



MARIA COLLEGE

700 New Scotland Avenue, Albany, NY 12208

Business Programs
Student Handbook
2011-2012

Accounting
Management
Paralegal
Paralegal Certificate

Contents

Mission	3
Program Descriptions	3
Accounting.....	3
Management.....	3
Paralegal.....	3
Paralegal Certificate Program	3
Programs Learning Outcomes	4
Accounting and Management Degree.....	4
Paralegal Degree and Certificate	4
Business Faculty	5
Programs Curriculum and Credits	6
Accounting.....	6
Management.....	6
Paralegal.....	6
Paralegal Certificate Program	6
Business Programs Policies	7
Professor/Student Expectations	7
Students with Disabilities Policy	8
Conduct Code for Students	8
Deficiency Warning Letters	9
Attendance and Punctuality	9
Missed Tests or Quizzes	9
Class Assignments	9
Withdrawing from a Class	10
Program Dismissal and Readmission.....	10
Communication Devices	10
Grading Policies for Business Courses	11
Grading Scale:.....	11
Transcript Grades:.....	11
Phi Theta Kappa International Honor Society:.....	11
Non-Credit Courses	12
Basic Math Skills (MAT 100).....	12
Language Skills (ENG 100).....	12
Paralegal Certificate Prerequisite.....	12
Academic Assistance	13
The Learning Resource Center (LRC).....	13
Letter of Intent Information	14
Frequently Asked Questions	14
What happens during the Initial Advisement/Registration Session?.....	14
Why would I need to register for non-credit courses?.....	14
What courses should or should not be taken in the same semester as non-credit courses?.....	14
For how many credits/courses should I be registering?.....	15
What do I do while I am waiting to enter my intended program?	15
What happens after I submit my Letter of Intent?	15
Certificate Request Form	15

Mission

The mission of the Business Program is to provide high-quality preparation for entry level positions in business professions and a foundation for transfer to four-year programs. The Accounting, Management, and Paralegal Programs will maintain curricula that reflect the current business environment, will integrate technology in the programs, and will provide faculty who will share their knowledge of business in the classroom.

Program Descriptions

Accounting

The Accounting degree integrates business and management skills with advanced accounting methods, thus broadening career choices. This degree is designed as both a terminal and a baccalaureate transfer program. The Accounting AAS degree can be earned in the day (enrollment considerations), evening and weekend college sessions. A strong foundation in business knowledge and skills prepares students for meaningful and productive careers. An emphasis in critical thinking, human resources and technology helps students to develop the requirements for employment in today's business environment.

Management

The Management degree offers students a curriculum designed to build the executive skills needed to compete successfully in modern business environments. The program is for managers and those seeking careers in management. This degree is designed as both a terminal and a baccalaureate transfer program.

Paralegal

The Paralegal degree prepares students to work as paralegals under the direction of attorneys in law firms, legal departments of corporations, government agencies or businesses. A paralegal may assist an attorney with client interviews, legal research, preparation of documents and other law office activities. This program is only offered in the weekend college.

Paralegal Certificate Program

The Paralegal certificate program is designed for students who have an associate or bachelor's degree; however, students without prior college background may be admitted if they have appropriate work experience and otherwise meet college admission requirements.

NOTE: Online courses are an integral part of the business programs in that they offer students a broad range of up-to-date business competencies, including written communication, time management and planning, as well as a strong foundation in computer technology.

Programs Learning Outcomes

Accounting and Management Degree Program Learning Outcomes

Upon completion of the Associate in Applied Science Degree Program in Accounting and Management, graduates will be able to:

1. Demonstrate knowledge of professional and ethical expectations in the workplace.
2. Use business knowledge and skills to analyze and solve complex managerial problems and make business decisions.
3. Use a variety of communication methods to effectively communicate both independently and in team situations.
4. Use a variety of information technologies to access, analyze, and report business information.
5. Demonstrate knowledge of cultural, legal, and economic forces that impact business operations in a global economy.
6. Demonstrate basic skills and knowledge in the areas of critical thinking, interpersonal skills, and mathematical reasoning.

