

**Elmira Business Institute  
Founded 1858**

**Volume XVII**

**2016-2017  
Catalog Addendum  
Effective: October 13, 2016**

## **Elmira Business Institute**

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### **ABOUT THIS CATALOG ADDENDUM**

This catalog addendum is an official reference document containing approved curricula, policies, and standards in effect for students admitted to Elmira Business Institute during the 2016-2017 academic year. It supersedes any other document with regard to rules and regulations, see specific reference to amended text. The College reserves the right to limit registration for courses, to discontinue courses for which there is insufficient enrollment, and to change times and/or instructor assignments. The College reserves the right at any time to make appropriate changes in the policies and procedures contained in this publication including admission requirements, tuition, fees, and degree, diploma, or certificate requirements without formal notice.

### **STATEMENT OF LEGAL CONTROL**

Elmira Business Institute is fully Governed by Elmira Business Institute, Inc., and its respective officer, Brad C. Phillips, President.

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## Mission

The goals of Elmira Business Institute include the following:

- To provide educational and employment opportunities and prepare students for successful careers in business technology and allied health.
- To provide curricula that reflects the needs of a changing job market.
- To provide an opportunity for students to acquire the skills for occupational growth, including the understanding of employer expectations.
- To provide graduates with assistance in securing employment.
- To provide students with the skills and attitudes to continue learning throughout their lifetimes.

## **Requirements for Graduation**

To be qualified to graduate and become eligible to participate in the Graduation Commencement Ceremony, a student must fulfill the following requirements;

- **receive a passing grade and credits for all required coursework**
- **achieve a minimum of “C” (2.0) overall average**
- **satisfy all financial obligations to Elmira Business Institute**

Medical Assisting students must follow program guidelines for competencies and obtain a 2.0 grade point average for the required classes. See page 18 of the 2016-2017 Catalog Addendum.

A Certificate Credential will be issued for completing all requirements in a Certificate Program. An Associate of Occupational Studies Credential will be issued for completing all requirements in a Degree Program.

<i>Program Name</i>	<i>Credential</i>	<i>Required Number of Semester Credit Hours</i>	<i>Program Status</i>
Accounting	AOS	61	Active
Business Administration: Concentration In Financial Services	AOS	66	Teach-Out
Business Administration: Concentration In Human Resources	AOS	63	Active
Business Administration: Concentration In Small Business Management	AOS	63	Active at the Vestal Campus; Teach Out at the Elmira Campus
Medical Assisting	AOS	67	Active
Medical Coding & Reimbursement Specialist	AOS	61	Active
Office Technologies - Medical Concentration	AOS	63	Active
Financial Services	Certificate	30	Teach-Out
General Business Accounting	Certificate	34	Teach-Out
General Office Assistant	Certificate	33	Teach-Out
Human Resources	Certificate	30	Teach-Out
Medical Assisting	Certificate	46	Teach-Out
Medical Coding & Billing	Certificate	46	Active
Medical Office Assistant	Certificate	34	Teach-Out
Small Business Management	Certificate	33	Teach-Out

**In addition to the graduation requirements listed above, students are encouraged to pursue the successful achievement of the national or state licensure or certification examination associated with their program of study. Professional licensure or certification may provide a competitive edge in securing employment with higher salaries.**

## **STUDENT CONSUMER INFORMATION**

Elmira Business Institute makes certain information available to any enrolled student or prospective student through appropriate publications, mailings or electronic media. This information includes: length of the program and the occupations it prepares students to enter, the on-time graduation rate, tuition and fees and other costs, job placement and median loan dept. You may obtain this information in the general lobby area or at [www.ebi.edu](http://www.ebi.edu)

## **ACCOMMODATIONS FOR INDIVIDUALS WITH DISABILITIES**

Elmira Business Institute is committed to making its facilities and services available to persons with disabilities, and individuals with disabilities are encouraged to apply for enrollment. Elmira Business Institute will provide reasonable accommodations for students with disabilities including auxiliary aids and services as long as services do not fundamentally alter the nature of the relevant program, or service provided by Elmira Business Institute. A student requesting an accommodation for a disability must contact the Campus Director or Program Director and complete the ***“Student Application For Auxiliary Aids or Academic Adjustments”*** requesting academic adjustments and/or auxiliary aids. To ensure that accommodations are provided in a timely fashion, Elmira Business Institute strongly encourages students to submit all requests for accommodation immediately after enrollment and prior to the first day of classes, or otherwise as soon as practicable. To request an auxiliary aid or service, please contact: Senior Vice President of Administration, 303 North Main Street, Elmira, NY 14901 at (607) 733-7177.

