA, Webster University
BS, SUNY Empire State College
AAS, Rochester Institute of Technology

DEANS AND DIRECTORS

Dennis Byrns Associate Campus Director
Director of Student Financial Services
MS, Webster University
BS, University of Southern New Hampshire

Al Ragucci Dean of Academic Affairs
SCT, Murray State University
MA, Murray State University
BS, Murray State University
AAS, Middlesex County College

Dr. Lois Citron Director of Institutional Research/Registrar
Chair – Medical Office Program
PhD, City University of New York
MPh, City University of New York
MA, Queens College
BA, University of Bridgeport

Barry Chaifetz Director of Campus Administration
Chair – Paralegal Program
JD, Howard University
BBA, University of Miami

Larry Stieglitz Director of Admissions
BA, SUNY Stony Brook

Cindy McMahon Director of Student Services

Rosa Camargo Business Office Director/Bursar
BS, Mercy College

Staff

Academic Affairs

Oscar Garzon	Chair - Court Reporting Program AOS, New York Career Institute AAS, Bronx Community College
Miguelina Nunez	Coordinator - Court Reporting Program AOS, New York Career Institute
Karen Abel-Bey	Librarian JD, Howard University School of Law MLS, Pratt University MA, Long Island University BA, Hofstra University
Thomas J. Bess	Advisor - Court Reporting Program Retired Chief Court Reporter Brooklyn Supreme Court, RPR
Milton Trexler	Placement Advisor MA, New York University BA, Muhlenberg College

Financial Aid

Brenda Soriano	Financial Aid Representative
Cali Quinones	Financial Aid Representative BS, Illinois State University

Business Office

Maria Garcia	Business Office Assistant
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Admissions

Steve Lehrman	Admissions Advisor MAT, National-Louis University BA, Michigan State University
Rachel Harrington	Admissions Advisor
Arrlette Villa	Admissions Advisor BA, Rutgers University
Catherine McNamara	Admissions Services Coordinator

Faculty

Karen Abel-Bey	Paralegal Instructor JD, Howard University School of Law MLS, Pratt University MA, Long Island University BA, Hofstra University
Emil Asdurian*	Medical Instructor MD, University of Tiran, Albania
Hon. Bradlee Biller*	Paralegal Instructor JD, Benjamin N. Cardozo School of Law BA, Touro College BA, Brooklyn College
Christine Burns	Court Reporting Instructor, CRI AOS, Kingsborough Community College Diploma, Stenotopia
Daniel Butler*	English Instructor MS, Queens College BA, SUNY Old Westbury
Dudley Byfield*	Computer Technology Instructor MS, Long Island University BA, Hunter College AS, LaGuardia Community College
William Cardenuto*	Court Reporting Instructor, CSR, CRI
Barry Chaifetz, Esq.	Paralegal Instructor JD, Howard University BBA, University of Miami
Joseph Charles*	Court Reporting Instructor, CSR, CRI Certificate, Stenotype Academy
Kathryn Daly*	Paralegal Instructor JD, City University of New York School of Law BA, Colorado State University
Heyward C. Davis*	Court Reporting Instructor AAS, New York Technical College Certificate, Stenotype Academy
Debra DiDomenico	Court Reporting Instructor, CRI, RPR, CPE AOS, Stenotype Institute
Charles Edeki*	Computer Technology Instructor

	MS, Walden University MS, Long Island University BS, Excelsior College AA, Columbia College
Barry Eskenazi*	Court Reporting Instructor, CSR
Anthony Frisolone*	Court Reporting Instructor, CSR, RMR, FCRR, CRI AOS, Stenotype Academy
Oscar Garzon	Court Reporting Instructor, CRI AOS, New York Career Institute AAS, Bronx Community College
Reid Goldsmith*	Court Reporting Instructor BA, Queens College Certificate, Verbatim School of Court Reporting
Cheryl Gorman	Court Reporting Instructor, CRI Diploma, Adelphi Business Institute
Howard Gresh*	Court Reporting Instructor, CRI Diploma, Merchants and Bankers Business School Certificate, VITAC Realtime Readiness School
William Gurin*	Paralegal Instructor JD, Brooklyn Law School MA, Columbia University BA, City University of New York
Linda Janus*	Computer Technology Instructor BS, College of Staten Island AAS, Kingsborough Community College
Ksakousti Lazarus*	Paralegal Instructor JD, Brooklyn Law School BA, Pace University
Michael Margolies	English Instructor BS, Boston University
Lillian Mitchell*	Computer Technology Instructor MS, College of Mount Saint Vincent BA, Fordham University AS, Queensborough Community College
Mark A. Mongelluzzo*	Paralegal Instructor JD, Brooklyn Law School BA, Pace University
Lois Naftulin	Paralegal Instructor JD, Seton Hall University Law School

	MED, Temple University BA, University of Pennsylvania
Richard Neubarth*	JD, New England School of Law BA, University of Maryland MEd, Temple University BA, University of Pennsylvania
Antoinette Norton*	Medical Instructor, RPN AAS, Community College of Southern Nevada
Miguelina Nunez	Court Reporting Instructor, CRI AOS, New York Career Institute
Earl Paisley*	Mathematics Instructor MA, University of North Carolina BS, Appalachian State University
Lawrence Pugliares	Court Reporting Instructor, CRI Certificate, On the Record
Edward Purificati*	Computer Technology Instructor MA, Manhattan College BA, St. Francis College
Matthew Rosenblum*	Psychology Instructor MA, New School for Social Research BS, University of Arizona
Gil Clark B. Santos*	Computer Technology Instructor BS, University of Santo Tomas
Kathy Simmons*	Court Reporting Instructor, RPR AOS, Johnson & Wales College
Michele-Ann Townsend	Medical Instructor Certificate, Mandl School of Allied Health
Christine Warmuth	Court Reporting Instructor, CRI Diploma, Long Island Business Institute
Kathleen Waterman*	Paralegal Instructor JD, Benjamin N. Cordozo School of Law BA, Adelphi University
Aubrey Zephyr*	English Instructor MSCSS, Long Island University MA, Antioch University

***Adjunct Faculty Member**

Overview

History of New York Career Institute

New York Career Institute was founded in 1941 under the name *School of Stenotype Exclusively*, and was located in the midtown area. The college was relocated in 1959 to Broadway near City Hall, in order to be in the closer to freelance reporting companies and at the hub of the city, state and federal courthouses. At that time the name of the college was changed to *Stenotype Academy*. In 1982 the New York State Board of Regents granted *Stenotype Academy* authority to confer an Associate in Occupational Studies (AOS) degree as well as a Certificate in Court Reporting. In 1998, the name of the college was changed to *New York Career Institute* to better convey our expanded base of programs.

The college is authorized by the New York State Board of Regents to confer AOS degrees and Certificates in Medical Office Administration, Court Reporting, and Paralegal Studies. Both the degree and certificate programs offer a comprehensive and quality course of study. Both day and evening classes are offered for all programs, for the convenience of students. Classes are also generally available on Saturdays.

Facilities

New York Career Institute is located near City Hall in the heart of the Government complex and surrounded by the Federal, State and local courts. It is also situated in the center of Manhattan's well-travelled educational district anchored by Pace University, Borough of Manhattan Community College, the College of Insurance and New York Law School. It is easily accessible by subways, express buses, and major transportation systems.

The college occupies 36,000 square feet of space in a multi-elevator, fully- accessible building with an attended lobby. There are 20 modern air-conditioned classrooms, a library, a research lab, computer labs, student and faculty lounges, and administrative offices. State-of-the-art computer hardware and software are maintained on the premises for student use.

Research

The college's library supports the academic programs and provides for the general, intellectual, and cultural enrichment of the New York Career Institute community. The library and computerized research center is located on the fourth floor. It includes legal volumes consisting of digests, state and federal statutes, Shepard's Citations, etc., as well as computers, information retrieval software (for example, Lexis-Nexis) and audiovisual materials. Additionally, the library contains reference books and periodicals in the fields of Court Reporting, medicine, and other related topics as well as general reading. The library staff are trained to assist students identify, locate, use, and evaluate the information resources they seek.

Students, faculty and staff may use the library during school hours. The school is also located across the street from a public library, and near the Federal Courthouse which contains an extensive law library that is open to the public.

Academic Calendar

New York Career Institute is open all year round with the exception of the following holidays:

	2009	2010	2011
Martin Luther King Jr. Day	Jan. 19	Jan. 18	Jan. 17
President's Day	Feb. 16	Feb. 15	Feb. 21
Good Friday	Apr. 10	Apr. 2	Apr. 22
Memorial Day	May 25	May 31	May 30
Independence Day	Jul. 4	Jul. 4	July 4
Summer Intersession	Jun.27-Jul.12	Jun. 26-Jul.11	Jun. 25-Jul. 10
Labor Day	Sept. 7	Sept. 6	Sept. 5
Rosh Hashanah	Sept. 19-20	Sept. 9-10	Sept. 29-30
Yom Kippur	Sept. 28	Sept. 18	Oct. 8
Columbus Day	Oct. 12	Oct. 11	Oct. 10
Election Day	Nov. 3	Nov. 2	Nov. 8
Veterans' Day	Nov. 11	Nov. 11	Nov. 11
Thanksgiving	Nov. 26-27	Nov.25-26	Nov. 24-25
Christmas Intersession	Dec.19-Jan.3	Dec.18-Jan.2	Dec. 17-Jan. 2

Admissions

Admission Procedures

Admissions representatives are available at convenient hours to discuss program content and objectives. Prospective students may arrange for interviews with an admissions representative Monday through Thursday from 9:00 a.m. to 7:00 p.m., Friday from 9:00 a.m. to 3:00 p.m. and selected Saturdays by appointment. To set an appointment, call (212) 962-0002.

High school students should apply for admission as early in their senior year as possible. A student who has completed high school or has received an Equivalency Diploma (GED) may apply at any time. After filing the application for admission, students are required to submit high school transcripts and where applicable, transcripts from any previous college or post-secondary schools attended.

All newly matriculated students, including both those entering NYCI as first-time freshmen or as transfer students, are assessed to determine competency levels in English and Math. When these assessments indicate a need, students are scheduled for appropriate courses or skill building labs. These tests may be waived for students who have passed basic skills courses with a grade of "C" or better at other accredited colleges.

Remedial courses carry equivalency units that are not counted toward graduation requirements. However, these courses are included in the determination of the full or part-time enrollment status for a term, and financial aid disbursements are made based upon this status.

Students who do not wish to matriculate, and prefer to take only a single subject or a combination of subjects are welcome and need not enroll in a complete program.

Entrance Dates

	2009 - 2010	2010 - 2011
FALL TERM	Sept. 21 - Jan. 22	Sept. 27 - Jan. 28
SPRING TERM	Jan. 25 - May 14	Jan. 31 - May 20
SUMMER TERM	May 17 - Sept. 17	May 23 - Sept. 23

Credit Load

Full-time status is comprised of 8 or more credits within the program of study in a trimester. Remedial courses may make up no more than four credits of a full-time student load. Students earn "equated" credits for remedial coursework which correspond to the hours of the course.

Transfer Students

Applicants with past formal post-secondary training may be granted transfer credit toward the completion of the program. The Dean of Academic Affairs may grant transfer credit for coursework taken at another accredited school in which a grade of "C" or better was earned.

Courses transferred must be substantially equivalent to the corresponding courses for which the student is seeking credit at the NYCI. Transfer credit does not carry a grade and has no impact on a student's Grade Point Average (GPA).

