COLLEGE CATALOG

2019-2020

Jamestown Business College
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Notices:

This catalog is a one-year catalog and may contain information which is not current. For the most current information, interested parties should phone (716) 664-5100.

The statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between the student and this institution. The college expects each student to have knowledge of the information presented in this catalog, in the compliance information, and in the student handbook. Failure to read this publication does not excuse students from the requirements and regulations described therein.

Jamestown Business College reserves the right to delete any course described in this catalog for any reason. The college also reserves the right to effect any other changes in the curriculum, administration, policies, tuition, and fees without notice. In accordance with Title IX regulations, the New York State Human Rights Law, and Section 504 of the Rehabilitation Act of 1973, Jamestown Business College does not discriminate on the basis of race, color, ethnicity, national origin, religion, creed, age, disability, sex, gender, gender identity, gender expression, predisposing gender characteristics, sexual orientation, marital status, pregnancy, reproductive health decision-making, domestic violence victim status, military or veteran status, or criminal conviction in its educational programs, activities, or employment. The Compliance Officer of the college is responsible for coordination with the requirements of these acts.

Jamestown Business College Inc., is organized as a New York corporation. The President is David Conklin; the Vice President is Jill L. Conklin, the Secretary is Julie A. Arnink, and the Treasurer is Pamela M. Reese.

Programs of Study

Bachelor in Business Administration

Business Administration*
HEGIS Code 0506

Management Option

Associate in Applied Science Degree Programs

Business Administration
HEGIS Code 5004

Accounting Option**
Hospitality Management Option
Information Technology Option**
Marketing/Management Option
Medical Administrative Option

Administrative Assistant
HEGIS Code 5005

Medical Option

*Offered evenings only
**Core courses offered evenings only

Note: Enrollment in other than registered or otherwise approved programs may jeopardize a student's eligibility for State and Federal financial assistance. The programs listed in this catalog are registered programs. A student may take a course in any term of his or her program provided that the requirements of any prerequisites are met.

Welcome to JBC!

This catalog contains information about the programs offered as well as all the other information you need to make your plans for college.

Jamestown Business College offers intensive programs that provide the most training in the shortest possible time. All JBC courses are carefully selected by our faculty and academic staff to reflect the demands of today's competitive job market and to develop the student's career and life skills.

On completion of their program, JBC graduates have the choice of starting a career, transferring to another four-year college, and/or completing a Bachelor degree in Business Administration at JBC. JBC has articulation agreements with area colleges that allow for the completion of a bachelor's degree in business with additional years of study.

No previous business training is required for admission to Jamestown Business College. Students from nearly any high school program can benefit from a JBC education.

Visit JBC

You are always welcome to visit Jamestown Business College. The best way to find out what a college is really like is by visiting. You can make an appointment to meet with admissions and/or the financial aid staff by calling 716-664-5100 or by visiting www.jbc.edu.

The Historical Mission of the College

When Jamestown Business College was founded in 1886, its charter called for the "establishment of a school designed to qualify young men and women for office requirements at low cost to those whose inclinations and ambitions lead them to business pursuits." The college's mission remains fundamentally the same today.

The college fulfills this mission by offering degree and non-degree programs that develop professional competencies for business careers and provide a general education to contribute to the intellectual and emotional growth of each student. The various programs meet student needs and the demands of the area community. The measure of the college's success will be evidenced by the success of its graduates in finding relevant employment; by the partnerships the college has forged with the business community; and by the opportunities available to

students interested in pursuing additional education.

Jamestown Business College is dedicated to the belief that its programs should prepare students not only to enter the workforce but also to take part fully in today's society. The college offers general education courses to assist students to think logically and critically, to improve their communications skills, to achieve self-knowledge, to work cooperatively in teams, and to develop an appreciation of life-long learning. All of these are essential skills for graduates to possess in our rapidly changing society and increasingly complex workplace.

All students are encouraged by the faculty and staff to achieve their academic and personal potential. To accomplish this, the college provides a supportive environment in which students have access to a range of academic, personal, and career services. It is also important to the college that its student body represents all segments of the diverse community that it serves, adding richness and strength to the teaching and learning process.

Mission Statement

Our mission is to education and empower students to enter the workplace with the knowledge and professional skills necessary to be successful in business, to advance their education, and to participate fully in our community and society.

The Campus

JBC is located in a primarily residential neighborhood, yet very near the business district of the City of Jamestown. Jamestown is a city of approximately 30,000 people. The city provides an excellent atmosphere for college study. It is large enough to provide many valuable services and attractions but few of the stressful situations associated with large cities.

The main campus consists of three, interconnected buildings. Most classrooms are located in a modern, two-level building. This building also houses a student lounge, with a complete vending area, and computer laboratories. Another building, a former mansion built in 1900, houses study areas, computer laboratories, an administrative conference room, classrooms, and a student lounge. The third building houses all the college's administrative offices including faculty offices. This building, built in 1900, was originally used as a streetcar barn. Parking is available in four college-owned lots.

The Salamanca location is at 25 Center Street, Salamanca, New York, and classrooms are housed within the Seneca Arts and Learning Center.

The Dunkirk site is located at 704 Central Avenue, Dunkirk, New York, and classrooms are housed within the Salvation Army Worship and Service Center.

Students with limiting physical disabilities may attend any of the college's locations. Accommodations, such as arranging for instructional aids and special scheduling, are available to students with special needs. The Dean can provide more information.

The college's library is the James Prendergast Library. This community library is located at Fifth and Washington Streets about five blocks from the main campus. The college is very proud of the formal collaborative agreement it has with the library as it is one of the outstanding libraries in the state and provides extensive resources to the student body.

Our Students

JBC's co-ed student body consists of approximately 300 students. The majority of our students come from Chautauqua, Cattaraugus, and Warren counties. The college's enrollment is made up of a combination of students attending directly from high school and non-traditional students.

Day and Evening Schedules

The college offers convenient schedules – Day and Evening. Each utilizes ten-week terms. Full-time students pursue only two or three courses per term. This allows students to concentrate more fully on their class work than does the usual college schedule requiring students to take five or six courses at one time. The ten-week term allows students to begin studying new and different courses sooner. By including summer sessions, students can complete an associate degree in 18 or 24 months and a bachelor degree in four years or less. (Completion rates may vary.)

At the Jamestown location, Day classes meet weekdays between 8:30 a.m. - 2:30 p.m. Evening classes meet from 6 - 9:50 p.m. two nights plus one online class per week.

At the Salamanca location, Day classes meet Monday, Wednesday, Friday from 9:30 a.m.-1:30 p.m. Evening classes meet from 5:30 - 9:30 p.m. two nights plus one online class per week.

At the Dunkirk location, Day classes meet weekdays from 9:30 a.m. – 1:30 p.m. Evening BBA classes meet from 6 - 9:50 p.m. two nights plus one online class per week.

Blended Coursework

Some courses are offered in a blended format. In a blended course, students will typically meet for a total of 40 hours of classroom instruction and have 20 hours of online instruction.

Accreditation

Jamestown Business College is authorized by the New York State Board of Regents to confer the degrees of Associate in Applied Science and Bachelor in Business Administration.

Jamestown Business College is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA, 19104; (267) 284-5000. The Commission is an institutional accrediting agency recognized by the U.S. Secretary of Education and the Commission on Recognition of Postsecondary Accreditation.

Admissions

Application Process

Associate Degree Program

The goal of the JBC admissions department is to "enroll graduates" and to get students through the acceptance process as efficiently as possible. Please note that all applicants must possess a high school diploma, a General Equivalency Diploma (GED) or Test Assessing Secondary Completion (TASC) Diploma. Below is an outline of the steps students need to take in order to be considered for acceptance to JBC.

FIRST, students meet with a JBC admissions representative for a personalized Career Planning Session. During this visit, the admissions representative evaluates the student's IME (Interest, Motivation, and Effort) to determine his/her commitment level towards college. This personalized meeting helps students select the perfect program and schedule. A full tour of the campus – including the opportunity to meet available faculty, staff, and existing JBC students – also takes place at this time. Parents and family members are encouraged to attend this meeting. Appointments to set up Career Planning Sessions can be made by calling (716) 664-5100 or online at www.jbc.edu. Applicants may also text to (716) 640-0631.

SECOND, if the student and admissions representative agree that JBC is a good match, the student may submit an application to the college. Students may start their programs in any of the college's four terms (fall, winter, spring, or summer). The earlier an application is submitted, the greater the student's chances are of getting into his/her program of choice.

THIRD, JBC will request a copy of the student's high school transcript. Please note that all other documentation, for example: GED, TASC, other college transcripts, and immunization records must be provided by the student. To assist in this process, JBC provides students with an admissions checklist.