## **REGISTRATION – RECORDS MANAGEMENT**

Student records are maintained in Registrar/Records Department and any student may review his or her file upon written request. Records will be maintained for a period of five years following the date of the student’s departure from school however, transcripts are kept indefinitely.

## **REGULAR STUDENT**

Elmira Business Institute defines a regular student as: a student who is enrolled in a program leading to a diploma or degree at the college and is satisfactorily progressing toward program completion in compliance with the Standards of Satisfactory Progress. A full-time student is scheduled no less than twelve semester credit hours. During an academic term a student may be scheduled up to 15-18 semester credit hours.

Any other student attending the college is considered in an extended enrollment status and is not eligible for government aid. (See Continuation As A Non-Regular Student on page 33 of the 2016-2017 Catalog)

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

The Satisfactory Academic Progress Policy ensures that all Elmira Business Institute students enrolled in a diploma and degree programs are maintaining satisfactory progress towards a successful completion of their academic programs. The criteria and standards contained in the policy are set to recognize academic achievements or to detect problems for which actions of early intervention and/or remediation can be taken. These standards apply to all students whether they are eligible for Title IV funding or not. The Satisfactory Academic Policy complies with the requirements of the federal and state regulatory guidelines and the accrediting commission.

Satisfactory Progress Standards are designed to assess academic progress for classes taken a Elmira Business Institute only and requires both quantitative measurements and qualitative measurements. Students must maintain satisfactory progress toward the completion of their program.

The following criteria are used to determine whether or not a student is making Satisfactory Academic Progress. These standards monitor whether a student meets the minimum quantitative and qualitative components. A student must be able to:

- Maintain a minimum cumulative grade point average (CGPA)
- Achieve the minimum incremental completion rate (ICR) and
- Complete the program within a maximum allowable time frame (MTF)

***Failure to complete courses successfully for any reason will negatively affect Satisfactory Academic Progress. Failing courses or withdrawing from courses could result in extending the length of educational program, the loss of financial aid and/or dismissal. It is important to understand how these situations will impact SAP at your next evaluation points. In order for a student to graduate, the minimum requirements are a CGPA of 2.0 and completion of all required coursework without attempting more than 150% of the credits/hours in the program.***

The college determines that a student is maintaining satisfactory academic progress if the student meets or exceeds the quantitative **and** qualitative standards outlined below, based on the cumulative number of semester credit hours attempted.

## STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

### MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS

*Compliance with Standards of Academic Progress is reviewed every payment period for all programs.*

#### CERTIFICATE PROGRAM and 1st Year DEGREE PROGRAM

Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of First Payment Period (Usually 15 Semester Credit Hours in 15 weeks)	1.5 GPA and 66.67% of scheduled Semester Credit Hours ( Minimum 10 Semester Credit Hours)	Academic/Financial Aid Warning
End of Second Payment Period (Usually 15 Semester Credit Hours in 15 weeks) (30 Semester Credit Hours in 30 weeks)	2.0 and 66.67 of scheduled Semester Credit Hours (Minimum 20 Semester Credit Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Probation (if 2 <sup>nd</sup> time)
End of Third Payment Period (Usually 15 Semester Credit Hours in 15 weeks) (31 + Semester Credit Hours in 45 weeks)	2.0 and 66.67% of scheduled (Minimum 30 Semester Credit Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Probation (if 2 <sup>nd</sup> time) Academic/Financial Aid Termination (if 3rd time)
At Any Time	Anything in excess of 150% MTF	Financial Aid Dismissal

Academic Year: 30 weeks

- All Certificate degree programs surpass a minimum of 30 credits

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#### 2nd Year DEGREE PROGRAM

Evaluation Point	Milestones (CGPA and ICR)	Required Action
End of First Payment Period (Usually 15 Semester Credit Hours in 15 weeks)	1.5 GPA and 66.67% of scheduled Semester Credit Hours ( Minimum 10 Semester Credit Hours)	Academic/Financial Aid Warning
End of Second Payment Period (Usually 15 Semester Credit Hours in 15 weeks) (30 Semester Credit Hours in 30 weeks)	2.0 and 66.67 of scheduled Semester Credit Hours (Minimum 20 Semester Credit Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Probation (if 2 <sup>nd</sup> time)
End of Third Payment Period (Usually 15 Semester Credit Hours in 15 weeks) (31 + Semester Credit Hours in 45 weeks)	2.0 and 66.67% of scheduled (Minimum 30 Semester Credit Hours)	Academic/Financial Aid Warning (if 1st time) Academic/Financial Aid Probation (if 2 <sup>nd</sup> time) Academic/Financial Aid Termination (if 3rd time)
At Any Time	Anything in excess of 150% MTF	Financial Aid Dismissal

Academic Year: 30 weeks

- All AOS degree programs surpass a minimum of 60 credits.
- Payment Periods and MILESTONES AND EVALUATION POINTS FOR SATISFACTORY ACADEMIC PROGRESS span across two Academic Years (60 weeks)

#### MAXIMUM PROGRAM LENGTH/MAXIMUM TIME FRAME

The maximum allowable time frame to complete a degree is 150% of the published length of the educational program. Students who finish the program beyond the MTF will not be eligible to receive any additional financial assistance.