Paralegal Degree and Certificate Program Learning Outcomes

Upon completion of the Associate in Applied Science Degree Program in Paralegal, graduates will be able to:

1. Apply the skills needed to become competent paraprofessionals in the legal field.
2. Conduct legal research utilizing traditional and technology-based tools.
3. Draft documents and pleadings in a variety of legal settings.
4. Demonstrate an understanding of the legal system and the process of civil and criminal litigation as well as public and private law.
5. Use a variety of technologies to ensure up-to-date skills in technology, including the use of computers for data and word processing.
6. Demonstrate an understanding of ethical responsibility and the role of a paralegal under the supervision of attorneys.
7. Work cooperatively with others; develop leadership skills, and the ability to assume responsibility; apply critical thinking skills, and improve the ability to follow directions.
8. Demonstrate knowledge of the various types of law including litigation, family, real property, trusts and estates, administrative, as well as criminal law

Business Faculty

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Programs Curriculum and Credits

Accounting

33 Credits in the Humanities (3 credits each): English (2), Math (2), Psychology, Religion/Philosophy (2), Economics (2), and Computer Science (2);

33 Credits in Business (3 credits each): Financial Accounting, Managerial Accounting, Intermediate Accounting I, II, Cost Accounting, Taxation, Business Organization & Management, Business Law I, II, Business Communications, and Human Resource Management.

Management

42 Credits in the Humanities (3 credits each): English (2), Math (2) Psychology (2), Economics (2), Computer Science (1), Elective (3), and Sociology (2)

24 Credits in Business (3 credits each): Financial Accounting, Managerial Accounting, Business Organization & Management, Business Law I, II, Business Communications, Marketing, and Human Resource Management.

Paralegal

27 Credits in the Humanities (3 credits each): English (2), Sociology (1), Political Science (1), Economics (1), Religion (1), Philosophy (1), and Computer Science (2). 6 Credits in Business (3 credits each): Accounting I, and Business Communications

(31) Credits in Law (3 credits each*): Introduction to Paralegalism, Legal Research and Writing * (4 credits), Litigation, Law Office Procedures, Family Law, Real Property Law, Trust and Estates, Business Organization and Corporate Practice, Administrative Law, and Criminal Law.

Paralegal Certificate Program

25 Credits (3 credits each*): Introduction to Paralegalism, Family Law, Real Property, Computer Application for Law, Legal Research and Writing * (4 credits), Litigation, Trust and Estates, and Business Organization Corporate Practice. Note: Prerequisite (CSC100 or equivalent).

Business Programs Policies

Professor/Student Expectations

Professor – In teaching courses, your instructor agrees to strive to:

- . come to every class on time, prepared with thoughtful, relevant, and up-to-date material
- . be highly motivated to teach as creatively and energetically as possible
- . be fair, reasonable, and treat each student with respect
- . return student work in a timely manner

Student – By enrolling in a course, a student agrees to

- . attend every class
- . be on time
- . complete all assigned work
- . be prepared to think, listen, question, and participate.

By enrolling in a course, a student also agrees to:

- . treat the professor, each other, the educational setting, and the educational process with dignity and respect
- . seriously commit to engaging in the level of work that a course demands
- . utilize academic and student services (including but not limited to study groups, tutoring, the Learning Resource Center, and other services included in the Student Handbook) to maximize learning and success
- . schedule or visit instructors' office hours to further engage course material or share personal information that is inappropriate in a classroom or hallway context

Results – When the professor/student expectations are met:

- . a professional, comfortable teaching/learning environment exists
- . an instructor can teach with minimal or no disruption
- . a student can learn with minimal or no disruption
- . a consistent teaching/learning environment exists across the curriculum

Online students

Successful distance learners have self-direction and good time-management skills. Students must be self-starters, have a desire to learn, take a personal initiative, be resourceful and be persistent. Distance learners work well alone, are not procrastinators, have good reading comprehension skills,

resist distractions, and are comfortable without the social elements of traditional education.