JBC's admissions test may be required based upon the student's high school rank, GED scores or TASC scores. Applicants may also be required to take our admissions test to determine proper placement into their program. JBC reserves the right to administer an admissions test to any applicant to ensure his or her success in our programs.

The normal academic parameters for acceptance (and admissions testing) are as follows:

- **High School Graduate*:**
  - **Generally Accepted:** If class rank is 33% or above
  - **Generally Tested:** If class rank is under 33%

- **GED*:**
  - **Generally Accepted:** If total GED score is 2500 or above (250 for older GED) and individual reading, writing, or mathematic scores are 500 or over (50 for older GED)
  - **Generally Tested:** If total GED score is less than 2500 (250 for older GED) and/or individual reading, writing, or mathematic scores are under 500 (50 for older GED)

- **TASC*:**
  - **Generally Accepted:** If total TASC score is 1800 or above and individual reading, writing, or mathematic scores are 600 or over
  - **Generally Tested:** If total TASC score is less than 1800 and/or individual reading, writing, or mathematic scores are under 600

*Exception may also be made at the discretion of the Dean if a student has previous college level courses.

The results of the admissions tests are used as an aid in helping students select a program as well as in the determination of an applicant's suitability for admission to the college. The Dean makes the decision of each student's acceptance to the college. The complete and current admissions policy for Jamestown Business College is on file in the Dean's office.

FOURTH, after submitting an application to JBC, students should go online and complete their Free Application for Financial Student Aid (FAFSA) at www.fafsa.gov. A one-on-one financial planning session may be scheduled with a JBC financial aid representative to determine maximum eligibility. Parents are again encouraged to participate in this important step.

Bachelor in Business Administration Degree

Requirements for application to the upper division are:

Bachelor in Business Administration/Management

- Associate in Applied Science degree in Business Administration from JBC
- Cumulative Grade Point Average of 2.50 or above

Some applicants may need to complete associate-level course work prior to admission into the Bachelor in Business Administration program.

All applicants meet with an admissions representative to determine if the pursuit of a Bachelor in Business Administration (BBA) is in line with the applicant's goals. If appropriate, the applicant may complete an application for admission to the upper division.

The Dean makes the decision of each student's acceptance to the upper division. Current students may be granted conditional acceptance, pending review of final transcript.

A one-on-one financial planning session will then be scheduled with a JBC financial aid representative to determine maximum eligibility for grants, awards, scholarships, and student loans.

Transfer of Credit Policy

Jamestown Business College accepts credits as transfer for coursework that meets the following criteria:

1. Credits were earned at an accredited institution.
2. Course objectives must be a close match to a JBC course in the student's program of study.
3. Grade earned is a "C" or better.
4. Credits are no more than 10 years old.

Students who request transfer credit for work successfully completed at another college have the responsibility of ensuring that JBC has received an official transcript from the other institution. Up to 45 quarter credits of at least a "C" grade earned at another college may be applied toward an associate degree at JBC. Up to 42 quarter credits of at least a "C" grade earned at another college may be applied toward a bachelor degree at JBC, plus the completion of an associate degree with JBC.

Transfer to Other Four-Year Colleges

The Dean provides personalized counseling and assistance to students who are interested in transfer. Students interested in transferring should contact the Dean to learn about the institutions to which JBC graduates have recently transferred their JBC credits. Acceptance of credit is solely determined by the institution to which the student is applying.

Immunization Requirements

New York State law requires immunization of most students for measles, mumps, and rubella. New York State Law also requires the college to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria. Students may contact the college for more information.

Advanced Placement

Advanced placement in Computer Applications is available to students obtaining a sufficient

score on inventory tests administered before the first term of attendance. Students qualifying for advanced placement in these areas will be given credit for Computer Applications I (IT131), accordingly. Advanced placement credit is not eligible for transfer to other institutions.

Academics

Grades and Reports

Final grades are mailed to students' homes at the end of each term. Three times each term, faculty submits to the Dean a report of students who are experiencing academic difficulty. Those students receive academic counseling from faculty and the Dean.
The grading system is as follows:

Letter Grade	Grade Range	Grade Points
A	Excellent	4.00
B	Above Average	3.00
C	Average	2.00
D	Below Average	1.00
F	Poor	0.00
W	Withdrawal	
I	Incomplete	

A grade of "Incomplete" will be assigned if a student is unable to complete the course requirements because of extenuating circumstances. Documentation of circumstances must be provided to the Dean's office. An "Incomplete" must be resolved within three weeks after the end of a term unless an extension has been approved by the Dean. Failure to do so results in an automatic grade of "F". In certain cases, an "Incomplete" may need to be resolved prior to the start of subsequent courses.

An "Incomplete" must be resolved prior to the start of subsequent courses and/or terms.

The grade point average (GPA) for each term is determined by dividing the total number of grade points earned (points multiplied by credit hours earned) by the number of credits the student attempted.

Students may only repeat a course one time for which they have received an "F." Students may repeat a course in which they have received a grade of other than "F" only if the repeated course is taken in addition to the regular full-time course load of 12 quarter credit hours. When a course is repeated, the most recent grade becomes the grade of record and is used in calculating the term's grade point average. The first grade remains on the transcript but is not used in calculating the cumulative grade point average.

Grade reports and transcripts, official and unofficial, may be withheld pending satisfaction of student indebtedness to the college.

Withdrawal

Withdrawal from an individual course requires completion of a form provided by the Dean. A student who withdraws from a course on or before the announced “drop date” in the Student Handbook will receive a grade of “W” (withdrew). A student who withdraws from a course after the “drop date” receives a final grade of “F.” Students who withdraw from a course after the “drop date” for reasons other than academic difficulty receive a grade of “W” with the Dean’s consent.

Students wishing to withdraw from the college are required to complete a form supplied by the Dean’s Office. Withdrawal from the college during a term will be effective as of the date of the student’s last recorded attendance. Students who withdraw during the term may have a balance due based on the Title IV refund policy.

If the student is taking 12 quarter credits, they are not eligible to withdraw from a course as it would affect their enrollment status.

Good Academic Standing

Associate Degree Program

Students must maintain good academic standing by meeting the college’s Standards of Satisfactory Progress. Students not in good standing will be suspended or dismissed from the college. Students mathematically unable to recover their good academic standing are dismissed from the college and are not eligible to return. Students mathematically able to recover their good academic standing are suspended from the college and eligible to return. The available options for suspended students to return to the college are described below. Additionally, students not in good standing at the end of a quarter are not eligible for financial aid the following quarter unless they have obtained a waiver as explained below. It is expected that each quarter students will successfully complete a certain portion of the required course work in their program and maintain a required minimum grade point average as explained in the schedule of good academic standing that follows. Note that any grade of “I” must be resolved before the start of any subsequent quarter or be considered as a grade of “F” for the determination of good academic standing. If a student withdraws on or before the “Last Date to Change Schedule” date, thus incurring no tuition liability, the enrollment for the term is not used in determining a student’s academic standing.

Standards of Satisfactory Academic Progress

Associate Degree (Fall 2010 Starts and thereafter)

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth
A student must have accrued at least this many credits	0	3	9	21	33	45	57	69	81
With at least this cumulative grade point average	0	1.30	1.50	1.70	1.80	2.00	2.00	2.00	2.00

Associate Degree (Starts Prior to Fall 2010)

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eighth	Ninth
A student must have accrued at least this many credits	0	5	9	18	27	41	54	68	86
With at least this cumulative grade point average	0	1.20	1.50	1.70	1.75	1.80	2.00	2.00	2.00

The maximum time frame in which a student is expected to complete a program is 150 percent of the published length of the program measured in credit hours attempted. For instance, if the published length of a program is 96credit hours, the maximum time frame in which a student is expected to complete his or her program is 144 attempted credit hours (96 x 1.5).

The college may grant a student who has lost good academic standing a waiver for one additional quarter of study. The waiver may be granted when such action is deemed in the student's best interest by a faculty committee and only after this action has been requested in writing by the student. Applications for a waiver are available from the Dean. The application must set forth the reasons why the student feels they should be granted a waiver and how the circumstances which caused their academic difficulty have been corrected. As an example, students who fail to be in good academic standing because of a documented illness might be granted a one-quarter waiver.

Students are expected to use the quarter on waiver to correct the reason for their loss of good academic standing by catching up to where they should have been on the schedule at the

beginning of the quarter for which the student was granted a waiver. A student may receive only one waiver as an undergraduate student. To retain their eligibility for these programs, students receiving financial aid must, in each of their first three quarters of study, receive a passing or failing grade in courses totaling at least six credits, nine credits in their fourth, fifth, and sixth quarters; and twelve in each subsequent quarter.