## **EXTENDED ENROLLMENT**

Students in this status will have the option to appeal for **extended enrollment**. A student on Extended Enrollment is not eligible for financial aid and there will be no tuition charges accrued for this status. Grades earned during extended enrollment will count to replace past failures to attempt meeting Satisfactory Academic Progress.

## **PROGRESSIONS OF SATISFACTORY/UNSATISFACTORY ACADEMIC PROGRESS**

### **Academic Warning**

Elmira Business Institute reviews academic records of all students on a semester basis. To be in good academic standing and maintain satisfactory academic progress toward graduation, a student must meet or exceed the *qualitative standards* in terms of cumulative grade point average **and** the *quantitative standards* in terms of credit hours scheduled/attempted versus credit hours completed. Federal regulations limit the amount of time a student may receive financial aid.

Students who have not met cumulative SAP qualitative and quantitative requirements at the end of a completed semester will be placed on academic warning. A student on academic warning may continue to receive assistance under federal financial aid programs for one payment period despite determination that the student is not making satisfactory academic progress.

Students placed on academic warning will be sent a letter informing them of their status for the next semester and expectations to regain satisfactory academic progress. The letter states that they are required to meet with the Campus Director and work on their academic support plan to ensure academic progress. Students placed on academic warning will be required to utilize the Academic Achievement Center monitored by the Academic Dean.

### **Academic Probation**

Students who have not met cumulative SAP qualitative and quantitative requirements at the end of a completed semester on academic warning will be placed on academic probation.

Students placed on academic probation will be mailed and/or emailed an official letter informing them of the required satisfactory academic progress benchmarks which must be achieved for the next semester. The letter informs the student of the requirement to meet with the Campus Director and work on an academic support plan to ensure improved academic progress.

Students who have not met cumulative SAP qualitative and quantitative requirements at the conclusion of the following semester will be subject to dismissal.

### **Return to Good Academic Standing**

If a student has met both quantitative and qualitative requirements after their term(s) on academic warning/probation, then they will have returned to good standing and met SAP requirements. The student will receive a letter of acknowledging the status change to *Good Academic Standing*.



## **Academic Dismissal/Termination**

Students who fail to achieve satisfactory academic progress following academic probation will be dismissed/terminated by the college. Students are encouraged to pursue re-entry through the academic appeal process.

## **Appeal Process**

A student may appeal academic probation if they feel it was unjustly calculated per SAP policy. Timeliness and written verification is critical in each step of the formal appeal. EBI Administration will determine whether the deadlines have been met. The Administration has the authority to extend the deadlines, but only in extraordinary circumstances. Below are the steps a student must take in appealing.

### **Formal Written Appeal**

Within 5 days of receipt of notice from the Campus Director, the student must formulate an appeal in writing and submit it by email or by regular post to both the Campus Director and Academic Dean. The written appeal must contain the following:

The student must describe how, in his or her understanding, the academic probation was determined, whether this process followed the procedures as stated in the catalog. The student must also provide any evidence supporting a claim that the calculation process was prone to error, bias, or capriciousness.

The recipient of the appeal must acknowledge receipt of the appeal within 48 hours and must respond to the student with his/her decision within 5 days of receipt of the appeal.

### **Academic Probation Appeals Committee**

If the student remains unsatisfied with the outcome of the appeal in Step 1, he/she may make one final appeal to EBI Academic Probation Appeals Committee, who will within two weeks of receipt of the appeal, review the formal, written appeal, convene a meeting of the Academic Probation Appeals Committee to consider the merits of the appeal, and respond to the student regarding the disposition of the appeal. The Academic Probation Appeals Committee will consist of the following members: Two faculty representatives (at least one must be within the student's program), Academic Dean and the Campus Director.

Minutes of the Academic Probation Appeals Committee meeting will be sent to the Senior Vice President of Administration and a copy will be maintained in EBI's Administrative Offices. The Academic Probation Appeals Committee's decision is final.