Online students need some basic computer background to successfully take an online course:

- **E-mail:** How to use the basics of an e-mail system
- **Internet:** How to use the basics of the Internet
- **Windows:** Know the basics of using system software, i.e. creating folders, zipping files, and managing files.
- **Word Processing:** How to use the basics of a word processing software package such as Word

Students with Disabilities Policy

Maria College is committed to fulfilling the needs of the individual student. This includes responding to the needs of students who are covered under the Americans with Disabilities Act. Individuals who identify themselves as having a physical, psychological, or learning disability and are in need of special services/academic adjustments (i.e. extended time testing, readers, etc.) under the Americans with Disabilities Act must notify Deb Corrigan, Dean of Student Services in the Office of Student Services/Marian Hall (438-3111, Ext. 250), as well as each individual instructor if special accommodations are requested. It is the responsibility of the student who is in need of classroom assistance or modifications under the Americans with Disabilities Act to inform the instructors individually as no special accommodations can be made unless this information is shared with the student's instructors. Reasonable accommodations will be made upon documentation of one's disability. "A reasonable accommodation is one that does not alter the essential nature of a course or program and does not cause undue hardship" (Rehabilitation Act of 1973).

Conduct Code for Students

Maria College expects that its students will act as responsible, courteous, and law-abiding citizens. Further, as members of an intellectual community, students are expected to maintain standards of personal and academic honesty in all course work and examinations.

Academic dishonesty includes plagiarism, cheating, forgery or alteration of institutional records, and inappropriate use of electronic communicative or storage devices.

Disruptive classroom behavior is the refusal to behave civilly so that teaching and learning within the classroom are obstructed.

Prohibited behaviors are the violation of College policies and regulations and violation of federal, state and local laws.

Deficiency Warning Letters

Letters are sent to students in a course who have shown a weakness in one or more of the areas of a course that make up the final grade. The intent of this letter is to offer you help to improve your performance in a course. If you receive a Deficiency Warning letter, please talk to your instructor about it. Your advisor will also contact you, and you will receive a call from the Office of Student Services. It is part of the Maria College mission to provide students with a supportive environment. Please understand that the Deficiency Warning letter is a way that the College is attempting to help you be a successful student.

Attendance and Punctuality

Students are expected to attend all classes since in-class work is a significant step in succeeding academically. It is equally important that students arrive on time for each scheduled class. The professor will shut the door, and at that time, the student is considered late. Any class not fully attended due to late arrival or early departure may be considered an absence. Students are not to make appointments during scheduled class meeting times. Attendance is calculated into final course grades according to the guidelines presented in each course syllabus.

Missed Tests or Quizzes

Tests and quizzes are important forms of measuring learning. You are expected to attend all scheduled tests and quizzes on time. Any arrangements for missed tests and penalties for arriving late for a test or quiz will be indicated on each instructor's course syllabus.

Class Assignments

Class assignments are due on the dates indicated on the course syllabus for each one of your courses. Any penalties for late assignments will be indicated there as well. Unless otherwise indicated by an instructor, class assignments should be typed on 8.5 by 11 inch white paper using a font size of 12, the standard font style of Times New Roman, and one-inch margins on the sides of the page. In addition, Maria College requires that assignments (unless otherwise indicated by an instructor) be completed using the style created by the American Psychological Association (APA) which includes both typing guidelines as well as guidelines for crediting sources used for research. The APA style is presented in Language Skills and Composition I classes. As well, the Learning Resource Center and the Maria College web page have information to assist you in applying APA style to your assignments.

Withdrawing from a Class

If you are not able to finish a class during the course of the semester, you must officially withdraw from the class by completing a Course Adjustment Form available from the Registrar's Office. The form may be submitted through the tenth week of the semester. A grade of **W** will appear on your transcript once you have officially withdrawn from the course. Failure to complete a course adjustment form will result in an **F** grade on your transcript for the course.

Before completing a Course Adjustment Form, you will need to speak to both your instructor and advisor whose signatures are required on the form.

NOTE: If you are receiving financial aid or student loans, you will need to talk to the Financial Aid Office to determine any effects the withdrawal will have on your current aid and future aid.

Program Dismissal and Readmission

Students who have a cumulative average less than 2.0 at the end of a semester are placed on academic probation (See the Probation and Academic Dismissal Policy in the general *Maria College Student Handbook*).