For the purpose of determining eligibility for financial aid, students transferring from another institution will have their standing on the schedule determined according to the number of credits accepted for transfer or according to the number of payments of financial aid previously received. Students suspended from the college and not in good academic standing must sit out at least one quarter before requesting readmittance. To regain eligibility for financial aid, students who have lost good academic standing must wait one calendar year. The eligibility of students suspended from the college for readmission will be determined by the Dean.

Standards of Satisfactory Progress

Bachelor in Business Administration

Bachelor Degree (Fall 2010 Starts and thereafter)

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh
A student must have accrued at least this many credits	96	108	120	132	144	156	168
With at least this cumulative grade point average	2.50*	2.00	2.00	2.00	2.00	2.00	2.00

Bachelor Degree (Starts Prior to Fall 2010)

To be in good academic standing at the beginning of this quarter	First	Second	Third	Fourth	Fifth	Sixth	Seventh
A student must have accrued at least this many credits	96	102	108	114	120	132	144
With at least this program grade point average	2.50*	2.00	2.00	2.00	2.00	2.00	2.00

*Required for admission to the upper division

President's List and Dean's List

At the end of each term, students attaining superior academic achievement will be recognized by being named to the President's or Dean's Lists. To qualify for the President's List, a student must have earned a GPA of at least 3.90 and completed at least 12 hours of credit. The Dean's List requires that a student earn a GPA of 3.60 – 3.89.

Graduation Requirements

Associate Degree Program

Graduation ceremonies are held in the spring for all students who have completed programs in the previous year.

An Associate in Applied Science Degree is conferred upon those students with the following qualifications:

1. Successful completion of all program requirements including the total hours required for the program.

2. A cumulative Grade Point Average of not less than 2.0.

3. Satisfaction of all Career Development activities.

4. Satisfaction of financial obligations to the college.

5. Degree students must be in resident status while completing the last half of the 96-quarter hours applicable to their program; except that a maximum of 12 quarter credits of non-residence credit may be taken as part of the final 45-quarter credits if approved in advance, and in writing, by the Dean.

In no case will students be awarded a degree with less than 48-quarter credits earned in residence.

All students pursuing a degree in Business Administration must exhibit keyboarding proficiency prior to graduation. Students with previous typing/keyboarding training may take the college's proficiency evaluation. Those students with no previous training or those who are not successful in completing the proficiency evaluation must enroll in one of the college's beginning keyboarding classes to gain the necessary skills.

Graduation Requirements

Bachelor in Business Administration Program

A Bachelor in Business Administration Degree is conferred upon those students with the following qualifications:

1. Successful completion of all program requirements including the total hours required for the program.

2. A cumulative Grade Point Average of not less than 2.0.

3. Satisfaction of all Career Development activities.

4. Satisfaction of financial obligations to the college.

5. Degree students must be in resident status while completing the 84- quarter-credit hours applicable to the program; except that a maximum of 12-quarter credits of non-residence credit may be taken if approved in advance, and in writing, by the Dean.

Honors

Students with a cumulative Grade Point Average between 3.60 and 3.89 will be graduated with Honors; those with an average between 3.90 and 4.00 will be graduated with High Honors.

Matriculation

Students are matriculated when pursuing a program. Matriculation is generally required for financial aid. Students needing less than 12-quarter hours to complete their program may take additional courses related to their career objectives to meet any full-time requirement.

College Costs

Application Fee

Associate Degree Programs

A $25 non-refundable processing fee should accompany each application for admission.

Bachelor in Business Administration Program

A $50 non-refundable processing fee should accompany each application for admission to the upper division. ($25 for current students)

Tuition Rates

Associate Degree

There is no extra tuition charged to out-of-state (non New York) students. Payment is due three weeks prior to the first day of registration for each term.

Full-time students (12 or more quarter hours of credit) $3,900 each term	Half-time students $1,950 each term

Bachelor in Business Administration Degree

Tuition and fees at the upper division will be the same as the associate level.

Full-time Students (12 or more quarter hours of credit) $3,900 each term	Half-time Students $1,950 each term

Deposit

Bachelor and Associate Programs

A $50 non-refundable tuition deposit is required to finalize your acceptance and assures you a place in the designated program. The deposit is due upon receipt of your acceptance letter and is applied in full toward the first term tuition.

College Fee

Bachelor and Associate Programs

A comprehensive College Fee of $315 per term is required of all full-time students. This fee is in lieu of charges for parking, laboratory use, graduation, and transcripts. Most student activities are provided without cost to students.

Textbooks

The textbooks used at JBC are the same as those used in leading colleges throughout the United States. The estimated cost of new textbooks is $300 per term; the cost can vary greatly depending on a student's course load and method of purchase. Textbooks and supplies may be purchased or rented from a number of different sources. Some courses utilize free textbooks through Open Educational Resources. Textbooks are available for purchase from the college as a convenience to students.

Living Expenses

This estimate is provided by the college within guidelines established by the federal government:

	Independent Student	Dependent Student
Room & Board	$ 5,390	$ 2,190
Personal Expenses	$ 2,120	$ 2,120
Transportation	$ 2,180	$ 2,180

The above amounts are not paid directly to JBC but are estimates of annual expenses that a student is already incurring and will continue to incur during his/her period of enrollment.

Miscellaneous Fees (Non-refundable)

A Late Payment Fee of $75 will be added to any student account which is not paid in full when due. Credit will be extended for the amount of finalized financial assistance on file at the college at the time payment is due.

For checks returned to the college for insufficient funds, there is a $40 service charge added to the student's account.

Replacement of a lost student ID is $15.

Students not registering for classes at assigned times may be required to pay a Late Registration Fee of $25.

Students parking in spaces reserved for the handicapped or for visitors may be charged a $50 fine.

Costs listed are projected for the 2019-2020 academic year. The college reserves the right to increase tuition and fees as may be required. Current information regarding costs of attendance may be obtained by contacting the college.

Tuition Refunds

A student is considered to have withdrawn from JBC if the student does not complete all of the days in the payment period that he/she was originally scheduled to complete. Tuition less tuition deposit will be refunded for any quarter not attended. If a student withdraws or is terminated for any reason, his or her account will be adjusted according to the college's refund policy. JBC takes daily attendance and a student's withdrawal will be effective as of the last day of recorded attendance. Any refunds due the student will be paid within 30 days of the student's last date of attendance or the date of determination of a student's last date of attendance. For students registered for 6 or fewer quarter hours of credit there is no refund policy.

Tuition adjustments will be calculated as follows: within the first week, 70 percent of tuition will be credited; within the second week, 40 percent; within the third week, 25 percent. After three weeks, no credit is allowed. A week is defined as a seven-day period not including any scheduled holidays or vacations. The first week of a term begins with the first day of scheduled classes.

A student will receive a full credit of tuition when withdrawal occurs on or before the published "last date to change schedule" date.

Any student changing from full time to part time at a point in time beyond the "last date to change schedule" date will not receive a tuition credit.

The JBC tuition refund policy is determined by the college and does not affect the amount of Title IV aid that a student has earned under the federal Return of Title IV Funds Policy.

Students are counseled on an ongoing basis regarding their attendance. A student can officially withdraw from the college by completing a withdrawal request with the dean or the registrar.

Return of Title IV Funds (Federal Pell Grant & Federal Direct Loans)

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire payment period for which assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that he/she was originally scheduled to receive.

Title IV funds at JBC consist of the Federal Pell Grant and the Federal Direct Loan Programs.

JBC's faculty is required to take attendance, and; therefore, a student's withdrawal date is always the last date of attendance as determined by attendance records.

The percentage of aid earned is equal to: the calendar days completed divided by the number of days in the payment period. If a student has completed **more** than 60% of the days, 100% of the Title IV funds have been earned. If the completion is less than 60%, an R2T4 (Return to Title IV) adjustment is required.

JBC is required to return federal funds within 45 days.

Refunds are allocated in the following order to eliminate outstanding balances owed to:

Unsubsidized Federal Loans
Subsidized Federal Loans
Federal PLUS Loans
Federal Pell Grants
Any other Title IV Aid
Other federal, state, private, institutional assistance
The student

Financial Assistance

The college is proud of its success in providing financial aid assistance to our students. The size of our student body makes it possible to work out the maximum benefits for each student through individual counseling with the student and his/her family when appropriate. All students are encouraged to apply for financial aid.

Prospective students should complete financial aid applications online by using the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. JBC labs are available for this purpose. Our financial aid staff is available for individual assistance.

To receive aid, an applicant must: (1) be a matriculated student; (2) be a U.S. citizen or eligible noncitizen; (3) not be in default or refund status for any aid programs at any institution; and (4) if applicable, be registered with the Selective Service System. To remain eligible for aid, a recipient must remain in good academic standing while making satisfactory progress toward completion of the program in which the student is enrolled. Conviction of certain federal or state drug-related offenses could affect your eligibility for financial aid.