### **Administrative Appeal Petition**

Students have the ability to petition a hearing with the Senior Vice President of Administration in an attempt to review their Academic Appeal from the Academic Appeals Committee.

### **Change of Dismissal Status**

If the Senior Vice President of Administration determines that the student's dismissal or probationary status should be changed, within one week of the final decision, the school will notify the student records department, who will notify the student, financial aid, and the assigned academic advisor of the change.

### **Continued Academic Probation**

The Student will be granted this status upon approval of the appeal if a student has shown improvement and has demonstrated their ability to be successful and the appeal is warranted, then the student will be placed on continued academic probation for another semester in order to be given a chance to return to good standing. The student's course load may be reduced to promote academic progression.

Students in this standing will be sent a letter informing them of their status for the next semester. Students will meet with the Academic Dean for additional academic support.

### **Re-Establishing Financial Aid Eligibility**

A student will re-establish his/her eligibility for financial aid by meeting the quantitative and qualitative requirements of the standards of satisfactory academic progress for the program of enrollment, as described in the charts in the beginning of this section. The student may also re-establish his/her eligibility for financial aid if he/she applies for and is granted *Probation* status, or if he/she meets the quantitative and qualitative requirements of the standards of satisfactory academic progress while in the *Extended Enrollment* status.

### **Effect of Special Grades on Standards of Satisfactory Academic Progress**

In addition to the regular letter grades and their corresponding GPA values (A 4.00, A- 3.70, B+ 3.30, B 3.00, B- 2.70, C+ 2.30, C 2.00, C- 1.70, D+ 1.30, D 1.00, D- 0.70, and /F 0.00) that have an effect on both the quantitative and qualitative standards of satisfactory academic progress, several special letter grades are also used.

Grades of I (Incomplete), P (Pass), W (Withdraw), are not calculated in the student's cumulative grade point average or in the calculation of percentage of minimum cumulative credit hours attempted.

All Transfer of credit courses are included in the calculation of percentage of minimum cumulative attempted credit hours but are not included in the cumulative grade point average.

At the end of the second academic year and at the end of each subsequent academic year(s) where the student must have a minimum cumulative grade point average (CGPA) of 2.0 on a scale of 4.0, C, or its equivalent, or has academic standing consistent with the institutions requirements for graduation. A student receiving federal financial aid who does not meet the CGPA standards at the end of the second year will no longer be eligible for financial aid, may not be placed on probation, and must be dismissed, unless the student wishes to continue without being eligible for federal financial aid.

### **Repeating Courses**

Students who withdraw from a course or who receive a failing grade in any required course at Elmira Business Institute will need to repeat that course in order to fulfill the requirements for graduation. All failing grade notations will appear on a college transcript and effect progression.

### **Returning Students**

If a withdrawn student's application for re-entry into the college is granted, the student will automatically return in the same academic standing in which they left. If a student wishes to pursue a different academic program upon their return, their credits will be evaluated for the new program however, they will still return in the same category of academic progress at the time of withdrawal.

Returning students are expected to meet and maintain the same satisfactory academic progress requirements in the following term(s).

### **Change of Academic Program in Same Credential Level of Satisfactory Academic Progress**

If a student changes a program of study, only courses that are applicable to the new program of study, including general education courses, will be considered for the purposes of the calculation of the quantitative and qualitative standards of satisfactory academic progress.

### **Pursuit of Another Academic Program on Standards of Satisfactory Academic Progress**

Only courses that are applicable to the new program of study, including general education courses, will be considered for the purposes of the calculation of the quantitative and qualitative standards of satisfactory academic progress.

## **Grading System and Grade Point Average (GPA)**

### **Grading System:**

The grading system which is utilized by faculty and computed in a student's grade point average (GPA) is as follows:

Numerical Average	Letter Grade	Quality Points
95-100	A	4.0
90-94	A-	3.7
86-89	B+	3.3
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.3
73-75	C	2.0
70-72	C-	1.7
68-69	D+	1.3
66-67	D	1.0
65	D-	0.7
0-64	F	0.0
Withdraw/Failing	W/F	0.0
Withdraw	W	-
Incomplete	I	-
Transfer	T	-
Institutional Exam (Test Out)	TO	-
Pass	P	-
Advanced Placement Credit	APC	-

### **Grade Point Average (GPA)**

A student's GPA is calculated by dividing the total quality points earned by the total number of credit hours attempted. Quality points earned for a particular course are calculated by multiplying the quality points by the number of credits. For instance, a grade of B in a 3-credit course is worth 9 quality points. If a student takes four, three-hour courses (12 credit hours for the semester) and receives one A, two B's, and a C, this is translated into 36 quality points to be divided by the 12 credit hours. The resulting CGPA would be 3.0.