Students must furnish official transcripts from each accredited post secondary school previously attended to receive applicable transfer credit. All transcripts must be sent directly from the issuing institution to the Registrar at NYCI. The student should meet with the Registrar during the enrollment process in order to facilitate timely receipt of transcripts. NYCI may request course descriptions from the previous college's catalog in order to determine course equivalency. Official transcripts and course descriptions, if needed, must be received by the Dean prior to the end of the student's first term in order to be evaluated for transfer credit. Generally students may not receive combined transfer and proficiency credits (see below) totalling more than 50% of the program for which they are enrolled. Exceptions may be made after review and approval by the Dean of Academic Affairs.

Foreign students applying for admission must submit official secondary school transcripts as well as college transcripts, if applicable, with their applications. Students are responsible for providing certified English translations and evaluations of their transcripts when necessary. U.S. citizens and legal permanent residents who have graduated from a high school outside the United States must pass an approved "ability to benefit" test to be eligible for New York State tuition assistance.

Credit By Proficiency Examination

Students who demonstrate appropriate life experience may be granted the opportunity to earn credit by successfully completing a proficiency examination. Students may take departmental examinations in specified courses, at the discretion of the academic departments or programs, to demonstrate college-level competency in courses that have not been taken at NYCI (or any other college), and for which no credit has already been received.

Applicants must request credit for previous work and/or life experience at the time of enrollment. Each student will be required to pass a knowledge or skills-based proficiency test, comparable to a final examination in the course. Test results will be used to verify that the applicant possesses the knowledge and skill proficiencies required to receive academic credit. All tests will be administered by the appropriate Program Director before the end of the student's first term. There is a \$50 examination fee for each test attempted. New York Career Institute provides no assistance for preparation for these examinations, including review classes, tutorials, or textbooks. The passing grade on a proficiency examination is 90% (95% for Stenography speed examinations). Students may attempt proficiency examinations in the following courses only:

- Computer Concepts
- Legal Terminology
- Medical Terminology
- Microsoft Excel
- Microsoft Word
- Stenotype Theory
- Stenotype I through Stenotype IV - (speed)

Proficiency credit does not carry a grade and has no impact on a student's Grade Point Average (GPA). Each internal proficiency examination may be attempted only once. Students may not receive combined proficiency and transfer credits (see above) totalling more than 50% of the program for which they are enrolled.

Proficiency Credit By External Examination

NYCI grants proficiency credit as recommended by standard assessment guides, including National **PONSI** (Program On Noncollegiate-Sponsored Instruction), **ACE** (American Council on Education), and **DANTES** (Defense Activity for Non-traditional Academic Support). The College also grants credit for acceptable scores on national standardized examinations including **AP** (Advanced Placement) examinations sponsored by the College Board, **CLEP** (College-Level Examination Program), **ACT-PEP** (American College Testing-Proficiency Examination Program), and for professional certification exams listed in the **ACE** exam guide.

Proficiency credit does not carry a grade and has no impact on a student's Grade Point Average (GPA). Students may not receive combined proficiency and transfer credits (see above) totalling more than 50% of the program for which they are enrolled.

Non-Matriculated Status

Applicants are considered for admission as non-matriculated students on an individual basis. Students may be admitted as non-matriculants for the purpose of:

- Pursuing personal enrichment or short-term study and are not seeking a degree or certificate at NYCI.
- Improving academic standing when not meeting NYCI's academic requirements for matriculation.

Non-matriculated students are not eligible to receive financial aid.

Auditing

A student may audit a course by registering for the course and notifying the Academic Office of the intent to audit the course. The student will receive a final grade of "AUD", effective at the end of the term. The regular tuition and fee schedule applies to audited courses.

Immunization

New York State Law requires all college students born after January 1, 1957 to be immunized against measles, mumps, rubella and meningococcal disease. Students must provide documentation of vaccination within 30 days of beginning classes. Specific details on the vaccination policy are included in the *Student Bulletin*.

Academic Policies and Procedures Grading System

Grading for Stenotype shorthand courses is as follows:

PERCENT	GRADE	QUALITY POINTS
100 - 99	A	4.0
98.9 - 98	A-	3.7
97.9 - 97	B	3.0
96.9 - 96	B-	2.7
95.9 - 95	C	2.0
below 95	F	0.0

Grading for all other courses is as follows:

PERCENT	GRADE	QUALITY POINTS
100 - 96	A Excellent	4.0
95 - 90	A-	3.7
89 - 88	B+	3.3
87 - 83	B Above Average	3.0
82 - 80	B-	2.7
79 - 78	C+	2.3
77 - 73	C Average	2.0
72 - 70	C-	1.7
69 - 68	D+	1.3
67 - 63	D	1.0
62 - 60	D- Minimum Passing	0.7
below 60	F Failure	0.0

Additional Explanations

AUD	Audit, No Credit	WF	Withdraw - Failing
CR	Credit Given	WD	Withdraw, Without Penalty
PR	Proficiency Credit	I	Incomplete
IP	In Progress		

Standards of Academic Progress Policy

NYCI maintains a set of Academic Progress standards that is applicable to all matriculated students. The charts below and the attached text are the published standards for NYCI. Failure to maintain academic performance in compliance with these standards will result in academic

action, including probation and/or dismissal from the academic program. Students who are dismissed from their program also lose eligibility for Federal Title IV Financial Aid, including loans, as described below.

Total Attempted Credits In Program: (as defined below under “Definitions”)	Minimum Cumulative Grade Point Average	Cumulative Credits Earned / Attempted
29 or less attempted credits	1.00	33 percent
30 to 59 attempted credits	1.50	50 percent
60 or more attempted credits	1.80	60 percent

Additional “Maximum Timeframe” Standard: Eligibility is also limited to students completing their programs within one and one-half times the normal program length. The maximum timeframe is reached when the student has attempted more than one and one-half times the number of credits required to earn their degree(s). The maximum timeframe standard evaluation for transfer students will consider only those credits attempted at NYCI or accepted for transfer credit. Students who change academic programs at NYCI may request that their maximum timeframe be re-calculated based solely on those “attempted” credits that are applicable to their current program of study. A determination of ineligibility based upon the maximum timeframe standard cannot be reversed under the “Regaining Academic Eligibility” section (below), and no probationary trimester is granted.

Definitions and Grading Policy: “Attempted” credit hours include all college-level credit that is contained in the student’s academic history at NYCI. (including transfer credits, advanced placement credits, proficiency credits, and all other credits accepted into the student’s program by the Dean of Academic Affairs Office of NYCI), with the exception of pre-collegiate level remedial coursework (see below). “Earned” credit hours include all “attempted” credit hours (see above) except those for which a failing, withdrawn, incomplete or other non-passing grade has been issued. Audited credits (AUD grade) are considered neither attempted nor earned.

Consistency with Academic Policy: All issues of grading policy, GPA calculation, etc. are calculated in accordance with NYCI’s academic policies.

Timing of Evaluations and Evaluation Process: NYCI measures academic progress at the end of each trimester. Evaluation of progress will occur shortly after the academic office has posted final grades. Notices of probationary status and/or ineligibility are sent only as a courtesy. Students are expected to be aware of their own academic status. Grades listed as “incomplete” at the time of evaluation will be considered attempted and not earned, but will not affect the GPA.

Probation and Loss of Academic Eligibility: Students who fail to meet the standards defined above will be placed on probation for a period of one trimester. If, upon successful completion of the probationary trimester, the student has returned to “good” academic standing, he/she is entitled to an additional probationary trimester should he/she have future academic difficulty. If a student successfully completes 100% of all coursework attempted within this probationary trimester with a trimester GPA of at least 2.5, but still does not achieve the required cumulative completion percentage and or cumulative GPA, that student will be granted one additional probationary trimester. In all other cases, if a student has not returned to “good” academic

standing according to the chart by the end of the probationary trimester, the student will be dismissed from his/her program of study at NYCI and lose eligibility for federal student aid from that point forward.

Remedial Courses: Remedial or foundations courses may be included in an individual student's program of study as appropriate. Since foundations courses earn "credit equivalents" rather than college credit and hence do not impact a student's grade point average (GPA), these courses are subject to their own separate academic standard. A student who attempts a foundations course but does not successfully complete with a passing grade is automatically placed on academic probation. The student must re-take and successfully complete the course in question during the student's subsequent trimester in order to return to "good" academic standing. A second failure in the same foundations course will result in dismissal from the student's academic program at NYCI and loss of eligibility for federal student aid, regardless of the student's GPA or completion ratio in non-foundations coursework. Eligibility can be regained by successful completion of the foundations course at NYCI without benefit of federal student aid, or by completing remediation elsewhere and subsequently achieving an appropriate passing score on the NYCI foundations evaluation.

Data Corrections: If a student's academic record is changed subsequent to the evaluation date, a student may submit a written request to the Dean of Academic Affairs for re-evaluation of the probation or dismissal determination. The most common situation leading to such a request is the successful resolution of "incomplete" grades.

Continuation as a Non-Matriculated Student: A student who is dismissed from an academic program may be allowed (at the discretion of the Dean of Academic Affairs) to continue as a non-matriculated student. A non-matriculated student is not eligible for state or federal financial aid, and under no circumstances will aid be paid retroactively for courses taken in this manner. Students who are dismissed under the "Maximum timeframe standard" will only be allowed to continue in this manner for the purpose of mastering necessary skills proficiencies (Stenographic speed and accuracy) as required for graduation. Once a student has completed coursework/proficiency with grades/skills sufficient to meet the stated requirements, the student must file a written request to the Dean of Academic Affairs to transfer the completed work into a degree program, re-admit the student to a program and/or confer graduation.

Regaining Academic Eligibility:

1. Mitigating Circumstances Appeal: A determination of academic dismissal (and ineligibility for financial aid) may be appealed based on mitigating circumstance(s). A mitigating circumstance is defined as an exceptional or unusual event(s) beyond the student's direct control, which contributed to or caused the academic difficulty. Appeal letters should be addressed to the Dean of Academic Affairs and should include a complete description of the circumstances that led to the academic difficulty and a plan for future academic success. Copies of supporting documentation should be included. All appeals are reviewed by a committee of academic and administrative staff whose determination is final. The committee will report all appeal decisions to the Dean, who will notify the student and the Financial Aid Officer. A mitigating circumstance appeal

may not be used to justify a pattern of poor performance or to override the maximum timeframe standard.

2. Regaining Eligibility: Students who have been dismissed (and lost eligibility) may potentially regain probationary academic eligibility by one of four methods: 1) return to NYCI after an absence of not less than twelve months (three full trimesters) and submit transfer credit acceptable to NYCI which will bring the student's record into compliance with the attempted/earned standard; 2) return to NYCI after an absence of not less than twelve months (three full trimesters) and submit a request for re-evaluation of eligibility and re-admission to the School--such re-evaluation shall be based upon demonstrated academic, personal or career success since leaving NYCI and likelihood of future academic success; 3) make up the academic deficiencies as a non-matriculated student (see "Continuation as a Non-Matriculated Student" above); or 4) be accepted into a different academic discipline at NYCI.

In each of the four circumstances listed above, approval is at the discretion of the Dean of Academic Affairs. The Dean will evaluate the student's situation and make a judgment of the student's potential for future academic success. Students for whom the completion of the program will not be mathematically possible within the Maximum Timeframe Standard (see above) will not be approved for regained academic eligibility. The Dean will report all decisions under this section directly to the student, the President, and the Financial Aid Office.

A student who regains academic eligibility under this section will be placed in probationary status for the trimester in which he/she returns, and subject to the probation rules (see "Probation and Loss of Academic Eligibility" above).