A student's eligibility for aid may also be affected by their financial dependency status. The student circumstances affecting the determination of dependency or independency for financial aid purposes vary by aid program. The college's Financial Aid Office can provide more information on this matter.

Most student aid is received by the college and applied to the student's account each term with credit balances paid to the student. For additional information on any of the aid programs, please contact the JBC Financial Aid Office.

Grants

Federal Pell Grant

The Federal Pell Grant Program is an entitlement program with eligibility based on financial need. The applicant must be an undergraduate, enrolled at least half-time. Awards may be used for tuition, fees, books, and living expenses. A Pell Grant is awarded without regard to any state grants. Application is made annually by completing the Free Application for Federal Student Aid. In response to the application, each applicant receives a Student Aid Report (SAR) which contains an Expected Family Contribution (EFC). The EFC is calculated using a formula specified by Congress to indicate a student's ability to pay college costs. Awards for 2018-2019 range from $657 to $6195. Individual awards are determined by the EFC, costs of attendance, and enrollment status.

New York State Tuition Assistance Program (TAP)

TAP is an entitlement program available to New York State residents attending an eligible institution in New York State on a full-time basis. TAP awards are based on tuition and the family's New York net taxable income.

Based on 2019-2020 schedules, awards for first-time recipients range from $500-$5,165 for dependent undergraduates or independent undergraduates with dependents. Independent students without dependents may be eligible for $500 - $3,025 per year.

TAP recipients are limited to awards for three academic years while pursuing an associate degree, and four academic years while pursuing a bachelor degree. Additionally, a "C" grade average is required after the second year to remain eligible for TAP in the third year.

Applicants apply annually by indicating on their Free Application for Federal Student Aid (FAFSA) that they are a New York State resident attending a college in New York State. Upon approval, students receive an award notification.

Full time attendance is required to receive a TAP Award. At JBC, many students' TAP Awards will be delayed until the sixth week of the term when attendance in their second class begins.

Loans

Federal Direct Loan Program

Federal Direct Loans are low-interest loans from the U.S. Department of Education that are administered by Jamestown Business College.

Direct Loans consist of three different types of loans; Subsidized Stafford, Unsubsidized Stafford, and Parent Loans.

A full financial aid counseling session will assist students in determining their need for federal loans. Below is an outline of necessary steps in the process.

Applicants are required to complete the FAFSA before loan eligibility can be determined.

Master Promissory Note (MPN) and Direct Loan Entrance Counseling
It is a requirement for students receiving Federal Direct Loans to sign an electronic MPN and to complete loan entrance counseling. Please visit https://studentloans.gov and follow instructions to complete these steps.

Loans for a full school year are disbursed separately in equal amounts for each term. Loans are sent directly to JBC via electronic funds transfer.

Subsidized Federal Loans

Subsidized loans are available to help students meet their financial obligation after all other resources are considered. Students do not have to pay principal or interest on their subsidized loans while they are in school at least half-time, and for a six-month grace period after which repayment of the loan and interest must begin.

Undergraduate students may borrow up to $3,500 per academic year for their first year of study and $4,500 per year in their sophomore year. Bachelor degree students may borrow up to $5,500 per academic year.

The current interest rate for a Subsidized Loan is fixed at 5.05 percent. There is no prepayment penalty. Repayment of principal may be deferred under certain circumstances.

There is a federal loan fee of 1.062 percent deducted from loan disbursements.

Unsubsidized Federal Loans

Unsubsidized Loans are available to all students, and are not based on financial need. The total amount borrowed, including subsidized loans, cannot exceed educational costs for

that year less any other financial aid received. Principal payments are deferred while the borrower is a full-time student. However, interest is billed and due quarterly.

The current interest rate for an Unsubsidized Loan is fixed at 5.05 percent.

There is a federal loan fee of 1.062 percent deducted from loan disbursements.

Federal Parent Loans for Undergraduate Students (FPLUS)

This program is available to the parents of dependent students. A parent can borrow the amount of aid needed to cover educational costs after other financial aid has been applied. Loans are disbursed directly to the college via electronic funds transfer. The current interest rate is fixed at 7.6 percent. Repayment begins 60 days after the loan is disbursed.

There is a federal loan fee of 4.248 percent deducted from loan disbursements.

JBC Awards & Scholarships

Academic Progress Award (Associate Level)

Awarded yearly to 1 senior and 2 juniors per area high school who demonstrate academic effort and improvement along with a strong work ethic. Recipients are chosen by their respective high school officials. This award covers full tuition toward a JBC associate degree. Funds are applied after financial aid and a cumulative GPA of 2.5 is required to maintain this award for a subsequent year of study.

Entrepreneurship Award (Associate Level)

Awarded yearly to 2 seniors per area BOCES and Warren Career Center who demonstrate strong work ethic and an interest in owning or managing a business. Recipients are chosen by their respective BOCES/WCC officials. This award covers full tuition toward a JBC associate degree. Funds are applied after financial aid and a cumulative GPA of 2.5 is required to maintain this award for a subsequent year of study.

Scholar of Excellence Award (Associate and Bachelor Level)

Awarded to area high school seniors graduating in the top 25% of their class. Award may be applied toward an associate or bachelor degree program at JBC. Funds are applied after financial aid and a cumulative GPA of 2.5 is required to maintain this award for a subsequent year of study.

- NYS Residents – Award covers full tuition. Funds are applied after financial aid. Cumulative GPA of 2.5 is required to maintain award for subsequent years of study.
- Out-of-State Residents – *JBC requires NO OUT-OF-STATE TUITION* Award covers 50% of tuition. Funds are applied after financial aid. Cumulative GPA of 2.5 is required to maintain award for subsequent years of study.

High School College Access Award (Associate and Bachelor Level)

Awarded to selected high school seniors in NYS who would benefit from a small and supportive college environment. Guidance counselors recommend students who are contemplating putting-off college due to financial roadblocks. This award covers full tuition, college fees, and textbooks toward a JBC associate or bachelor degree. All funds are applied after financial aid.

John August Johnson Scholarship (Associate Level)

Administered by the Chautauqua Region Community Foundation (CRCF) and awarded exclusively to JBC students pursuing their associate degree who show academic promise and financial need. Candidates must submit an essay describing why JBC is their college of choice. Awards range from $500 to $1500 annually, and a cumulative GPA of 2.5 is required to maintain this award for a subsequent year of study. CRCF disburses over $20,000 per year to John August John recipients. For complete information on all Foundation scholarships available to JBC students, contact the Chautauqua Region Community Foundation at 716-661-3390 or crcfonline.org

Chautauqua County Business Teachers' Association Scholarship "Outstanding Business Student Award" (Associate Level)

Each year the Chautauqua County Business Teachers' Association (CCBTA) recognizes outstanding business students both at school and county levels. Upon enrollment to JBC, these students will receive an annual scholarship of $1200-$1800 per year toward their associate degree. Cumulative GPA of 2.5 is required to maintain award for subsequent years of study.

Tyler C. Swanson Award (Bachelor level)

JBC Associate degree graduates going directly into the Bachelor in Business Administration degree (BBA) program are eligible to apply for this award. Typically, one candidate per term is selected (4 terms/year) and a minimum GPA of 3.0 is required to apply. Awards cover full tuition for the last 2 terms of study in the BBA program and funds are applied after financial aid.

Adult College Access Award

Awarded to non-traditional students who would benefit from a small and supportive college environment and who are contemplating putting-off college due to financial roadblocks. Candidates are selected by the JBC Scholarship Committee and must display a 0 EFC on their Student Aid Report. Award covers full tuition and fees toward a JBC associate or bachelor degree and funds are applied after financial aid. Textbooks are provided for all students in this program.

Bilingual Advancement Award (Associate and Bachelor Levels)

Awarded to Bilingual individuals who would benefit from a supportive college environment. This award covers full tuition, college fees and textbooks toward a JBC Associate or Bachelor degree. All funds are applied after financial aid.

Local Scholarship Opportunities

Many service and professional organizations, corporations, and local groups offer scholarships and grants for college students. It is to the student's advantage to explore as many avenues as possible in the search for financial aid. High school guidance counselors may be able to bring some of these opportunities to the student's attention. A student can contact professional organizations, local churches, and service organizations. Students are also encouraged to search the web for *free* scholarship opportunities.

Agency Assistance

Assistance from the following programs is based on individual circumstances. For detailed information, contact the Financial Aid office.