Communication Devices

Cell phone ringers, pagers, etc. should be turned off while students are in all College learning environments, such as classrooms, the Library, the Learning Resource Center, and the Computer Room. Cell phone use is permitted in halls, the cafeteria, and lounges providing that the conversation does not disturb others. Students are not excused from class to complete a cell phone conversation except in case of an emergency.

The use of other electronic devices will be at the discretion of the course instructor as stated in the course syllabus.

Grading Policies for Business Courses

Grading Scale:

The following grading scale is used for grades:

100 – 93	A	76 – 73	C
92 – 90	A-	72 – 70	C-
89 – 87	B+	69 – 67	D+
86 – 83	B	66 – 63	D
82 – 80	B-	62 – 60	D-
79 – 77	C+	59 -----	F

Transcript Grades:

Grades of A through D- are considered passing grades in business courses.

A total of 64-66 credits are needed in order to complete a business degree. As well, an overall cumulative GPA of 2.0, which is the equivalent of a C average, is needed for graduation in all programs.

Students who intend to transfer to another college or university should keep in mind that typically only grades of C or better qualify for transfer.

Phi Theta Kappa International Honor Society:

The Phi Theta Kappa recognizes and encourages scholarship among part-time and full-time two-year college students who possess a 3.67 GPA and have completed at least 12 credits. The Society provides opportunities “for the development of leadership and service, for an intellectual climate for exchange of ideas and ideals, for lively fellowship for scholars, and for stimulation of interest in continuing academic excellence.” Annual dues are required.

Non-Credit Courses

Introduction

During advisement, your faculty advisor may indicate that you need to register for one or more non-credit courses. These courses are intended to provide you with necessary skills and prerequisites that will allow you to eventually move into your intended program. The Admissions Office will determine through the Maria College admissions/placement exam and your high school transcript whether the Basic Math Skills and/or Language Skills class is required. Although the courses listed below are non-credit courses in terms of graduation credits, each course is considered to provide three credits towards full-time status for financial aid purposes.

Basic Math Skills (MAT 100)

Students who fail to meet Admissions criteria on the Maria College Admissions or Placement test in Mathematics are required to register for this remedial course. Mat 100 is designed to help students overcome difficulties in mathematical calculations, to cope with math anxiety, and to prepare for success in the future mathematics courses and/or the mathematics components in their chosen programs. Course content includes basic processes in whole numbers, fractions, decimals, ratios and proportions, percents, measurements, statistics, and signed numbers. Students are taught techniques for problem solving and mathematical reasoning using real-life data, real-life applications. This course is based on mastery of content and a minimum grade of 80% is required on each area tested for successful completion.

Language Skills (ENG 100)

Students who fail to meet Admissions criteria on the Maria College Admissions or Placement tests in Reading and Writing are required to register for this remedial course. The Language Skills course is designed to help students improve their reading, writing, vocabulary, and study skills. Areas addressed are summary writing, reading for comprehension, development of effective paragraphs and essays. In the Language Skills course, students will be introduced to the American Psychological Association (APA) style of documentation for research papers. Language Skills students will be able to apply all the skills taught in this course to other curriculum areas and will be given a foundation for the Composition I course that is required for all Maria College students.

Paralegal Certificate Prerequisite

Introduction to Computers or its equivalent is required prior to taking Computer Applications for Law.

Academic Assistance

The Learning Resource Center (LRC)

The Mission of the LRC is to provide academic support to students enrolled in all options and all programs at Maria College (remedial, ESL, disabled, as well as those with histories of academic success) so that they can successfully complete their course work. The LRC accomplishes this mission through these goals:

To identify students who require remediation in math, in reading and in writing and to provide them with such instruction.

To provide study skills instruction for students needing assistance with succeeding course work.

To provide additional information which could be helpful in understanding course work through various media (computers, audio-visual, video, printed and instructor provided material), and to supplement what instructors provide students through lectures and textbooks.

Assistance is provided on a drop in, individual basis. Appointments and/or advanced notice will be necessary if the assistance will be time consuming. Skills instruction is offered by the LRC through mini seminars and non-credit courses.