Academic Standards – NYS Programs

Standards of Eligibility for NYS Grants and Scholarships: The New York State Programs (including TAP) have separate and distinct academic progress rules from the federal programs. The NYS rules contained herein are applicable only to the NYS Grant and Scholarship programs, and should not be confused with the NYCI Academic Progress Standard (which is also used for federal Title IV eligibility).

The NYS Standards of Academic Progress have two components. The first component measures whether a student has actually completed each trimester for which a NYS award has been paid (or has withdrawn after receiving NYS Grant/Scholarship funds for that specific trimester). This component is referred to as "***Pursuit of Program***". The second component measures cumulative academic progress on a tiered scale according to the number of NYS payments a student has received. This component is referred to as "***NYS Academic Progress***".

TAP "Points" and Placement Within the Standards: Each payment a student receives under the TAP or other NYS Grant/Scholarship programs at any school is recorded by the NYS Higher Education Services Corporation (NYSHESC) in Albany. A student is charged four points for each trimester payment, six points for each semester payment, and three points for each quarter payment. For each of the standards below, a student is placed in the appropriate section of the eligibility chart according to the cumulative lifetime undergraduate TAP points as recorded by NYSHESC.

NYS Pursuit of Program Standard: Each student is charged with completing the coursework in any trimester for which the student has received NYS Grant/Scholarship funds. For purposes of this section, an “F” or “IP” grade that is the result of a full trimester’s effort is considered “completed”, even though no credit is earned. Grades of “WF”, “WD”, or “I” are not considered “completed”. Any student receiving NYS Grants/Scholarships must complete the required number of credits *each trimester* based upon the student’s class year (as determined by cumulative TAP points at the end of the measured trimester), or the student will lose eligibility for subsequent NYS Grants/Scholarships payments.

NYS Pursuit of Program Chart:

<i>Year in School:</i>	<i>Minimum Credits “Completed” in the Trimester:</i>
1 (0 to 12 TAP points)	4 credits
2 (13 to 24 TAP points)	6 credits
3 (25 to 36 TAP points)	8 credits

NYS Academic Progress: Each student must also maintain satisfactory cumulative academic progress in order to continue receiving NYS Grants/Scholarships awards. Before receiving a NYS Grants/Scholarships payment, a student’s previous academic progress is measured according to the following chart:

In order to receive this TAP payment: (previous TAP points not to exceed)	1st	2nd	3rd	4th	5th	6th	7th	8th	9th
	(0)	(4)	(8)	(12)	(16)	(20)	(24)	(28)	(32)
<i>For all programs except Court Reporting:</i>									
A student must have earned at least this many credits:	0	4	8	12	18	24	30	38	46
with at least this grade point average:	0.0	1.0	1.5	1.6	1.75	1.8	2.0	2.0	2.0
<i>For all Court Reporting Programs only:</i>									
A student must have earned at least this many credits:	0	4	10	18	28	36	44	52	60
with at least this grade point average:	0.0	1.0	1.5	1.75	1.85	1.85	2.0	2.0	2.0

Remedial Courses: Students who successfully complete remedial or foundations courses earn “credit equivalents” rather than college credit. These credit equivalents are included in all academic eligibility calculations for purposes of NYS Grants/Scholarships, including contributing to a student’s full-time status and total earned credits for the academic progress chart. Foundations courses do not impact grade point average (GPA).

Waivers: Students who lose NYS Grants/Scholarships eligibility may apply for a one-time waiver using the same process as described above in the “Mitigating Circumstances Appeal” section of the NYCI Standards of Academic Progress Policy for general academic eligibility. Letters should clearly indicate the request is being submitted for a “NYS Grants/Scholarships Waiver”. Students who need more information or assistance with the NYS Grants/Scholarships Waiver process are encouraged to meet with the Dean of Academic Affairs or the Financial Aid Office.

Attendance Policy

Regular attendance in classes is necessary for students to achieve academic success. Instructors shall monitor class attendance periodically throughout the trimester as academically appropriate. Students with excessive absences may be subject to grade reductions and or course failure at the discretion of the instructor. Instructors will also report all attendance issues to the Dean of Academic Affairs, who will attempt to provide academic counseling and/or tutoring as necessary to assist the student.

Students with excessive absences/attendance issues in individual courses may be advised to withdraw from the course if achievement of a passing grade is no longer possible. Students with excessive absences/attendance issues in multiple courses may be administratively withdrawn from the program at the discretion of the Dean of Academic Affairs.

Add/Drop and Withdrawal from a Course

Students may add or drop a course(s) to their schedules prior to the start of the second week of the trimester. Dropped courses will be removed from the academic record and tuition will be refunded.

Students who officially withdraw from a course(s) after the end of the add/drop period but prior to the start of the eleventh week of the trimester will receive a grade of “WD”. This course is considered attempted and unearned, but will not affect the student’s GPA.

Students who officially withdraw after the start of the eleventh week of classes or students who fail to notify designated personnel of the withdrawal will receive a failing grade of “WF”. This course will be considered attempted but unearned and will be counted as a failure in the student’s GPA.

Each week shall be deemed to begin at 8:00 AM on the same day of the week as first day of scheduled classes in each trimester, regardless of holidays, vacations, campus closures, or any other occurrence, for the purposes of grading and the Tuition Refund Policy.

Withdrawal from the Program

A student who intends to withdraw from the program is required to notify the Dean of Academic Affairs or other appropriate school official of his/her intent to withdraw. Whenever possible, the notification shall be either in written or in-person format. Withdrawal notifications by telephone, e-mail, third-party communication, or other communications method are deemed “official notifications” at the discretion of the Dean (or other designated official) based upon the credibility of the communication. All withdrawal notifications may be subject to verification through follow-up communication to the student.

If it becomes apparent to the Dean of Academic Affairs, based on instructor reports, that a student may have discontinued his/her studies during a trimester without notifying the school, the Dean (or other designated official) will attempt to contact the student to determine the student’s status. If the School is unable to contact the student, the student may be administratively withdrawn from the program at the discretion of the Dean.

Withdrawal Date

Students who officially withdraw are considered withdrawn on the date the student notifies the college of his/her intent to withdraw. Students who are administratively withdrawn or dismissed for any reason are considered withdrawn on the date of the administrative official action.

Incomplete Coursework

A grade of “I” may be granted temporarily for a student who has not completed all course requirements, but has made satisfactory arrangements with the instructor to complete those requirements within a limited amount of time. Once the work is completed, the instructor will file a revised grade. If the work is not satisfactorily completed in the agreed timeframe, the grade will revert to “F”.

In-Progress Coursework

Students who fail to meet exit speed requirements for the courses referenced below, in the FIRST trimester in which they enrolled in the course will be assigned an “In-Progress” grade (“IP”); this grade will not be used in the GPA calculation. This allows the student to be held harmless, academically, while retaking the course to meet speed requirements. Courses transcribed with “IP” grades must continue to be included in the calculation of attempted credit hours for purposes of determining financial aid eligibility. Students who fail to achieve the required exit speed at the completion of the additional trimester will receive an “F” grade for the course. “IP” grades will be issued to students for the following courses ONLY: SR 107 Stenotype II; SR 108 Stenotype III; SR109 Stenotype IV; and ACR 103 Advanced Court Reporting.

Course Repetition

If a student repeats a course, the most recent grade will be included in the student’s GPA calculation. Previous grade(s) for the course will not be used in the GPA calculation, unless the most recent grade is a “WF” or “WD”; in this case, the prior grade will continue to be used in the GPA calculation. The original course and all subsequent repeats are counted as “attempted”, but each course can only be “earned” once, for purposes of determining financial aid eligibility.

Graduation Requirements

To qualify for graduation, a student must complete the prescribed course of study with a minimum GPA of 2.0. Credentials, transcripts, and placement services will be withheld from any student with unsatisfied financial obligations to NYCI.

Grade Appeals

Students are encouraged to carefully review their grade reports and report any errors to the Academic Office. Students wishing to appeal a grade other than a WD must do so within ten school days. Appeals must be submitted in writing to the Chair of the department in which the course was offered. Upon receipt of the appeal, the Chair shall advise the student to discuss the issue with the instructor who assigned the grade. If the issue remains unresolved, the student may request a review by the Director.

Academic Counseling

NYCI provides academic as well as career counseling. The administration and staff at the college have extensive knowledge and experience in all programs offered at the school and are available to assist students in need of counseling.

En-Route Certificate

A matriculated student who has earned all of the requirements for a certificate, while in pursuit of an associate's degree or a longer certificate program, may have the certificate conferred.

Academic Integrity

The principles of academic integrity encompass standards of honesty and truth. All members of the college have the responsibility to uphold the standards of the college community and to take action when others violate them. Faculty members have an obligation to educate students regarding standards of academic integrity and to report violations of these standards to the Student Advisor. Students are responsible for knowing what the standards are and for adhering to them. This includes bringing any violations of which they are aware, to the attention of their instructors. Any breach of academic integrity is a serious offense that may result in disciplinary consequences ranging from reprimand to expulsion.

Cheating is willful and intentional deception for the purpose of obtaining or improving course credit. It includes all actions by a student that are intended to gain unearned academic advantage by fraudulent or deceptive means. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion.

“Plagiarism” is defined as the appropriating, buying, or obtaining by any means another's work and the unacknowledged submission or incorporation of it into one's own written work.

“Collusion” is the unauthorized collaboration with another person in preparing work for fulfillment of course requirements.

Discipline

Students are expected to conduct themselves with due regard for the rights of others, and, in particular, that their behavior will not interfere with the ability of NYCI to carry out its academic functions. Breaches of discipline and/or any violation of the rules of student conduct detailed in the *Student Bulletin* may result in disciplinary action, including suspension or dismissal.

Academic Transcripts

Upon written request, transcripts are available to students who are in good financial standing. There is a fee of \$5.00 for an official transcript. NYCI reserves the right to withhold all student records, certificates of completion, diplomas, grades and transcripts until all financial obligations to the college have been satisfied.

Costs and Financial Aid

Program Costs

Eligible matriculated students are entitled to receive financial aid to cover budgeted education-related expenses for each academic year. The cost of attendance budget includes, but is not limited to: tuition, fees, room, board, books, supplies, personal expenses and transportation. Costs vary from year to year and are posted on our web site. Please refer to the web for the most current NYCI cost information.

Tuition Refund Policy

Students who officially withdraw or are dismissed from their program during the early part of a trimester may be entitled to a partial reduction in their tuition as follows:

During the first week of classes	–	100% refund
During the second week of classes	–	75% refund
During the third week of classes	–	50% refund
During the fourth week of classes	–	25% refund
During the fifth week of classes	–	0% refund

Students who withdraw prior to the 60% point of the trimester may lose partial eligibility for student aid, and thus may owe a balance to NYCI or to the US Department of Education. Students considering withdrawal are strongly encouraged to meet with the Financial Aid Office.

Financial Aid

NYCI participates in Federal Title IV Student Aid programs authorized under Title IV of the Higher Education Act of 1965 (as amended), and is approved for the training of veterans and other eligible persons in accordance with the provisions of Section 3675, Title 38, U.S. code. NYCI also participates in a number of grant and scholarship programs administered by the New York Higher Education Services Corporation (NYSHESC), including the Tuition Assistance Program (TAP). Financial assistance is available to qualified students according to the rules of each individual student aid program.

The NYCI website contains detailed information about the types and amounts of student aid available, application procedures, eligibility rules, and the rights and responsibilities of students receiving aid.