* ACCESS-VR – NYS program offering adult career and educational services for persons with disabilities
* PA Office of Vocational Rehabilitation (OVR)
* Trade Readjustment Act (TRA/TAA)
* Veterans Administration Educational Benefits
* Student Aid to Native Americans
* Local One-Stop Locations (Chautauqua Works, Warren Career Link, etc.)
* Regents Awards for Children of Deceased or Disabled Veterans

The availability of financial aid programs, eligibility criteria, and award levels are subject to change by legislative action, etc. Students are encouraged to contact the Financial Aid Office for the most up-to-date information.

Veterans Benefits and Transition Act of 2018

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

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

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

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

Effective August 2, 2019

Student Life

Student Activities

All students are encouraged to participate in a variety of extracurricular activities that complement their educational experience. There are picnics, parties of several types, movies, and various outings, most offered free to the student body each year. The Jamestown community offers several cultural activities including concerts and live theater. Many events of this type are held at the Reg Lenna Theater in downtown Jamestown and at the world-renowned Chautauqua Institution in Chautauqua, New York.

Student Housing

JBC does not offer student housing on campus. Students needing assistance with housing should speak to their admissions representative at application. JBC admissions and student services will assist students by suggesting apartment complexes in the area. Assistance in making appointments to visit these complexes will also be given upon request.

Student Handbook

The Student Handbook contains a great deal of material useful to students. All students are responsible for having knowledge of its content. The Handbook provides information on student rights and responsibilities as well as on the Jamestown area. Handbooks are distributed electronically at registration. The handbook may also be viewed on Inside JBC, the college's Intranet.

Emergency Notification System - DialMyCalls

Jamestown Business College uses a service provided by DialMyCalls for school emergency and closing notifications. DialMyCalls allows the college to telephone or text students, faculty, and staff all at once by sending one message. All calls go out within minutes, and, if no one answers, DialMyCalls leaves a voicemail. All calls are audited so Jamestown Business College knows which calls were answered, which texts were delivered, which went to voicemail, or were unanswered or undelivered. Students must understand their role in ensuring that the college has accurate contact information. Students will be asked to provide current contact information each term. If contact information changes, the student must provide the college with updated contact information.

Compliance Information

Prior to enrollment, at application, all students are given a copy of the JBC Compliance Information. This pamphlet contains a great deal of information that is required to be disclosed to students before enrolling. The information is also available in the Student Handbook. Any student needing a current copy may obtain one from the assistants in the reception area.

Academic Counseling

Academic counseling begins with the student's admissions interview and continues throughout their program at Jamestown Business College. The Dean is accessible to a student who has questions related to his or her program or academic status. A meeting with the Dean is required of any student who is experiencing academic difficulty as indicated by academic reports submitted by faculty to the Dean.

New Student Orientation

Jamestown Business College provides an orientation program for all new students. Traditional students (students enrolling directly from high school) take part in a Freshman Orientation Program during the summer. Orientation is held during registration week for all other students. The program is designed to make the adjustment to college life as comfortable as possible. Students become acquainted with the services and activities that JBC offers and are presented information intended to enhance their opportunities for academic success.

Career Development

JBC Career Development

It is the combination of academic and "soft-skills" that gives JBC students the total package when applying for employment. To add to the value of a JBC education, graduates of all programs can utilize services from the Career Development Office at no additional cost.

Successful U.

Associate Degree Program – Year 1

Successful U. is a program designed to support the academic and personal success of students. Activities focus on personal development and behavior in the workplace, and participation in Successful U. is a JBC graduation requirement. Topics covered include subjects such as:

- Personal Accountability & Earning Trust
- Problem Solving
- Grit & Resilience
- Teamwork & Communication
- Marketing Yourself (Professionalism, Social Media, Networking Opportunities, etc.)
- Financial Literacy
- Health & Wellness

E.D.G.E.

Associate Degree Program – Year 2

JBC's E.D.G.E. (Etiquette, Dress, Goals, and Ethics) program allows students to gain realistic experience in professionalism through a series of activities and simulations. These events help students to become more confident and better prepared for business events. E.D.G.E. participation is a JBC graduation requirement. Topics include:

- Initial Professionalism Training
- Dean's Reception
- Etiquette Meal (Business Meeting over Breakfast, Lunch, or Dinner)
- Professional Image Day/Dress for Success
- Developing an Excellent Résumé
- Mock Interviews
- Graduation/Exit Conference, Goal Setting, and Career Growth

L.E.A.D.

Bachelor Degree Program

The L.E.A.D. (Leadership, Effectiveness, Accountability, and Diversity) program is designed to build upon the Career Development training taught at the Associate Level, and equips students with the professional skills and mindset to move into future leadership roles. Leadership Skills, "Big-Picture" Decision-Making, and Developing your own Management-Style are some of the topics covered through in-class activities and a guest speaker series.

Résumé Referral Services

All Programs

Jamestown Business College has developed an excellent reputation with area businesses, and many companies contact JBC's Career Development Office throughout the year with career opportunities. It is not uncommon for employers to call JBC exclusively with available positions.

JBC's Résumé Referral Service is available to all graduates, free of charge. Graduates submit a final résumé to the Career Development Office and indicate if they wish for their status to be "active" or "inactive" for sending it out to potential employers. Graduates should contact the Career Development Office to receive assistance and may change their status (active/inactive) at any time. ***Please note that JBC makes no promise of employment to any student.***

Student Opportunities

All Programs

JBC's Career Development Office will post part-time employment opportunities on the employment bulletin board. Education is our primary concern; therefore, students are encouraged to work a limited number of hours so as to not interfere with class schedules and completion of programs.

Campus Security and Right-to-Know

Pursuant to Public Law 101-542, the Student Right-to-Know and Campus Security Act, JBC reports the following:

NCES and Other Grad Rate Data

Due to the nature of our bachelor degree, a 2 and 2 program, we do not have full-time, first-time enrollees in the bachelor program. These statistics are for non-bachelor programs. Jamestown Business College's graduation rate as reported to the National Center for Education Statistics are as follows: Of the 69 full-time, first-time, degree seeking students entering The College in Fall of 2012, 49% graduated within 150% of the "normal time" to completion for their program. The disaggregated statistics by gender and race/ethnicity are as follows:

Overall Rate	**Cohort**	**Rate**
Overall Rate	69	50%
Gender	**Cohort**	**Rate**
Female	48	52%
Male	21	50%
Race or Ethnicity	**Cohort**	**Rate**
Hispanic/Latino	5	40%
Native American/Alaska Native	0	0%
White	60	51%
Two or more races	3	33%
By Grant Loan Recipient	**Cohort**	**Rate**
Pell Recipient	59	52%
Subsidized Stafford Recipients(No Pell)	4	75%
No Pell or Subsidized Stafford	6	33%

The most recently completed statistics for our non-bachelor programs are as follows:
Of the 142 full-time, first-time, degree seeking students entering The College in Fall of 2015, 42% graduated within 150% of the "normal time" to completion for their program. The disaggregated statistics by gender and race/ethnicity are as follows:

Overall Rate	**Cohort**	**Rate**
Overall Rate	142	42%
Gender	**Cohort**	**Rate**
Female	101	46%

Male	41	32%
Race or Ethnicity	**Cohort**	**Rate**
Hispanic/Latino	14	36%
Native American/Alaska Native	2	0%
Black or African American	7	0%
Native Hawaiian or Other Pacific Islander	0	0%
White	108	48%
Two or more races	10	20%
Race or Ethnicity Unknown	1	100%
By Grant Loan Recipient	**Cohort**	**Rate**
Pell Recipient	71	45%
Subsidized Stafford Recipients(No Pell)	9	78%
No Pell or Subsidized Stafford	62	32%

The Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the United States Department of Education. The Compliance Officer, Cindy Cartwright, is the contact person for the Campus Safety Committee (716-664-5100). For more information regarding the crime statistics at Jamestown Business College, please visit http://ope.ed.gov/security. The annual security report is posted to the college's website.

Programs of Study

Associate Degrees

Business Administration

Accounting Option

The Accounting option prepares a student for a career of great potential. Accountants generate the financial information that is necessary for the successful operation of any business or governmental agency. Students learn to properly record and classify financial data and to acquire insight into successful managerial techniques.

(ACC203, ACC204 & ACC205 offered Evening/Weekend Only)

ASSOCIATE IN APPLIED SCIENCE DEGREE
Two-Year Program

HEGIS CODE - 5004

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
ACC203	Tax Accounting	6
ACC204	Managerial Accounting	6
ACC205	Intermediate Accounting	6
COM242	Effective Oral Communication	6
ECO242	Macro- and Microeconomics	6
ENG151	Academic Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics–College and Financial Applications	6
MGT262	Management–Principles and Skills	6
MKT121	Marketing Principles	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
		TOTAL 96

Business Administration

Hospitality Management Option

Courses in the Hospitality Management option focus the student on the skills necessary to manage in a hospitality-focused setting. Students who pursue this option will take courses in entrepreneurship, public relations and customer service, and understanding hospitality, which offer a broad view of the hospitality field. Students who pursue this option have access to careers in hotel and restaurant management, resort management, and other tourism-related businesses.