Reading, Writing and Study Skills

To provide instruction for students who experience problems reading their textbook.

To assist students in writing papers, i.e. spelling, grammar, punctuation, and organization skills. Please note: LRC personnel will neither rewrite papers nor alter the content; also, please allow at least 24 hours' notice to all LRC personnel for a review of lengthy papers.

To assist students in meeting the College's requirement in following the American Psychological Association [APA] style of writing and documenting.

Math Skills

To provide students assistance in arithmetic and basic mathematics.

To instruct students in using computer software that teaches mathematics.

Course Content

To assist students in using videos or computer software that offers course content.

To assist students in accessing the Internet so that they may do research for a course.

To allow computer usage for remedial or course work. CAI will have priority over Internet use. If the LRC is busy, Internet usage may be limited.

To work with personnel to fulfill the Mission of the College, to implement the Mission of the LRC and achieve the College's Institutional Learning Objectives.

All LRC services are provided to students and graduates at no additional cost.

Letter of Intent Information

Some students who are accepted to Maria College and wish to enter a specific program are lacking prerequisites. The Office of Admissions accepts them into the College as General Studies "Letter of Intent" Students. The goal is to take classes, normally over the course of a year (which may include summer courses), to fulfill the recommendations of the Office of Admissions in preparation for entering a desired program.

Frequently Asked Questions

What happens during the Initial Advisement/Registration Session?

- Most incoming students attend general registration dates set by the College.
- Letter of Intent students generally meet with the Business Chairperson to help the student select courses to take during the first semester at the College. This information is based on whether the student has met the prerequisites for an intended program as listed above.

Why would I need to register for non-credit courses?

- If students have performed at a certain level on the Maria College Admissions/Placement test, or if they come to the College without the prerequisite high school units in English, math, and/or science, the Office of Admissions will note that the student may be required to register for some or all of the following non-credit courses:
 - Language Skills
 - Basic Math Skills
- Non-credit courses count as three credits taken for the purposes of the financial aid requirement of a full-time course load of 12 credits, but **do not** count as credits toward the total number of credits (64-66) needed for graduation.

What courses should or should not be taken in the same semester as non-credit courses?

- A student taking non-credit courses would have a cumulative grade point average at the end of the semester that depends only upon the credit-bearing courses for which the student registers. A student who is taking these non-credit courses may have a

better chance of success in certain other courses once the non-credit courses are completed.

- **For example**, if a student is required to take Language Skills, it may be better to wait until another semester to register for courses that will require heavy use of the mechanics of language, such as heavy emphasis on vocabulary, accurate spelling, reading comprehension, and regular writing assignments. **Another example** is the student who is required to take Basic Mathematics Skills. It may be better to wait until another semester to register for courses that will require regular and accurate use of mathematics skills.

For how many credits/courses should I be registering?

- Full-time students
 - The student may need to be full time for financial aid or health insurance purposes.
 - A full-time student must carry a minimum of 12 credit hours in a semester.
 - A full-time student may carry up to 18 credits.
 - Students may take more than 18 credits only in specific circumstances and with specific limitations and financial obligations.
- Part-time students
 - Part-time students also may receive financial aid if the student takes at least 6 credit hours in a semester.

What do I do while I am waiting to enter my intended program?

- The student should be taking courses required for a specific program. You can tell what these courses are by reviewing your “graduation audit.” This shows the general education courses required by a program.
- Be aware of the date by which the Letter of Intent should be submitted to the Office of Admissions. The College will notify you in writing, and notice of these dates is posted about the College buildings.

What happens after I submit my Letter of Intent?

- The Admissions Office sends the student a letter of acceptance (or deferral) after a number of weeks following the submission of the Letter of Intent.
- The student will be notified of the place, date, and time of an informational meeting and then the registration for the first semester in the intended program.
- This faculty member will advise the student for the remaining semesters while the student is part of the program up to graduation.

Certificate Request Form

- Students, who complete a Paralegal Certificate, must complete a **Certificate Request Form** to let the Registrar know of the intent.

The forms referred to on this page are available through the Business Chairperson, Web Services (Using the Registrar link under Student Services), and the Office of Student Records.