Financial Aid Return Policy (R2T4)

Recipients of Federal Title IV financial aid who withdraw from enrollment at NYCI, or have their enrollment terminated for administrative, disciplinary, attendance, or other reasons will have their financial aid eligibility re-calculated under a formula prescribed by the U.S. Department of Education. In general, a student will keep only the pro-rated portion of student aid “earned” through attendance in the first sixty percent of the enrollment period (trimester). Upon completion of the first sixty percent of the trimester, all of a student’s financial aid is considered “earned” and no return of funds is necessary.

The school will calculate the amount of aid earned/retained using a pro-rata formula prescribed under Federal regulation. The Financial Aid Office will determine the amount of Title IV aid earned by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled. The student is only entitled to the pro-rated portion of the federal student aid received according to the formula, and may be required to return aid funds to the U.S. Department of Education under certain circumstances. More detailed information on the Return of Title IV Funds may be obtained from the Financial Aid Office.

Consumer Information

The NYCI website contains consumer information mandated by numerous governmental agencies. The consumer information webpage can be accessed at www.nyci.edu/consumer.htm. The information available includes:

Jeanne Clery Campus Security Report and Policy: This report contains an itemized listing of crimes and certain other offenses committed on the campus and the adjacent public areas in the past three years. The policy highlights NYCI’s methods for protecting student security, and for informing the students and the campus community of any crimes or patterns of crimes that may pose a threat to safety. The Report and Policy can be found at www.nyci.edu/clery.htm . Interested parties who are unable to access the report on-line, or would prefer a paper copy, may contact any member of NYCI staff.

Other Consumer Information Available on the NYCI website:
(www.nyci.edu/consumer.htm):

- Rights and Responsibilities of Students Receiving Financial Aid**
- Withdrawal, Refund and Return to Title IV Policies**
- Protecting Students’ Personal Information (FERPA and Privacy Policy)**
- NYCI Drug and Alcohol Policy**
- Student Right-to-Know Act (Graduation Rate) Disclosures**
- Student Loan Code of Conduct**
- Copyright Infringement Policy**
- Transfer of Credit Policy**

Printed copies of any of the consumer information contained on NYCI website can be obtained by contacting the Associate Campus Director or the Business Office Director at 212-962-0002.

General Policies and Procedures

Changes to Policies, Procedures and Programs

New York Career Institute reserves the right to make changes in policies and regulations concerning the academic calendar, academic requirements, course descriptions and other revisions that may be deemed necessary after publication of this catalog. Because material included in this catalog may change before the publication of the next printed catalog, students should refer to the NYCI website for the most current information, including electronic versions of the most recent *Academic Catalog* and *Student Bulletin*.

Non-Discriminatory Policy

It is the practice and policy of New York Career Institute that discrimination against any individual on the basis of race, color, religion, national or ethnic origin, age, disability, sex, or marital status is prohibited. Equal opportunity is available to all people in the recruitment and admissions of students and in the employment of staff and faculty. New York Career Institute complies with the provisions of Title IX, which prohibits sex discrimination in federally assisted education programs. For further information about these subjects and our procedures, inquiries should be directed to the Dean of Academic Affairs and/or consult the Student Bulletin.

Policy Regarding Bias-Related Crimes (Hate Crimes)

New York Career Institute complies with Section 6436 of the New York State Education Law relating to bias-related crimes. Inquiries should be directed to the Dean of Academic Affairs and/or consult the Student Bulletin for further information about our procedures.

Statement Regarding Sexual Harassment

NYCI views students, faculty and staff as responsible individuals who are integral members of the college's community. NYCI reaffirms the principle that its students, faculty and staff shall be free from sexual discrimination or harassment. Such discrimination or harassment will not be tolerated.

NYCI has established a committee to deal with all complaints and issues of sexual harassment. For further information concerning this topic and the activity of the committee, inquiries should be made to the Dean of Academic Affairs and/or refer to the Student Bulletin.

Students' Rights and Responsibilities

Students have the right to the college catalog, which describes the content of each academic program and course. This catalog is provided to students in electronic format and is available to the public through the NYCI website. It contains information about the criteria to be used in academic evaluation, the grading system, and important academic policies.

Students are responsible for learning the content of any course of study for which they are enrolled.

Students have the right to receive a grade based upon a fair and just evaluation of academic performance in each course.

Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled and for following the policies and procedures as outlined in the catalog and the Student Bulletin

Student Complaint Procedures

Students who have a complaint concerning eligible programs, administrative staff, faculty, or other students are encouraged to attempt to resolve the problem informally. However, if the student is unable to resolve the problem, he or she should immediately contact the Dean of Academic Affairs. The student is assured that there will be no adverse action taken against him or her for registering such complaint. The Dean of Academic Affairs will attempt to resolve the problem, but if he is unable to do so, the student may submit a written complaint to the President. The President will take any action deemed necessary to attempt to resolve the grievance. Although the President's decision is final, any person who believes he or she has been aggrieved by the college may file a written complaint with the New York State Education Department at the following address:

New York State Education Department
Office of College and University Evaluation
Education Building
5 North Mezzanine
89 Washington Avenue
Albany, New York 12234

Career Counseling and Placement

Career Counseling

It is important that students make informed choices in planning a career. NYCI staff members are knowledgeable and up-to-date in technological advances relative to their areas of expertise. The expertise of our staff and their industry connections aid our graduates in starting successful careers. NYCI faculty are available to students for more than instruction. They also serve as career counsellors, mentors and industry experts.

Placement Assistance

NYCI offers lifetime placement assistance for its graduates. Of course, no school can guarantee placement, but our commitment to students does not end with graduation. Our goal is to help you start a successful career.

Placement advising is also available to assist students anticipating graduation and preparing to enter the workforce. Services vary based upon the needs of the individual and may include, but not limited to, assistance with resume and interviewing techniques.

JOB PLACEMENT DATA BY MAJOR

<u>Year</u>	<u>Court Reporting</u>	<u>Paralegal</u>	<u>Medical Office Specialist</u>
2008	95%	90%	50%
2007	96%	82%	100%
2006	95%	86%	N/A*

*Newly offered program

Programs of Study Court Reporting

History of Court Reporting

As early as 1868, the first machine shorthand patents were issued. George K. Anderson, often referred to as the Father of Shorthand, invented the Anderson Shorthand Typewriter around 1885. This was the first machine that used English letters and printed a whole word in one keyboard stroke. In 1911, Ward Stone Ireland invented the keyboard arrangement used today on the Stenograph machine. In 1913, Mr. Ireland manufactured the first shorthand machine, which weighed 14 pounds, compared to today's 4 pound machine.

The machine was so successful that Mr. Ireland trained several teenagers and entered them in the 1914 International Shorthand Contest, where they took honors at speeds of 150, 200, 220 and 230 words per minute. Since 1914 the Stenotype Machine has been used in the highly specialized reporting field, where it is now the major shorthand system. Stenotype theory is similar to manual shorthand as far as writing words phonetically, and phrasing and using brief forms. The basic difference is the speed and efficiency of a keyboard.

Today's Court Reporter Stenotype Court Reporting

Courts require a Stenotype Court Reporter during a trial because a record must be kept of the proceedings. It is the responsibility of the Court Reporter to record on the stenotype machine every word of testimony. In addition to recording the spoken words, the Reporter is also responsible for maintaining a chronological record of witnesses and marking exhibits. Lawyers, during a trial, and in any appellate proceedings that may follow, may use the transcript of courtroom proceedings. Court Reporters participate in trials that take place in Federal, Family, Supreme, Criminal and Civil Courts. When a lawyer requests a transcript of a trial, the Court Reporter, with the use of a computer, will furnish a verbatim record of the proceedings, for which an additional fee is charged.

A new advent in Court Reporting is Realtime, a system of reporting that permits the Court and counsel to follow computerized court proceedings on their monitors as the events occur. This technology gives all participants the ability to scroll, mark and retrieve portions of the verbatim record so that precise wording of motions, testimony and other court actions is available instantly. Court Reporters sit in the courtroom, as always, recording testimony while electric impulses from the stenotype machines go to the monitors of the Court and counsel, and they see the English translation. Realtime allows users to archive 8,000 pages on a single disk, and in the future, 300,000 pages on a single CD.

Freelance or General Reporting

Stenotype Reporters in the freelance reporting field may either own their own firms, or be employed by a court reporting firm. A major part of the freelance reporting field is the recording of depositions or Examinations Before Trial. A deposition or Examination Before Trial is a sworn statement by a witness or party in a legal action before going to trial. These Examinations Before Trial may take place in a lawyer's office or in special rooms set aside in the courthouse.

All Freelance Reporters must be Notaries Public since they may be required to swear-in witnesses. After swearing the witness, the Freelance Reporter records the questions and answers as well as any remarks made by the attorneys. Another interesting phase of the freelance field is reporting conferences and conventions. These assignments may take the Reporter to such varied places as corporate conference rooms, college campuses, broadcasting studios, theaters, ballrooms of nationally known hotels, on-site locations of major construction projects, and aboard ships. Upon completing the reporting assignment, the Reporter returns to his/her home or office and with the use of a computer produces a verbatim transcript.

Hearing and Legislative Reporting

Stenotype Reporters working for government agencies and departments are called Hearing Reporters. Hearing Reporters record the minutes of hearings conducted by city, state and federal agencies in the same manner as their counterparts in the court system. These hearings resemble a court trial or an investigative proceeding. An Administrative Judge, Referee, or Commissioner will preside over the questioning of witnesses by a government officer. The Hearing Reporter, usually using a computer, produces the transcript during regular business hours.

Additional Employment Opportunities

A Stenotype Reporter performs an important function -- recording the proceedings of government, business and industry. The Reporter's presence is necessary as leaders preside at board meetings, hold conferences, testify in court and dictate policy. The Reporter has a ringside seat at some of the most exciting events of our time. The Reporter sees these important people in action and participates in their work. They rely on the Reporter for the accurate record of everything said -- the record the Reporter makes becomes a part of history.

In addition to the reporting opportunities previously listed, there are additional fields open to the Reporter. There are Legislative Reporters, who record and produce a transcript of the events of State and Federal Legislatures, Congressional debates, and hearings in committees. These events are recorded verbatim and transcribed for the Congressional Record. There are also Conference Reporters who are employed by many large organizations to record meetings, conferences and hearings.

This is the Information Age - information and technology are available at the touch of a button. A new and important addition to the reporting field is the closed captioning industry. To address the needs of the hearing impaired, closed captioning (the printing of the dialogue on the bottom of a TV screen) is now being widely utilized. Reporters using state-of-the-art technology produce real-time closed captioned television programming. Major U.S. and international users include the U.S. Senate, British Broadcasting Co. (BBC), The Sports Network, The National Captioning Institute and many television affiliates.

Tomorrow's professional, known as information/court reporters, will be an integral part of the court, legislative and general proceedings, providing information to the court, government and business in a shorter period of time by using all the new technological advances. These highly trained professionals will be an important adjunct to court proceedings. And, as the technology advances, additional data will be made available in a shorter period of time.

Programs in Court Reporting

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE (AOS) And CERTIFICATE PROGRAMS IN COURT REPORTING

New York Career Institute offers an Associate in Occupational Studies (AOS) degree as well as certificate programs in Machine Shorthand to individuals who want to become Court, Freelance, Hearing Reporters, or Stenotype Stenographers wishing to specialize in the legal or medical stenotype field.

TITLE	CREDITS	AWARD	HEGIS CODE
*Stenotype Court Reporter	72	AOS Degree	5005
Stenotype Hearing Reporter	60	Certificate	5005
Stenotype Stenographer	25	Certificate	5005
Advanced Court Reporter	9	Certificate	5005

Academic Courses

Schedule determined at time of registration.