(Offered Day Only)

ASSOCIATE IN APPLIED SCIENCE DEGREE
Two-Year Program

HEGIS CODE – 5004

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
COM242	Effective Oral Communication	6
ECO242	Macro- and Microeconomics	6
ENG151	Academic Writing and Research	6
ENG252	Writing for Business	6
HM271	Understanding Hospitality	6
HM272	Marketing and Social Media Applications	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics – College & Financial Applications	6
MKT224	Public Relations and Customer Service	6
MGT262	Management–Principles and Skills	6
MKT121	Marketing Principles	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
		TOTAL 96

Business Administration

Information Technology Option

Courses in the Information Technology option focus the student on the computer and information systems side of business. Students who pursue this option will take courses in Database Management, Web Site Development, and Computers and Information Systems, which focus on computer networking. These courses provide specialized training in areas much in demand by employers, both in general office settings and computer technology support.

(IT233, IT234 & IT235 offered Evening/Weekend Only)

ASSOCIATE IN APPLIED SCIENCE DEGREE
Two-Year Program

HEGIS CODE – 5004

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
COM242	Effective Oral Communication	6
ECO242	Macro- and Microeconomics	6
ENG151	Academic Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
IT233	Database Management	6
IT234	Web Site Development for Business	6
IT235	Computers and Information Systems	6
MA242	Mathematics – College & Financial Applications	6
MGT262	Management–Principles and Skills	6
MKT121	Marketing Principles	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
		TOTAL 96

Business Administration

Marketing and Management Option

The courses in the Marketing and Management option are concerned with the activities necessary to plan, price, promote, and distribute goods and services to customers. Students who pursue this option have access to careers in advertising, retailing, and sales. Management abilities are developed that are appropriate for the individual interested in managing his or her own business or in training for management in a corporation.

ASSOCIATE IN APPLIED SCIENCE DEGREE
Two-Year Program

HEGIS CODE - 5004

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
COM242	Effective Oral Communication	6
ECO242	Macro- and Microeconomics	6
ENG151	Academic Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics–College and Financial Applications	6
MGT262	Management–Principles and Skills	6
MKT121	Marketing Principles	6
MKT222	Integrated Marketing Communications	6
MKT223	Marketing and Social Media Applications	6
MKT224	Public Relations and Customer Service	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
		TOTAL 96

Business Administration

Medical Administrative Option

The medical administrative option will prepare students for a position as an office manager and/or administrative assistant in any medically related office. Interaction with patients, the handling of records, coding, accounting, marketing, and management are all important components of the student's training. Students in this program gain an understanding of business operation. A student who pursues the medical option acquires skills that are useful in any office position.

ASSOCIATE IN APPLIED SCIENCE DEGREE
Two-Year Program

HEGIS CODE – 5005

		Quarter Credits
ACC101	Accounting I	6
ACC202	Accounting II	6
COM242	Effective Oral Communication	6
ECO242	Macro- and Microeconomics	6
ENG151	Academic Writing and Research	6
ENG252	Writing for Business	6
IT131	Computer Applications I	6
IT232	Computer Applications II	6
MA242	Mathematics–College and Financial Applications	6
MGT262	Management–Principles and Skills	6
MKT121	Marketing Principles	6
OFT112	Medical Terminology, Anatomy & Physiology	6
OFT211	Medical Office Systems	6
OFT212	Medical Coding and Billing	6
PSY242	General and Social Psychology	6
SOC242	Introduction to Sociology and Social Problems	6
		TOTAL 96

Bachelor Degrees

Business Administration

Management Option

The courses included in the management option will prepare students with a broad-based approach to the study of business administration utilizing extensive core concentrations for each of the following subject areas: management, general business, and general education. The program is designed to provide students with the necessary skills to be a productive member of the private and public sectors of our global economy. Students will develop the strong management skills necessary to be successful as they assume leadership roles at the strategic level of business.

Four-Year Program

HEGIS CODE – 0506

		Quarter Credits
BUS373	Human Resources and Business Ethics	6
BUS374	Legal Environment of Business	6
BUS475	Business Policy and Strategy	6
BUS476	Global Business Perspectives	6
ECO343	Current Economic Problems	6
ENG353	Critical Thinking and Analysis	6
FIN303	Foundations of Finance	6
IT333	Management Information Systems	6
MA343	Statistical Applications in Business	6
MGT363	Operations Management	6
MGT464	Organizational Behavior	6
MGT465	Entrepreneurship	6
MGT466	Project Management	6
SOC343	American Society and Public Policy	6
		TOTAL 84

General Education

General Education Statement

Jamestown Business College is dedicated to the idea that, to be successful, students should possess not only technical skills to enter the work force but also the skills to prepare them to fully take part in today's society. Therefore, the college's curriculum is designed around three specific groups of courses: (1) a set of courses that concentrates on skills all students need in a business-related environment; (2) a set of courses that is necessary to complete a specific option within their degree; and (3) a general education component that is designed to develop an individual well positioned for success in today's complex society.

The objective of Jamestown Business College's general education requirement is to develop the total student. This entails providing a philosophy, culture, and environment of free thought allowing the student to discover self-awareness and foster intellectual development. Students should have sufficient understanding of contemporary issues so they may make informed decisions in politics, professional pursuits, and personal endeavors.

General Education Goals

- To develop strong written and verbal communication skills
- To exhibit an understanding of diverse perspectives and cultures
- To develop critical thinking and utilize problem-solving and decision-making skills
- To work effectively as a team member
- To develop information literacy and strong research skills
- To develop a sense of community responsibility
- To develop strong quantitative reasoning skills

Course Descriptions

Associate Degree Program

ACC101 Accounting I (6)

This is a comprehensive course in the theory and practice of accounting, including the fundamental principles of analyzing, recording, and summarizing the transactions of a business. The complete accounting cycle, from journal entries to the preparation of financial statements, is presented. In addition, the interpretation and analysis of financial statements is studied. The student is also introduced to the application of computers in accounting and will complete a brief project in connection with a computerized general ledger system.

ACC202 Accounting II (6)

This is a course primarily concerned with corporation accounting including characteristics of a corporation and keeping various corporate records. Stress is placed on stock procedures and financial statement analysis. Additional emphasis is placed on fixed assets, depreciation, inventories, accounts receivable, and the statement of cash flows. The course also incorporates the writing and the presentation of business memos. The student is introduced to the use of computers in controlling and maintaining the inventories and fixed assets of a business enterprise.
Prerequisite: ACC101

ACC203 Tax Accounting (6)

This course provides an in-depth study of the federal income tax statutes and regulations relating to the taxation of individuals and sole proprietorships. Practical tax problems are reviewed to demonstrate the proper application of the tax code and the preparation of tax returns, supplemental forms, and schedules required to be filed for individuals. Students explore and utilize the various tax resources that can be found on the Internet. Current issues in tax accounting and tax planning are researched and discussed.
Prerequisite: ACC101

ACC204 Managerial Accounting (6)

This is a comprehensive course in the application and the analysis of accounting information in the management decision-making process. Topics include operating costs and cost allocation, including activity-based costing; job order and process costing; cost-volume-profit analysis; standard costing with variance analysis; budgeting and performance analysis; and evaluation. The formulation, the presentation, and the interpretation of management reports are incorporated into the course. Computer software is used in solving applications problems.
Prerequisite: ACC101

ACC205 Intermediate Accounting (6)

This course provides for an intensive study of accounting theory and practice as they pertain to principal items appearing on the financial statements of a corporation. The course places considerable emphasis on the proper preparation of financial statements and a comprehensive study of problems in accounting for cash, receivables, investments, and earnings management.
Prerequisite: ACC101

COM242 Effective Oral Communication (6)

This highly practical course emphasizes the delivery of impromptu and informative speeches with attention to speech preparation, research, organization, and delivery. Also included is an intensive, hands-on section on the job interview process. Additional topics include communication theory and the development of strong interpersonal and group communication skills with emphasis on both the verbal and the nonverbal aspect of communication.

COM262 Public Relations and Customer Service (6)

This course focuses on the importance of customer service and public relations in today's business environment. Topics include current customer service trends, understanding customer loyalty, exceptional service, conflict and complaints, techniques to diffuse difficult situations, challenges with online customers, using technology to serve customers, media kits, news releases, public service announcements, event planning, social networks, and websites. Students completing this course will learn the fundamentals of design. This course is cross-listed with MKT224.