Academic Year

Each academic year is divided into three terms. Each term (trimester) is 16 weeks in length.

*This (AOS Degree) program meets the National Court Reporters Association's General Requirements and Minimum Standards.

STENOTYPE COURT REPORTER (AOS Degree Program)

The objective of this program is to prepare the student for an entry-level position as a Court Reporter. The course encompasses Court Reporting terminology, brief forms pertaining to actual courtroom dictation with special emphasis placed on four-voice testimony, jury charges, opening and closing statements, medical hypothetical questions, literary, specialized terminology and computer assisted transcription.

Upon completion of the program students will:

1. Meet entry level speed requirements for a court reporter
2. Demonstrate proficiency in using computer-assisting writing software
3. Describe appropriate courtroom procedure
4. Complete a saleable court transcript
5. Define, pronounce, and spell relevant medical and legal terminology
6. Receive a broadly based general education including college level course work in writing, mathematics, social science and computer information systems

PROGRAM REQUIREMENTS

COURSE	SUBJECT	CREDITS
General Education (required):		15
ER 003	Fundamentals of English (if necessary)	0
ER 200	College English	3
ER 205	Oral and Written Communications	3
MT 001	Fundamentals of Math (if necessary)	0
MT 200	College Mathematics	3
PS 100	Psychology	3
TCT 309	Computer Concepts	3
Professional Education (required):		51
ACR 103	Advanced Court Reporting	6
ACR 105	Court Reporting Internship	3
CP 100	Courtroom Procedures	3
ER 202	English for Court Reporting	3
LR 300	Legal Terminology	3
MR 500	Medical Terminology	3
SR 106	Stenotype I	5
SR 107	Stenotype II	5
SR 108	Stenotype III	6
SR 109	Stenotype IV	6
ST 105	Stenotype Theory	5
TCT 400	Computer Technology	3

Electives

COURSE		SUBJECT	CREDITS
Electives:			6
MR	501	Basic Human Anatomy	3
TCT	202	Microsoft Word	3
AC	109	Personal Finance	3
MA	114	Contemporary Health Issues	3
Any Paralegal Course			3-6

Total Credits Required for Program: 72

REQUIREMENTS FOR GRADUATION

1. Pass three 5-minute tests with 95% accuracy at each of the following speeds: 225 words per minute testimony (two voice), 200 words per minute jury charge, and 180 words per minute literary.
2. Complete an internship of 135 hours that includes a minimum of 100 hours of actual writing time.
3. Transcribe a simulated RPR skills test at RPR speed levels in 3.5 hours.
4. Pass one 5-minute Keyboarding test at 45 words per minute with no more than 5 errors.
5. Minimum completion of 72 credits with a grade point average at least 2.0.

SAMPLE SCHEDULE* STENOTYPE COURT REPORTER PROGRAM (AOS DEGREE--72 CREDITS)

TERM 1

ER200 College English
ST105 Stenotype Theory
TCT309 Computer Concepts

TERM 2

MT200 College Math
SR106 Stenotype I
ER202 English Court Reporting

TERM 3

ER205 Oral and Written Comm.
SR107 Stenotype II
LR300 Legal Terminology
PS100 Psychology

TERM 4

MR500 Medical Term
SR108 Stenotype III
TCT400 Computer Technology

TERM 5

CP100 Courtroom Procedures
SR109 Stenotype IV
MR501 Basic Human Anatomy

TERM 6

ACR103 Adv. Court Reporting
ACR105 Court Reporting Intern.
AC109 Personal Finance

*These schedules are only samples. Actual course offerings may be based on enrollment, faculty availability, transfer and proficiency credit, and individual student course selection.

STENOTYPE HEARING REPORTER (Certificate Program)

The objective of this program is to prepare the student for an entry-level position as a Stenotype Hearing Reporter. The course encompasses Court Reporting terminology, brief forms, marking exhibits, filing notes, preparation of information sheets, editing transcripts, handling colloquy and objections, literary and computer assisted transcription.

PROGRAM OBJECTIVES

Upon completion of the program students will:

1. Meet entry level speed requirements for a stenotype hearing reporter
2. Demonstrate proficiency in using computer-assisting writing software
3. Describe appropriate courtroom procedure
4. Complete a saleable court transcript
5. Define, pronounce, and spell relevant medical and legal terminology

PROGRAM REQUIREMENTS

COURSE	SUBJECT	CREDITS
Core Courses (required):		48
CP 100	Courtroom Procedures	3
ER 003	Fundamentals of English (if necessary)	0
ER 200	College English	3
ER 202	English for Court Reporting	3
LR 300	Legal Terminology	3
MR 500	Medical Terminology	3
SR 106	Stenotype I	5
SR 107	Stenotype II	5
SR 108	Stenotype III	6
SR 109	Stenotype IV	6
ST 105	Stenotype Theory	5
TCT 309	Computer Concepts	3
TCT 400	Computer Technology	3

Electives

COURSE	SUBJECT	CREDITS
Electives:		12
ER 205	Oral and Written Communications	3
MR 501	Basic Human Anatomy	3
PS 100	Psychology	3
TCT 202	Microsoft Word	3
	Any Paralegal course(s)	3-6
Total Credits Required for Program:		60

REQUIREMENTS FOR GRADUATION

1. Pass two testimony tests at 180 words per minute.
2. Pass one jury charge test at 180 words per minute.
3. Pass one literary test at 160 words per minute.
4. Minimum completion of 60 credits with a grade point average of at least 2.0.

SAMPLE SCHEDULE* STENOTYPE HEARING REPORTER (CERTIFICATE PROGRAM--60 CREDITS)

TERM 1

ER200 College English
ST105 Stenotype Theory
TCT309 Computer Concepts

TERM 2

LS100 Intro. To Law
SR106 Stenotype I
ER202 English Court Reporting

TERM 3

TCT202 Microsoft WORD
SR107 Stenotype II
LR300 Legal Terminology

TERM 4

TCT400 Computer Technology
SR108 Stenotype III.
PS100 Psychology
MR500 Medical Terminology

TERM 5

CP100 Courtroom Procedures
SR109 Stenotype IV
ER205 Oral/Written Communications

*These schedules are only samples. Actual course offerings may be based on enrollment, faculty availability, transfer and proficiency credit, and individual student course selection.

STENOTYPE STENOGRAPHER (Certificate Program)

The objective of this program is to prepare the student for an entry-level position as a Stenotype Stenographer. The program encompasses mastery of the Stenotype Machine System, brief forms and phrasing, usage of prefixes and suffixes, development of reading and transcription of new material, acceleration of dictation with emphasis on numbers, legal terminology as it pertains to legal instruments: i.e., briefs, summonses and complaints, medical terminology, prefixes, suffixes, physiology, anatomy, diagnoses, prognoses and medicines, scientific matter and economic matter.

Upon completion of the program the students will:

1. Meet entry level requirements for a legal stenographer
2. Define, pronounce, and spell relevant medical and legal terminology

PROGRAM REQUIREMENTS

COURSE	SUBJECT	CREDITS
Core Courses (required):		22
ER 003	Fundamentals of English (if necessary)	0
ER 200	College English	3
ER 205	Oral and Written Communications	3
LR 300	Legal Terminology	3
MR 500	Medical Terminology	3
SR 106	Stenotype I	5
ST 105	Stenotype Theory	5

Electives

COURSE	SUBJECT	CREDITS
Electives:		3
LS 100	Introduction to Law	3
PS 100	Psychology	3
TCT 202	Microsoft Word	3
TCT 309	Computer Concepts	3

Total Credits Required for Program: 25

REQUIREMENTS FOR GRADUATION

1. Attainment of 80 words per minute in Stenotype.
2. Minimum completion of 24 credits with a grade point average of at least 2.0.

SAMPLE SCHEDULE*
STENOTYPE STENOGRAPHER
(CERTIFICATE PROGRAM--25 CREDITS)

TERM 1

ER200 College English
LR300 Legal Terminology
SR105 Stenotype Theory

TERM 2

ER202 English Court Reporting
MR500 Medical Terminology
SR106 Stenotype I
TCT309 Computer Concepts

*These schedules are only samples. Actual course offerings may be based on enrollment, faculty availability, transfer and proficiency credit, and individual student course selection.

Paralegal Studies

History of the Paralegal Profession

Attorneys have always employed assistants to help in their law practices; however, historically these assistants were extremely limited in the type of work and responsibility which could be delegated to them. With the advent of administrative agencies, the enactment of the Administrative Procedure Act of 1946 (APA) and the establishment of The Office of Economic Opportunity in 1964, there was a significant expansion of the duties and functions of a Paralegal beyond mere clerical tasks. This enabled attorneys to expand their practices considerably. In 1960, the organized bar recognized and encouraged the utilization of the Paralegals, and in 1968 the American Bar Association established a committee, now known as the Standing Committee on Legal Assistants, for legal assistants for lawyers.

Today's Paralegal

The rising cost of legal services increases the need for a more practical approach to servicing clients in law practice; namely, the delegation of duties and responsibilities to the Paralegal to defray such costs by enabling the Paralegal to perform certain tasks, usually carried out by the attorney. For example, the Paralegal can answer court calendars, research, write briefs, prepare case files, and actually represent clients before certain administrative courts and tribunals. There are over 100 Paralegal organizations and over 85,000 Paralegals nationwide. The Paralegal profession is projected, according to the Department of Labor's Occupational Outlook, to be one of the fastest growing occupations into the next decade.

Employment Opportunities

NYCI may provide graduates with varied types of work opportunities; namely, large and small law firms, government offices, banks, corporations and courts. The student is also taught to write a well-organized and comprehensive resume to aid in securing employment. Employment of Paralegals has grown tremendously since the emergence of this profession in the 1960's. Employment opportunities, in the coming years, are expected to grow at a much faster rate than the average rate for other occupations. The emphasis on hiring Paralegals should continue in both legal and related fields so that the cost, availability, and efficiency of legal services can be improved.

Programs in Paralegal Studies

ASSOCIATE IN OCCUPATIONAL STUDIES (AOS) DEGREE AND CERTIFICATE PROGRAM IN PARALEGAL STUDIES

TITLE	CREDITS	AWARD	HEGIS CODE
Legal Assistant	60	AOS Degree	5099
Law Office Assistant	30	Certificate	5099

Academic Courses

Schedule determined at time of registration.

Academic Year

Each academic year is divided into three terms. Each term (trimester) is 15 weeks in length.

LEGAL ASSISTANT (AOS Degree Program)

The objective of this course is to prepare the student for an entry-level position as a Legal Assistant. The program encompasses the core law theory classes, specialized legal classes, general education classes, practical skills and an internship program.