ECO242 Macro- and Microeconomics (6)

This introductory economics course will provide students with an understanding of both microeconomic and macroeconomic principles. Microeconomic topics to be discussed include principles of price determination, creation of value, distribution of income, competition, and principles of international trade. Students will also be introduced to applied topics in microeconomics such as imperfect markets, including monopoly, oligopoly, and monopolistic competition, and uncertainty in investment and capital markets. Macroeconomic topics to be discussed include employment, inflation, business cycles, and growth. The course will also allow students to gain insight concerning policies for economic stabilization and full employment. The U.S. monetary system will be highlighted with comparison to other world markets on topics such as the roles of financial institutions, commercial banking, the creation of money, the Federal Reserve and monetary policy, and the macroeconomic relationships among money, interest rates, inflation, and gross domestic product.

ENG151 Academic Writing and Research (6)

This course is designed to develop strong writing skills that focus on writing common throughout the academic disciplines resulting in the expression of ideas in a coherent, organized fashion. A strong emphasis is placed on the essay writing process. Topics also focus on acquiring relevant introductory research skills with an emphasis on the MLA and APA styles of documentation and ethical standards of writing.

ENG252 Writing for Business (6)

This course is designed to expand the writing skills utilized in Writing and Research (ENG151). Emphasis is placed upon practical techniques of professional communication though letters, memorandums, proposals, employment correspondence, graphics and electronic communications. Workshops are utilized to teach components of effective business writing, including an emphasis on critical thinking skills.
Prerequisite: ENG151

HM271 Understanding Hospitality (6)

This course is intended to prepare the student to apply sound management principles to the challenges encountered within the hospitality industry. The course focuses on industry terminology and careers through a study of the various components of the tourism and hospitality industry. Opportunities in customer relations, tour management, hotel, cruise, airline, and resort industries will be reviewed. Also, various segments within the hospitality industry, such as sports, entertainment, and event management will be explored.

HM272 Marketing & Social Media Applications (6)

This course is designed to provide a comprehensive study of marketing, the process through which organizations analyze, plan, implement, and control programs to develop and maintain beneficial exchanges. Effective marketing is critical for the long-term success of any business organization because this function ensures that the firm attracts, retains, and grows customers by creating, delivering, and communicating superior customer value. A strong emphasis is placed on the creation of a comprehensive marketing plan. This course also takes an examines how organizations capitalize on social media to support their marketing efforts. Students will get hands-on experience creating comprehensive social media strategies for active brands. This course is cross-listed with MKT223.
Prerequisite: MKT121 or HM271

IT131 Computer Applications I (6)

This course is designed to introduce the student to the most common applications for computers in business today. The course will cover operating systems focusing on Microsoft Windows and Windows based applications. Specific topics covered will include word processing, presentation graphics, e-mail, document sharing, web site creation, and creating

images for web sites. The focus of the course is to teach students to use and to apply these applications in a business setting. All applications are taught by a combination of lecture and hands-on use of the computer.
The focus of the course is to teach students to use and apply these applications in a business setting. All applications are taught by a combination of lecture and hands-on use of the computer.

IT232 Computer Applications II (6)

This course is designed to expand the student's understanding of the computer applications used in business today. Topics covered include spreadsheets, databases, and personal information managers. In the process of the course, students will create various business spreadsheets; a small database including tables, queries, forms, and reports; and use all aspects of a network personal information manager including e-mail, calendar, contacts, and tasks in a business context. All applications are taught by a combination of lecture and hands-on use of the computer.
Prerequisite: IT131 or Advanced Placement Credit

IT233 Database Management (6)

This course is designed to provide the student with a detailed understanding of relational databases. Topics studied will include a database management overview; database administration and design; and database creation by building tables, queries, forms, reports, visual basic modules, and macros. Throughout the course, students will build several relational databases designed around typical business operations.
Prerequisite: IT232

IT234 Website Development for Business (6)

This course is designed to provide the student with a comprehensive knowledge of the internet and how to develop and manage websites for business purposes. Course content focuses on topics such as HTML, XHTML, CSS, incorporating and editing images, CMS (Content Management Systems), links, SEO (Search Engine Optimization), Web 2.0, site layouts, and analytics. Through the use of a content management system, students will build and maintain a web site for a business/organization. Other areas of discussion include understanding the following: the role of a web site in achieving business and marketing goals, fundamental graphic/web design principles, and legal/ethical issues involved in the development of site content. This course also fosters a student's ability to perform as a productive member of a web site team. Hands-on lab and real-world scenarios are combined to develop both business and technical skills. Prerequisite: IT131

IT235 Computers and Information Systems (6)

This course is designed to provide the student with a comprehensive knowledge of computers

and computer systems in business while focusing on personal computer hardware, PC networks, and network operating systems. Topics covered will include computer hardware, operating systems, software, data storage, networks, and networking systems. Student assignments include reading, hands-on activities, traditional research projects, and Internet projects.
Prerequisite: IT131

MA242 Mathematics – College and Financial Applications (6)

This course focuses on conventional algebraic concepts and statistical and financial math applications with a concentration on the development of problem-solving techniques. Topics of study include solution and application of equations, present and future value of money, interest and discount calculations, statistics, measures of central tendency, and payroll calculations.

MGT262 Management – Principles and Skills (6)

This course provides an in-depth look at management theory, practices, and group behavior common to all organizations. It discusses models, techniques, and behavioral science applications used in directing and improving the performance of the organization in an ethical fashion. Topics of study include organizational culture, motivation, group dynamics, team building, conflict, planning, and leadership. Through case study analysis, students will be presented the opportunity to learn and develop problem-solving and decision-making skills.

MKT121 Marketing Principles (6)

This course serves as an introduction to marketing and the many diverse functions performed by marketing and marketers in the complex, modern business world. The concept of how marketing directs the flow of goods in the economy, consumer behavior, pricing policies, market research, the marketing mix, sales strategy, and other topics related to the consumer-related market structure are explored in depth. Marketing ethics, the product life cycle, and the function and role of competition will be explored in detail. Emphasis is placed upon the student use of the basic tools of market research and the use of models for prediction of product performance in the marketplace. Students will learn how to apply the Internet to marketing functions and procedures.

MKT222 Integrated Marketing Communications (6)

This course will emphasize the study of managing the marketing process. The course focuses on the communication mix variables of advertising, personal selling, sales promotion, and publicity. Major topics of study include advertising's position in the marketing mix, creative aspects, copy writing, and campaign strategies. The course also gives students an analytical approach to selling problems, sales force objectives, compensation, training, evaluating, and territorial design.
Prerequisite: MKT121

MKT223 Marketing & Social Media Applications (6)

This course is designed to provide a comprehensive study of marketing, the process through which organizations analyze, plan, implement, and control programs to develop and maintain beneficial exchanges. Effective marketing is critical for the long-term success of any business organization because this function ensures that the firm attracts, retains, and grows customers by creating, delivering, and communicating superior customer value. A strong emphasis is placed on the creation of a comprehensive marketing plan. This course also takes an examines how organizations capitalize on social media to support their marketing efforts. Students will get hands-on experience creating comprehensive social media strategies for active brands. This course is cross-listed with HM272.
Prerequisite: MKT121

MKT 224 Public Relations and Customer Service (6)

This course focuses on the importance of customer service and public relations in today's business environment. Topics include current customer service trends, understanding customer loyalty, exceptional service, conflict and complaints, techniques to diffuse difficult situations, challenges with online customers, using technology to serve customers, media kits, news releases, public service announcements, event planning, social networks and websites. Students completing in this course will learn the fundamentals of design. This course is cross-listed with COM262.

OFT112 Medical Terminology, Anatomy & Physiology (6)

This course is designed for the student preparing for a career as an administrative or office assistant in a medical environment; the course study centers on terminology related to the following human body systems: digestive, urinary, skin & membranes, reproductive, endocrine, nervous, musculoskeletal, respiratory, cardiovascular, and special senses. Emphasis is placed on the spelling, pronunciation, and meaning of terminology and understanding of body systems.

OFT211 Medical Office Systems (6)

This is an advanced course for those pursuing a career in a medical environment. Topics to be studied include types of healthcare institutions; medical ethics and medical law; interaction with patients; scheduling appointments; preparing and maintaining medical records; computerized practice management; billing/insurance terminology; medical health records, and billing and collection. Emphasis is on the use of the CMS-1500 standardized for filing insurance claims. All students enrolling in this program must pass a keyboarding proficiency exam.