Upon completion of the program the students will:

1. Be well prepared to take on the responsibilities of a paralegal in any legal environment
2. Demonstrate the necessary skill to perform sound legal research
3. Be able to identify the venue or subject matter jurisdiction of the state and federal courts in New York City as well as the appropriate offices for filling legal documents and paying fees
4. Be able to conduct an intake interview with a prospective client
5. Be able to prepare a client for trial
6. Be able to efficiently plan and organize the many tasks of a paralegal in a busy law office working within strict time constraints
7. Understand NYCI's core general education objectives (see general education objectives)

PROGRAM REQUIREMENTS

COURSE	SUBJECT	CREDITS
General Education (required):		15
ER 003	Fundamentals of English (if necessary)	0
ER 200	College English 3	
ER 205	Oral and Written Communications	3
MT 001	Fundamentals of Math (if necessary)	0
MT 200	College Mathematics	3
PS 100	Psychology	3
TCT 309	Computer Concepts	3
Professional Education (required):		33
IN 100	Legal Internship	3
LS 100	Introduction to Law	3
LS 101	Legal Research & Writing	3
LS 102	Civil Litigation	3
LS 106	Real Estate Law	3
LS 105	Family Law	3
LS 109	Preparation of Legal Documents	3
LS 112	Contract Law 3	
LS 115	Law Office Management / Accounting	3
LS 201	Advanced Legal Research and Writing	3
TCT 202	Microsoft Word	3
Professional Electives		9
LR 300	Legal Terminology	3
LS 103	Criminal Law	3
LS 104	Wills, Trusts & Estates	3
LS 107	Corporations	3
LS 108	Employment Law	3
LS 110	Administrative Agency Law	3
LS 111	Tort Law	3
LS 113	Immigration Law	3
LS 114	Bankruptcy Law	3
General Electives		3
General electives may be selected from all courses listed in the catalog with the exception of the Stenotype courses.		
Total Credits Required for Program:		60

REQUIREMENTS FOR GRADUATION

Minimum completion of 60 credits with a grade point average of at least 2.0.

SAMPLE SCHEDULE* LEGAL ASSISTANT (AOS DEGREE PROGRAM--60 CREDITS)

TERM 1

ER200 College English
LS100 Introduction to Law
TCT309 Computer Concepts

TERM 2

LS102 Civil Litigation
LS105 Family Law
TCT202 Microsoft WORD

TERM 3

MT200 College Math
LS101 Legal Research/Writing
LS106 Real Estate Law
PS100 Psychology

TERM 4

ER205 Oral/Written Communications
LS112 Contract Law
LR300 Legal Terminology
LS115 Law Office Mgmt.

TERM 5

LS109 Prep. Legal Documents
LS201 Adv. Legal Research
LS103 Criminal Law

TERM 6

IN100 Legal Internship
LS107 Corporations
AC109 Personal Finance

*These schedules are only samples. Actual course offerings may be based on enrollment, faculty availability, transfer and proficiency credit, and individual student course selection.

LAW OFFICE ASSISTANT (Certificate Program)

The objective of this program is to prepare the student for an entry-level position in a general business environment with emphasis on the understanding of the special needs of the legal profession. The program encompasses training in essential professional skills together with an introduction to the court structure and legal practice and procedure.

Upon completion of the program students will be able to:

1. Demonstrate the entry level skills of a legal assistant working in a business organization
2. Describe basic legal concepts unique to a business organization
3. Perform basic legal research and prepare oral and written reports based on the research
4. Manage their time efficiently in a busy office environment

PROGRAM REQUIREMENTS

COURSE	SUBJECT	CREDITS
Core Courses (required):		21
ER 003	Fundamentals of English (if necessary)	0
ER 200	College English	3
ER 205	Oral and Written Communications	3
LS 100	Introduction to Law	3
LS 101	Legal Research & Writing	3
LS 106	Real Estate Law	3
LS 115	Law Office Management / Accounting	3
TCT 309	Computer Concepts	3
Professional Electives		6
LS 102	Civil Litigation	3
LS 103	Criminal Law	3
LS 104	Wills, Trusts & Estates	3
LS 105	Family Law	3
LS 107	Corporations	3
LS 108	Employment Law	3
LS 109	Preparation of Legal Documents	3
LS 110	Administrative Agency Law	3
LS 111	Tort Law	3
LS 112	Contract Law	3
LS 113	Immigration Law	3
LS 114	Bankruptcy Law	3
LS 201	Advanced Legal Research and Writing	3
LR 300	Legal Terminology	3

General Electives

3

General electives may be selected from all courses listed in the catalog with the exception of the Stenotype courses.

Total Credits Required for Program:

30

REQUIREMENTS FOR GRADUATION

Minimum completion of 30 credits with a grade point average of at least 2.0.

SAMPLE SCHEDULE*
LAW OFFICE ASSISTANT
(CERTIFICATE PROGRAM--30 CREDITS)

TERM 1

ER200 College English
LS100 Introduction to Law
TCT309 Computer Concepts

TERM 2

ER205 Oral/Written Communications
LS106 Real Estate Law
LS115 Law Office Mgmt./Acct.

TERM 3

LS101 Legal Research/Writing
LS109 Prep of Legal Documents
LS105 Family Law
AC109 Personal Finance

*These schedules are only samples. Actual course offerings may be based on enrollment, faculty availability, transfer and proficiency credit, and individual student course selection.

Medical Office Administration

History of the Medical Office Administrator

Physicians have always employed assistants in the medical office to perform clinical as well as administrative functions. These support personnel (usually nurses or medical secretaries) relieved the physician of many vital duties which did not specifically require the doctor's training and experience. The dwindling number of nurses in the medical office and the increasing number of administrative assistants led the way for the creation of the profession of medical assistant in the mid 1950's. In 1956 the American Association of Medical Assistants (AAMA) was created as a national organization to recognize the contribution of both administrative and clinical support personnel in the medical field. The U.S. Department of Health, Education and Welfare recognized medical assisting as an allied health profession in 1978.

Today's Medical Office Administrator

The rapidly changing structure and financing of health care today require a more complex and proactive approach to health care delivery than ever before. The implementation of HIPAA (Health Insurance Portability and Accountability Act of 1996) and OSHA (Occupational Safety and Health Act of 1970) policies has created a growing demand for medical administrative personnel for many years. New York Career Institute's Medical programs integrate the most up-to-date computer technology programs with strong communication and administrative medical skills training, preparing graduates for the changing demands of today's sophisticated medical office environment.

Employment Opportunities

A degree or certificate in Medical Office Administration provides graduates with varied types of work options, including: positions as Medical Office Specialists, Medical Administrative Assistants, and Computerized Medical Billing and Coding Specialists. The student is also taught to write a well-organized and comprehensive resume to aid in securing employment.

Programs in Medical Office Administration

ASSOCIATE IN OCCUPATIONAL STUDIES (AOS) DEGREE IN MEDICAL OFFICE SPECIALIST

And

CERTIFICATE PROGRAMS IN MEDICAL ADMINISTRATIVE ASSISTANT AND MEDICAL BILLING/CODING ASSOCIATE

New York Career Institute in its Day and Evening sessions offers an Associate in Occupational Studies (AOS) degree as well as certificate programs in Medical Office Administration to individuals who want to become Medical Office Specialists, Medical Administrative Assistants, and Medical Billers and Coders.

PROGRAM REQUIREMENTS

TITLE	CREDITS	AWARD	HEGIS CODE
Medical Office Specialist	60	AOS Degree	5005
Medical Administrative Assistant	30	Certificate	5005
Medical Billing/Coding Associate	30	Certificate	5213

Academic Courses

Schedule determined at time of registration.

Academic Year

Each academic year is divided into three terms. Each term (trimester) is 15 weeks in length.

MEDICAL OFFICE SPECIALIST (AOS Degree Program)

The objective of this program is to prepare the student for an entry-level position as a medical secretary, medical administrative assistant, medical transcriptionist or medical biller. Through course work emphasizing hands-on applications and critical thinking, the student will gain skill and practice in medical terminology, human anatomy, medical keyboarding and transcription, medical office procedures, medical billing and coding, and human relations.

Upon completion of the program students will be able to:

1. Function as a front desk assistant dealing with patients and medical personnel in person and on the telephone, making appointments, interacting with patients, and carrying out instructions from medical personnel
2. Handle routine clerical duties in a medical facility, including: composing and keying routine correspondence, transcribing medical reports, completing insurance forms

3. Demonstrate proficient use of relevant medical terminology
4. Understand and abide by the laws and ethics of the medical community
5. Understand and be able to discuss NYCI's core general education objectives (see general education objectives)

PROGRAM REQUIREMENTS

COURSE	SUBJECT	CREDITS
General Education (required):		15
ER 003	Fundamentals of English (if necessary)	0
ER 200	College English	3
ER 205	Oral and Written Communications	3
MT 001	Fundamentals of Math (if necessary)	0
MT 200	College Mathematics	3
PS 100	Psychology	3
TCT 309	Computer Concepts	3
Professional Education (required):		36
MA 105	Medical Document Processing	3
MA 106	Medical Law and Ethics	3
MA 107	Medical Office Administration I	3
MA 108	Medical Office Administration II	3
MA 109	Medical Insurance	3
MA 110	Medical Transcription	3
MA 112	Pharmacology	3
MA 113	Medical Office Internship	3
MR 500	Medical Terminology	3
MR 501	Basic Human Anatomy	3
TCT 202	Microsoft Word	3
TCT 304	Microsoft Excel	3
Professional Electives		6
MA 104	Medical Office Coding	3
MA 111	Computerized Medical Billing	3
MA 114	Contemporary Health Issues	3
General Electives		3
General electives may be selected from all courses listed in the catalog with the exception of the Stenotype courses.		
Total Credits Required for Program:		60

REQUIREMENTS FOR GRADUATION

Minimum completion of 60 credits with a grade point average of at least 2.0.

Completion of a portfolio demonstrating proficiency in:

1. Medical document processing
2. Medical transcription
3. Medical insurance, billing and coding
4. Microsoft Word
5. Microsoft Excel

SAMPLE SCHEDULE* MEDICAL OFFICE SPECIALIST (AOS DEGREE PROGRAM--60 CREDITS)

TERM 1

ER200 College English
TCT309 Computer Concepts
MR500 Medical Terminology

TERM 3

TCT304 Microsoft EXCEL
MA105 Medical Doc. Processing
MR501 Basic Human Anatomy
MA109 Medical Insurance

TERM 5

MA110 Medical Machine Trans.
PS100 Psychology
MA112 Pharmacology

TERM 2

MT200 College Math
TCT202 Microsoft WORD
MA107 Med. Off. Admin I
MA106 Medical Law & Ethics

TERM 4

MA104 Medical Off. Coding
ER205 Oral/Written Comm.
MA108 Med. Off. Admin. II

TERM 6

MA113 Medical Internship
MA111 Comp. Med. Bill.
MA114 Cont. Health Iss.

*These schedules are only samples. Actual course offerings may be based on enrollment, faculty availability, transfer and proficiency credit, and individual student course selection.

MEDICAL ADMINISTRATIVE ASSISTANT (Certificate Program)

The objective of this program is to prepare the student for an entry-level position as a Medical Administrative Assistant. The program encompasses medical terminology, keyboarding and transcription, medical office procedures, and medical law and ethics.

Upon completion of the program students will be able to:

1. Function as a front desk assistant dealing with patients and medical personnel in person and on the telephone, making appointments, interacting with patients, and carrying out instructions from medical personnel
2. Handle routine clerical duties in a medical facility, such as: composing and keying routine correspondence, transcribing medical reports
3. Demonstrate proficient use of relevant medical terminology
4. Understand and abide by the laws and ethics of the medical community

PROGRAM REQUIREMENTS

COURSE	SUBJECT	CREDITS
General Education (required):		27
ER 003	Fundamentals of English (if necessary)	0
ER 200	College English	3
MA 106	Medical Law and Ethics	3
MA 105	Medical Document Processing	3
MR 500	Medical Terminology	3
MA 107	Medical Office Administration I	3
MA 110	Medical Transcription	3
MA 113	Medical Office Internship	3
TCT 202	Microsoft Word	3
TCT 309	Introduction to Computers	3
Electives		3
ER 205	Oral and Written Communications	3
PS 100	Psychology	3
MR 501	Basic Human Anatomy	3
MA 112	Pharmacology	3
TCT 304	Microsoft Excel	3
MA 109	Medical Insurance	3
Total Credits Required for Program:		30

REQUIREMENTS FOR GRADUATION

Minimum completion of 30 credits with a grade point average of at least 2.0.

SAMPLE SCHEDULE* MEDICAL ADMINISTRATIVE ASSISTANT (CERTIFICATE PROGRAM--30 CREDITS)

TERM 1

ER200 College English
MR500 Medical Terminology
TCT309 Computer Concepts

TERM 2

MA105 Medical Doc. Processing
MA107 Medical Admin. I
TCT202 Microsoft WORD
MA106 Law & Ethics

TERM 3

MA110 Medical Transcription
MA109 Medical Insurance
MA113 Medical Internship

*These schedules are only samples. Actual course offerings may be based on enrollment, faculty availability, transfer and proficiency credit, and individual student course selection.

MEDICAL BILLING/CODING ASSOCIATE (Certificate Program)

The objective of this program is to prepare the student for an entry-level position as a Medical Biller and Coder. The course encompasses medical terminology, medical office procedures, medical insurance, and medical billing and coding.

Upon completion of the program students will be able to:

1. Function as a front desk assistant dealing with patients and medical personnel in person and on the telephone, making appointments, interacting with patients, and carrying out instructions from medical personnel
2. Prepare insurance claim forms and patient invoices
3. Key routine medical correspondence
4. Demonstrate proficient use of relevant medical terminology
5. Understand and abide by the laws and ethics of the medical community

PROGRAM REQUIREMENTS

COURSE	SUBJECT	CREDITS
Core Courses:		27
MA 104	Medical Office Coding	3
MA 106	Medical Law and Ethics	3
MA 107	Medical Office Administration I	3
MA 109	Medical Insurance Procedures	3
MA 111	Computerized Medical Billing	3
MA 113	Medical Office Internship	3
MR 500	Medical Terminology	3
TCT 202	Microsoft Word	3
TCT 309	Computer Concepts	3
Professional Electives		3
ER 200	College English I	3
MA 105	Medical Document Processing	3
MA 110	Medical Transcription	3
MA 112	Pharmacology	3
MR 501	Basic Human Anatomy	3
PS 100	Psychology	3
TCT 304	Microsoft Excel	3
Total Credits Required for Program:		30

REQUIREMENTS FOR GRADUATION

Minimum completion of 30 credits with a grade point average of at least 2.0.

SAMPLE SCHEDULE* MEDICAL BILLING/CODING ASSOCIATE (CERTIFICATE PROGRAM--30 CREDITS)

TERM 1

MA107 Medical Office Admin. I
MR500 Medical Terminology
TCT309 Computer Concepts

TERM 2

MA104 Medical Office Coding
MA109 Medical Insurance
TCT202 Microsoft WORD
PS100 Psychology

TERM 3

MA106 Medical Law & Ethics
MA111 Comp. Medical Billing
MA113 Medical Off. Internship

*These schedules are only samples. Actual course offerings may be based on enrollment, faculty availability, transfer and proficiency credit, and individual student course selection.

Course Descriptions by Subject

The following courses are offered each trimester subject to NYCI's right to cancel scheduled courses due to insufficient enrollment. Student schedules and the time it takes to complete a program may also be affected by transfer credits, credits received by proficiency examination, credits received by external examination, leaves of absence, and the receipt of W and/or F grades. Students are encouraged to see their program advisors to determine their specific rate of progress toward program completion.

AC 109 PERSONAL FINANCE 3 Credits

This course provides the student with the tools and strategies to plan and manage their personal finances over a lifetime. Topics covered include financial aspects of career planning; financial statements and budgeting; taxes; savings plans and payment accounts; consumer credit; property, motor vehicle, health and life insurance; investing in stocks, bond and mutual funds; other investment alternatives; retirement planning.

ACR 103 ADVANCED COURT REPORTING AND COMPUTERIZED TRANSCRIPTION 6 Credits

This final speed building course to 225 words a minute uses multi-voice dictation with a concentration on trial, hearing, and conference preparation. A wide variety of material is used including current events.

Prerequisite: SR 109

ACR 105 COURT REPORTING INTERNSHIP 3 Credits

The student is required to participate in an internship program which involves a minimum of 9 hours a week (135 hours total) under the direction of a practicing Court Reporter. A minimum of 100 hours shall be spent in actual writing on the shorthand machine recording trials, depositions, conferences, or other related matter. In addition, two transcripts shall be produced by the intern for educational and grading purposes only.

Prerequisite: Transcription speed of 180 words per minute

CP 100 COURTROOM PROCEDURES 3 Credits

The Court Reporting student is made familiar with the various reporting procedures in the different judicial systems, grand jury, government agencies and freelance reporting. Courtroom etiquette, attire and professional ethics are discussed. Maintenance of financial records such as billing, record keeping and safety maintenance of steno notes are explained.

ER 003 FUNDAMENTALS OF ENGLISH 0 Credits

This course reviews intensively English punctuation and sentence structure, with an introduction to business communications and essay writing. Students will develop basic writing skills through practice in paragraph development. General and business vocabulary and spelling will be developed through drills and exercises.

ER 200 COLLEGE ENGLISH 3 Credits

Students will discuss and practice writing the different types of paragraph development. They will write essays incorporating the six types of expository writing techniques. English grammar, punctuation and vocabulary will be reviewed.

ER 202 ENGLISH FOR COURT REPORTING 3 Credits

Emphasis is placed on specialized English training as it is applied to the Court and Freelance Reporting profession, such as editing transcripts, punctuation marks, transcription, usage of source material, vocabulary and proofreading.

ER 205 ORAL AND WRITTEN COMMUNICATIONS 3 Credits

In this course the student will gain experience in public speaking by participating in a variety of activities that build speech and language skills. In addition, this course builds on the student's writing ability with continued practice in expository writing.

Prerequisite: ER 200

IN 100 INTERNSHIP (Paralegal) 3 Credits

The student is required to participate in an internship program, which involves working a minimum of 135 hours in a legal setting under the supervision of a practicing attorney or Paralegal. Each attorney to whom the student is assigned will submit an evaluation of the student's performance. In addition, the student must submit a report detailing his or her internship, along with a completed time sheet documenting actual time spent on their various assignments.

LR 300 LEGAL TERMINOLOGY 3 Credits

Mastery of the terminology common to the legal profession with emphasis on definition and spelling are emphasized in this course. The development of the law and principles of various branches of the law, such as real estate, corporate, criminal, tort, contract, wills and estates will be reviewed.

LS 100 INTRODUCTION TO LAW 3 Credits

This course will introduce students to American jurisprudence, examining the functions and processes of the judicial, administrative and legislative branches of government. The role of the Paralegal in the legal field will be discussed, and students will examine the code of ethics applicable to both the attorney and the Paralegal. Techniques for studying the law will also be discussed.

LS 101 LEGAL RESEARCH AND WRITING 3 Credits

Students will become familiar with the basic workings of the law library. They will utilize both state and federal materials to locate and research the relevant laws. The course stresses how to conduct research by searching statutes, digests, reporters and legal encyclopedias. The students will learn how the citation system works and how to Shepardize. They will learn how to brief a case. In addition they will be introduced to online legal research. The students will learn E-filing, which is the electric transmission, service and filing of court papers which will eventually be required by most, if not all, courts.

LS 102 CIVIL LITIGATION 3 Credits

Students will learn the procedures necessary for commencing a civil lawsuit beginning with the initial client interview. They will examine and prepare the different pleadings, such as a complaint and answer, filing procedures, motion practice, and the nature of the different discovery techniques. The relevant rules of evidence will also be studied. They will be exposed to the mechanics of a trial from jury selection to appeal.

LS 103 CRIMINAL LAW 3 Credits

Students will examine the criminal justice system from arrest through trial and sentencing. The Fourth Amendment constitutional safeguards will also be discussed. Students will also study the different types of crimes and their elements.

LS 104 WILLS, TRUSTS AND ESTATES 3 Credits

Students will examine the procedures and formalities involved in drafting and executing wills and trusts, probating wills, and intestacy laws. They will become familiar with the necessary forms, tax ramifications and filing procedures in Surrogates Court.

LS 105 FAMILY LAW**3 Credits**

The legal formalities involved in forming and dissolving a marriage will be discussed. Ancillary issues to divorce such as annulment, separation, equitable distribution, custody, visitation rights, child support, maintenance and adoption will also be considered. Family Court and Supreme Court jurisdiction in family law matters will also be examined.

LS 106 REAL ESTATE LAW**3 Credits**

This course will give students an overview of real property law with emphasis on the sale and resale of residential property, co-operatives and condominiums. Students will become familiar with the procedures involved in a real estate closing, from preparation and interpretation of the contract of sale to the actual closing. They will also examine and interpret title reports. Sales and leases for commercial property will also be discussed.

LS 107 CORPORATIONS**3 Credits**

Students will look at different legal formats of conducting a business with emphasis placed on the corporation. They will consider the procedures involved and the documents necessary for incorporation. The control and management of a corporation, formation and structure of corporations, partnerships, acquisitions, state laws of incorporation, shareholders' and directors' meetings, issuance and sale of stock, dissolution, and the relevant sections of the Business Corporation Law will be discussed. Students will also become familiar with limited liability companies, limited liability partnerships and professional corporations.

LS 108 EMPLOYMENT LAW**3 Credits**

Students will study the development of employment law in the U.S. The collective bargaining process, grievance procedures and alternative methods to the resolution of labor disputes will be discussed. The different forms of employment discrimination will be examined with emphasis on the remedies available through administrative and judicial forums. This course will discuss both private and public sector employment.

LS 109 PREPARATION OF LEGAL DOCUMENTS**3 Credits**

This is an advanced legal writing class. Students will draft different legal instruments such as a complaint, an answer and interrogatories. They will practice adapting legal forms to specific fact patterns. In addition, students will complete a Blue back.

LS 110 ADMINISTRATIVE AGENCY LAW**3 Credits**

This course will examine the structure, procedures and authority of administrative agencies, with emphasis placed on the administrative agency hearing. Students will also study the courts' exercise of control over agency procedures through judicial review of agency actions.

LS 111 TORT LAW**3 Credits**

The traditional concepts of tort law will be studied, including torts committed against property and torts committed against persons, with concentration on the personal injury lawsuit. Students will study how to conduct an investigation in a personal injury lawsuit and discuss the different techniques used in negotiating a settlement. Product liability lawsuits will also be examined.

LS 112 CONTRACT LAW**3 Credits**

The traditional concepts of contract law such as formation of contracts, consideration, competence of the parties, and breach of contract will be studied. The Statute of Frauds and sections of the Uniform Commercial Code will also be discussed.

LS 113 IMMIGRATION LAW**3 Credits**

This course will give students an overview of the immigration laws, including the 1986, 1990, 1991 and 1996 Amendments. Students will become familiar with the different requirements for completing the various immigration applications and forms. They will study the immigration categories and their preferences and will complete visa petitions for these categories. They will study the procedures involved in an adjustment of status case and complete a petition for an adjustment of status. They will also consider the procedures involved in completing a labor certification petition. They will become familiar with removal prior to entry and subsequent to entry. Students will also be advised of the impact of post-911 amendments to the immigration law.