OFT212 Medical Coding & Billing (6)

This course is designed to provide knowledge and practice in the use of ICD-10-CM and CPT-4 coding systems. Coding conventions, 4th, 5th, 6th, and 7th digits, and modifiers are

included. In addition, medical billing with case studies, different insurances, and different claim forms used in a hospital setting or physician's office is included.
Prerequisites: OFT112

PSY242 General and Social Psychology (6)

This course will provide an introductory framework for exploring fundamental, theoretical, and applied concepts related to human development and behavior. In-class lecture and discussion will provide students with an introduction to and an understanding of the principles of perception; an understanding and application of the behavioral science approach to learning and memory; and an understanding of cognitive, developmental, personality, abnormal, and social psychology. Students will also gain knowledge of the scientific research process and research methods, including deductive and inductive reasoning in science; the nature of theory; hypothesis testing and empirical data; and the appreciation of scientific knowledge and its applications.

SOC242 Introduction to Sociology and Social Problems (6)

The intention of this course is to introduce students to the fundamental ideas and concepts of sociology, including the meaning, the importance and the impact of culture, norms, status, roles, socialization, stratification, industrialization, urbanization, and bureaucratization upon society. These concepts will also be related to the study of the principal features of American society, with an examination of contemporary trends of patterned behavior and emphasis upon the importance and impact of diversity in America. The course will also provide an examination of contemporary social problems and their history and will highlight the importance of the individual within society. Theoretical perspectives in the current sociological literature will be discussed within a framework of potential societal applications. Research methods and analysis will be introduced and developed throughout the course.

Bachelor in Business Administration

BUS373 Human Resources and Business Ethics (6)

This course is an in-depth study of human resource management. The student will examine and develop an understanding of the role of human resource managers, including their role in planning, job analysis, performance appraisals, talent procurement, orientation, training and development, compensation and benefits, labor management and human resource legislation. This course will also look at ethical principles facing today's leaders and organizations. Students will develop an understanding of the ethical environment of business, the relationship among government and business, and the effect of business on the natural environment. This course will also address the multifaceted issues of corporate responsibility and the role of business in society.

BUS374 Legal Environment of Business (6)

This course is an intensive study of the legal environment of business in the United States, within the framework of the federal and state-level court and legal systems. Also emphasized is the law of agency; the law of business operations – including their nature, creation, management, termination, and the right and liabilities of owners and officers; the law of contracts; the law of commercial paper – including its nature, negotiability, transfer, discharge, and the liabilities and rights of parties; and the law of sales – including sales contracts, related risks, and transfer of title.

BUS475 Business Policy and Strategy (6)

This course provides an integrative experience in applying the knowledge and skills developed in prior coursework within the functional business areas. The student is required to apply concepts from management, accounting, operations, marketing, economics, and finance using the casework and/or simulation approach. The management of a business is approached from an inter-functional, general management perspective, focusing on the formulation, development, and implementation of the overall goals and strategies of the business under conditions of uncertainty.

BUS476 Global Business Perspectives (6)

This course is a study of the international business environment. The course will concentrate on the multinational business aspects of international trade, finance, economics, marketing, operations, planning, and control. The socio-political and legal forces that shape multinational activities abroad will also be analyzed. In addition, the importance of recognizing and interpreting cultural differences in the international business world will be presented, with guidance given on ways to prevent and correct potential business problems and misunderstandings.

ECO343 Current Economic Problems (6)

This course is a study of contemporary economic issues and will provide a comparative analysis of capitalistic, socialist, and mixed economies within this framework. The course will be conducted in seminar format, and students will be expected to participate actively in discussion and preparation of topics. The course will use elementary techniques of economic analysis to examine significant, contemporary economic issues in order to identify, understand and evaluate the consequences of policies advocated to address such issues of economic importance.

ENG353 Critical Thinking and Analysis (6)

This course will allow students to learn how to communicate and analyze information effectively and efficiently in the contemporary workplace. Students will conduct objective research, analyze and interpret a variety of data and media, and present their findings in organized written and oral presentations. The course emphasizes various research methods,

listening skills, critical reading and thinking, analysis, and interpretation. An emphasis is also placed on constructing strong arguments.

FIN303 Foundations of Finance (6)

This course is a study of the goals and functions of financial management. Topics include: financial analysis and planning, working capital management, capital budgeting, the time value of money, and debt and equity financing issues. Students will gain insight into the role of finance in the business world and the role of financial managers in an organization.

IT333 Management Information Systems (6)

This course exposes the student to a variety of management issues raised by information technology. The course explores the effects of MIS on business operations, business decisions and analysis, and business systems and organization. Specific topics include productivity, networks and telecommunications, information integration, decision support systems and expert systems, information resource planning, systems analysis and development, and security, privacy, and control of MIS resources.

MA343 Statistical Applications in Business (6)

This course studies various statistical techniques and their application to business. Topics include: descriptive statistics, frequency distributions, sampling techniques, confidence intervals, hypothesis testing, and the laws of probability theory. Linear regression, forecasting, and statistical methods for quality control will also be explored. Examples will be extensively used to demonstrate and apply these techniques to cases relevant to business.

MGT363 Operations Management (6)

This course introduces the student to the management of manufacturing and service operations. Topics covered include: operations strategy and performance measurement, product and service design, process design and improvement, capacity planning, resource planning and scheduling, supply chain management, inventory control, and quality/productivity improvement tools and strategies. In addition, the course considers how operations strategy relates to other organizational functions and focuses on all strategic areas of analytic decision making.

MGT464 Organizational Behavior (6)

This course explains and examines the essential tasks, processes, and dynamics common to all organizations as they adapt to their changing environment. Students will study and analyze administrative processes and objectives designed to efficiently and effectively manage the development of the organization. Focus is on individual, interpersonal, and group behavior within organizations and the interaction of human, technological, and structural factors. In addition, the course will examine the coordination of multiple relationships between organizations.

MGT465 Entrepreneurship (6)

This course is designed to provide students with an understanding of the vital role played by entrepreneurs and entrepreneurship in the 21st century global economy. Entrepreneurship is approached as a way of thinking and acting, as an attitude and a behavior. Our emphasis is on entrepreneurship as a manageable process that can be applied in virtually any organizational setting. The principal focus will be on the creation of new ventures, the ways that they come into being, and factors associated with their success. Students will learn how to prepare a business plan which moves an idea for a new business to a viable enterprise. It is also a course that integrates a number of different disciplines, ranging from sociology and psychology to economics, finance, marketing, and human resource management.

MGT466 Project Management (6)

This course provides the student with the necessary knowledge and skills to function in a project leadership role. All the stages of the project life cycle are explored including the initial identification of project needs and assessing feasibility, project planning and control, budgeting, timeline management, and reporting. Project management software (Microsoft Project) is used to design project schedules using methods such as Gantt charts, program evaluation review technique (PERT), and critical path method (CPM).

SOC343 American Society and Public Policy (6)

This course will examine American society focusing on social trends, demographic, economic, and political issues as a background for reviewing public policy initiatives. It will provide the student with general knowledge about public policy making and administration in the United States. It will review specific policies and methods used to analyze and manage problems. Emphasis will be placed on domestic policies with a cost-benefit evaluation on the national, state, and local levels.

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NOTE: Faculty listed below may teach courses in additional program areas.

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College Calendar

2019-2020

Fall Term 2019	September 4 – Registration September 5 – Term Begins September 10 – Last Date for Schedule Changes October 9 – Session I Ends October 14 – Holiday, No Classes October 16 – Session II Begins October 28 – Last Date to Drop a Course without Penalty November 19 – Term ends
Winter Term 2019	December 3– Registration December 4 – Term Begins December 9 – Last Date for Schedule Changes December 20 – Break Begins after Classes December 24 & 25 – College Closed December 31 & January 1 – College Closed January 2 – Classes Resume January 17 – Session I Ends January 20 – Holiday, No Classes January 22 – Session II Begins January 30 – Last Date to Drop a Course without Penalty February 17 – Holiday, No Classes February 26 – Term Ends
Spring Term 2020	March 3 – Registration March 4 – Term Begins March 9 – Last Date for Schedule Change April 7 – Session I Ends April 9 – Break Begins after Classes April 10 – Holiday, College Closed April 20 – Classes Resume April 20 – Session II Begins April 29 – Last Date to Drop a Course without Penalty May 22 – Term Ends May 30 – Commencement
Summer Term 2020	June 2 – Registration June 3 – Term Begins June 8 – Last Date for Schedule Changes July 3 – Holiday, College Closed July 9 – Session I Ends July 13 – Session II Begins July 22 – Last Date to Drop a Course without Penalty August 20 – Day Classes End August 14 – Term Ends

Calendar is subject to change.

In the event of circumstances affecting operations (i.e. fire, flood, hurricane, tornado, etc.) the college reserves the right to suspend training for a period not to exceed 90 days, provided that the college evidences positive effectiveness every 30 days to reactivate the training.

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