LS 114 BANKRUPTCY LAW**3 Credits**

This course offers an in-depth analysis of the various Chapters of the Bankruptcy Code. Included are Chapter 7 (Straight Liquidation), Chapter 11 (Reorganization), Chapter 12 (Adjustment of Debts of a Family Farmer with Regular Income), and Chapter 13 (Adjustment of Debts of an Individual with Regular Income). This course offers a hands-on approach to the filing of the various forms, petitions and schedules, examines the laws governing both personal and corporate bankruptcy with emphasis on automatic stays and exemptions, preferential transfers, creditors' claims, powers and duties of trustees, discharge of debtor and corporate reorganization. October 2005 revisions to the Bankruptcy Code will also be examined.

LS 115 LAW OFFICE MANAGEMENT/ACCOUNTING**3 Credits**

This course provides the student with detailed information as to how the average law firm functions. Included is a review of a matter from inception until completion. Specific attention is devoted to budgetary and fiscal considerations of the law firm in accepting a client. The various methods of accounting as utilized by law firms are explored.

LS 201 ADVANCED LEGAL RESEARCH AND WRITING**3 Credits**

This course provides in depth exposure to online legal research. The students will conduct legal research utilizing the internet, including but not limited to Lexis-Nexis. In addition, they will receive additional training in E-filing. Students will be required to submit a comprehensive memorandum of law and/or appellate brief. In addition, they will be given additional exercises relating to the interpretation of legal materials.

Prerequisite LS 101

MA 104 MEDICAL OFFICE CODING**3 Credits**

This course provides in-depth instruction in ICD-9 and CPT coding. Both procedural and diagnostic coding principles are covered.

MA 105 MEDICAL DOCUMENT PROCESSING**3 Credits**

This course teaches the student how to format medical documents such as letters, memos, medical histories, physical examination records, reports, and discharge summaries using a Windows format. Proper keyboarding techniques will be reinforced. Emphasis will be placed on increasing speed and accuracy using medical timed writings.

Prerequisite: Keyboarding speed of 30 words per minute

MA 106 MEDICAL LAW AND ETHICS**3 Credits**

In this course the student is introduced to the medical workplace, office employees, hiring practices, liability, malpractice, consent, and relevance of medical records. Core competencies related to patient confidentiality and the Health Insurance Portability and Accountability Act

(HIPAA) are taught. This course also discusses biomedical issues such as cloning, DNA testing, abortion, euthanasia, and death and dying.

MA 107 MEDICAL OFFICE ADMINISTRATION I 3 Credits

This course introduces medical assisting competencies such as written, oral, and telephone communication skills. In addition, basic receptionist duties, such as filing, patient scheduling, office management skills, and opening and closing the medical office are taught.

MA 108 MEDICAL OFFICE ADMINISTRATION II 3 Credits

This course provides instruction in and hands-on practice with dictation and transcription, patient billing, and bookkeeping procedures. Emphasis will be placed on performing the above duties as they are encountered in a medical facility.

MA 109 MEDICAL INSURANCE 3 Credits

This course provides in-depth instruction in the preparation of insurance and government claim forms. Both private and government insurance carriers are discussed, along with Medicare, Medicaid, HMOs, TriCare and Champ VA, Blue Cross and Blue Shield, and Workers' Compensation.

MA 110 MEDICAL TRANSCRIPTION 3 Credits

The student will use transcription equipment to keyboard a variety of medical documents presented aurally. Emphasis will be placed on formatting documents, spelling medical terms, and understanding of proofreaders' marks.

Prerequisites: MR 500

MA 111 COMPUTERIZED MEDICAL BILLING 3 Credits

This course builds the skills necessary for managing a computerized medical office. Students gain medical office experience in managing an automated billing system, processing and printing insurance forms, maintaining files, creating management reports, and analyzing aging accounts.

MA 112 PHARMACOLOGY 3 Credits

This is an introductory course that explores commonly prescribed drugs by their drug classification and uses, along with side effects and contraindications. This course follows a systems approach and basic drug computations are taught.

MA 113 INTERNSHIP (MEDICAL) 3 Credits

This internship provides the students with administrative medical assisting experience in the physician's office or other related medical facilities. The student will have the opportunity to utilize skills previously learned in school and will learn the procedures and skills required at the office site. The student will be supervised at all times and evaluated for work performed.

Prerequisite: Must be in last term of program

MA 114 CONTEMPORARY HEALTH ISSUES 3 Credits

This course is designed to raise awareness of current personal and public health issues. Students will read and discuss articles chosen for their quality and timelines. Topics to be examined will be chosen from management, drugs and health, preventing and fighting disease, consumer health, and contemporary health hazards.

MR 500 MEDICAL TERMINOLOGY 3 Credits

Development of medical terminology based on the anatomy of a word: root, prefix, suffix, meaning, related terms with emphasis on general medicine, fractures, infections and parasitic diseases. Medical terminology relating to surgery, neurology, psychiatry and pharmacology will also be studied. This course will familiarize the student with the functions of the human body

with emphasis on the skeletal, muscular, circulatory, endocrine, respiratory, gastrointestinal, and genito-urinary systems.

MR 501 BASIC HUMAN ANATOMY 3 Credits

This course is designed to help develop a mastery of the terminology of the human skeleton, musculature, and organ location, as well as to familiarize the student with basic bodily functions.

MT 001 FUNDAMENTALS OF MATHEMATICS 0 Credits

This course reviews basic mathematical operations and concepts in order to prepare the student for college level math courses. Topics covered include whole numbers, fractions, decimals, ratio and proportion, use of scientific calculators, and the use of inductive and deductive reasoning.

MT 200 COLLEGE MATHEMATICS 3 Credits

This course is intended as a tool for students to employ a wide range of problem-solving strategies. It provides a brief review of decimals, ratio and proportion, and percent, as well as an introduction to the metric system, algebra, geometry, statistics, and mathematic reasoning.

PS 100 PSYCHOLOGY 3 Credits

An introduction to understanding the major facts and principles that relates to individual differences in human behavior. Special reference will be made to perception, research methods, learning, memory, emotional life as well as motivation and emotion. Students will become familiar with psychological investigations dealing with behavior disorders and methods of treatment.

SR 106 STENOTYPE I 5 Credits

This course expands upon general Stenotype theory with advanced techniques in speed building to enable proper speed development in commercial correspondence. It reviews stenotype rules and dictation of commercial correspondence. The course includes further training in transcription, read-back skills, and Realtime theory.

Prerequisite: SR 105

SR 107 STENOTYPE II 5 Credits

This course develops transcription speed through 90 words per minute. It introduces legal, medical, and technical vocabulary in addition to commercial correspondence. The course includes two-voice testimony, colloquy, court's instructions to the jury, and literary matter.

Prerequisite: SR 106

SR 108 STENOTYPE III 6 Credits

This course develops transcription speed through 130 words per minute. It further expands legal, medical, and technical vocabulary including two-voice testimony, colloquy, court's instructions to the jury, and literary matter.

Prerequisite: SR 107

SR 109 STENOTYPE IV 6 Credits

This course continues to develop transcription speed through 180 words per minute. It further expands legal, medical, and technical vocabulary including two-, three- and four-voice testimony, colloquy, court's instructions to the jury, and literary matter.

Prerequisite: SR 108

ST 105 STENOTYPE THEORY**5 Credits**

This course introduces basic principles of stenotype theory. It covers mastery of the keyboard, basic rules of phonetic writing, abbreviations, phrases, number writing, adeptness and punctuation.

TCT 202 MICROSOFT WORD**3 Credits**

Students will learn the skills necessary to effectively begin creating, editing, formatting and printing documents of Word for Windows. Students will learn how to enter and edit text, move and copy text, apply character and paragraph formatting, and effect the placement of text on pages. Further, the course teaches advanced formatting and editing, and how to create glossary entries, tables, newspaper columns, form letters, and the use of templates.

TCT 304 MICROSOFT EXCEL**3 Credits**

Students will learn how to create and use a worksheet and how to take numerical information and illustrate it graphically. The course will help the student create charts that graphically represent worksheet data, modify charts, customize charts by applying formatting, learn the use of the AutoFormat feature, and enhance worksheets and charts by using the drawing tools to add graphic objects.

TCT 309 COMPUTER CONCEPTS**3 Credits**

This course is an introduction to computers. It covers computer hardware, software, application skills, the Internet and Internet searching, evaluation electronic information, using technology for problem-solving, networking, and computer ethics.

TCT 400 COMPUTER TECHNOLOGY**3 Credits**

An introduction to computer aided transcription through the use of the personal computer utilizing specialized software designed for transcribing machine shorthand. The course offers the student hands-on acquaintance with the hardware and software used in computer aided transcription. Included is the production of personal dictionaries, the familiarization of techniques used for expedited and daily copy, and the use of advanced functions such as Realtime, phonic translation, and the use of template dictionaries.

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This catalog is current as of November 2009, and is applicable for the 2009-2010 and 2010-2011 academic years.

This catalog is published in printed form on a biennial basis. NYCI will publish a revised electronic version of this catalog at the college's website should revisions be necessary prior to the next printing. Students are advised to visit the college's website at www.nyci.edu to view the most recent catalog.

Notwithstanding anything contained in this catalog, NYCI expressly reserves the right, whenever it deems it advisable, to change or modify its schedule of tuition and fees, and/or to withdraw, cancel, reschedule, or modify any course, program of study or degree, or any requirement in connection with any of the foregoing.

TUITION & FEES

Tuition and fees for each term are due and payable at registration and before the first day of classes. Students may participate in a monthly payment plan; however, this is a privilege, not a right, and may be withdrawn if a student does not meet his or her obligation on a timely basis.

NYCI may agree to accept payment from students' qualified financial aid sources in lieu of cash payments of equal amounts. A student who participates in the monthly payment plan on the expectation of qualifying for financial aid is responsible for completing and submitting all associated documentation on time.

Books and supplies are not included in the tuition and are available for purchase from the College Book Store. Cost of books and supplies is approximately \$200-\$350 per term. Students must either purchase or supply their own shorthand machine and tripod (approximately \$1700). Machines and tripods are available for purchase from the College Book Store. Courses are scheduled for each term; however, a course may be cancelled due to insufficient enrollment. All costs are subject to change at any time.

APPLICATION FEE

A \$50 application fee must be submitted with the enrollment agreement. This is a one time fee and is non-refundable.

TECHNOLOGY FEE

There is a non-refundable \$40 technology fee per term for all students.

LATE REGISTRATION FEE

A \$50 late registration fee will be charged to students continuing from one term to the next who register after the announced registration deadlines. Exact dates will be posted throughout the campus and e-mailed to students at the beginning of the registration period for each term.

	TUITION	
	2009-2010	2010-2011
COURT REPORTING PROGRAM		
<u>Day Session Trimester (16 Weeks)</u>		
Full-time	\$3,850	\$4000
<u>Evening Session Trimester (16 Weeks)</u>		
Stenotype & 2 Academic courses	\$3,650	\$3800
Stenotype & 1 Academic course	\$2,700	\$2850
Stenotype only	\$1,750	\$1850
PARALEGAL AND MEDICAL PROGRAMS		
<u>Day Session Trimester (15 weeks)</u>		
Full-time	\$3,850	\$4000
<u>Evening Session Trimester (15 weeks)</u>		
2009-2010 \$370 per credit hour with a maximum of \$3,850		
2010-2011 \$380 per credit hour with a maximum of \$4,000		

Refunds & Withdrawals

1. All charges and refunds are based upon tuition commitments for the full term.
2. Application fees are not refundable.
3. No refunds will be made for books, supplies or purchased equipment.
4. If a balance exists after any reduction of tuition, students who have elected to pay on the installment plan are still responsible for completing all payments.
5. No refunds will be made to students auditing classes on a month-to-month basis.