When calculating CGPA, a course where a student received a grade of "W" will have its credits counted towards the Cumulative GPA. However, the student will not receive any Quality Points for the course.

### **Cumulative GPA (CGPA)**

The Cumulative GPA is derived by dividing the total number of hours taken while at the College into the total number of points earned for those courses.

### **Withdrawal (W)**

Students may officially withdraw from a course without academic penalty if they do so before the Last Day to Withdraw, as noted on the College Calendar in this catalog. The student is responsible for informing the Campus Director. A grade of W will appear on the student's transcript. A full-time student who withdraws from all registered courses will be considered withdrawn from the College. The student understands that any of the following circumstances may delay graduation beyond 8, 12, or 16 months: assessment of present skills and scheduling of Writing, and/or Math Essentials, course failure(s),

academic probation, or scheduling below suggested full-time status (15 credits). EBI Administration has the final decision on student scheduling based on academic progress within the student's major.

- A withdrawal (W) does not effect the quantitative calculation in Satisfactory Academic Progress.

### **Withdrawal/Failure (WF)**

- A withdrawal/Failure (WF) does effect the quantitative and qualitative calculation of Satisfactory Academic Progress.

### **Incomplete**

No credit will be granted for incomplete work.

A grade of "I" (Incomplete) will only be awarded in exceptional circumstances, for medical or legal reasons, and only in the case of work due at the end of the term, such as a final paper or final examination. Documentation of the illness or emergency must be presented to the Campus Director and approved as excused absence and which will be communicated to the instructor. Incompletes are not to be granted to allow students to make up work missed earlier in the term. The student must be passing the course at the time of the Incomplete. All incomplete course work must be completed within two weeks of the end of the term to calculate a final grade.

### **Auditing Classes (Non-Punitive)**

Auditing classes for non-credit pertaining to pursuit of program completion will not be calculated towards term or CPGA.

### **Transfer Credit**

The Academic Dean will make the final determination regarding the awarding of transfer credit and/or advanced standing. All material such as official transcripts and official notification of standardized test scores must be sent directly to Elmira Business Institute from the postsecondary institution or granting agency awarding the credit.

A candidate for admission who has attended another accredited postsecondary institution is required to follow the aforementioned admission procedure. In addition, official transcripts of prior postsecondary work for which the candidate is requesting credit must be forwarded directly to EBI by the sponsoring institution along with course descriptions or the institution's catalog.

*All official college transcripts must be received and evaluated no later than the end of drop/add period of the student's first semester.*

A student can have a maximum of half the total credits required for a higher degree or certificate transferred toward an EBI degree provided that the credits were earned from an accredited postsecondary institution. Only courses in which grades of "C" or higher were earned will be reviewed for transfer credit. Evaluation of courses taken ten or more years previous to enrollment may or may not be considered.

\*\* Transfer of Credit will not be calculated in the student's final cumulative GPA; however it will be counted toward satisfactory course completion in the quantitative standard.

**Institutional Credit Examinations (Test Out Examinations):** Students who believe they have knowledge comparable to what would be gained by successful completion of particular course work at EBI may obtain credit for that course work by passing an institutional credit examination with a grade of "C" or higher. A standardized departmental examination can be arranged after enrollment through EBI's Administration offices and must be requested and completed by the end of the drop/add period of any semester. There is an administration fee of \$250 for each institutional credit examination attempted for credit.

\*\* Institutional Examinations will not be calculated in the student's final cumulative GPA; however it will be counted toward satisfactory course completion in the quantitative standard.

**Advanced Placement Examinations:** Credit for Advanced Placement Examinations sponsored by the Educational Testing Service and taken in high school will be awarded to those students who score "B or 3.0 GPA" or higher in courses comparable to offerings at EBI. Official scores and other relevant material must be sent to EBI directly from the Educational Testing Service.

\*\* Advanced Placement Examinations will not be calculated in the student's final cumulative GPA; however it will be counted toward satisfactory course completion in the quantitative standard and will appear on the official transcript as "APC" (Advanced Placement Credit)

**Portfolio Assessment for Experiential Learning:** EBI does not provide credit for experiential learning through portfolio assessment.

**ACCOUNTING**

**Associate in Occupational Studies  
16 Months (61 Credits)**

Accounting is often called the language of business. Its principles provide an accepted method of controlling income, costs and expenditures, and communicating the results of the operation of business. In today's business world, accounting services are indispensable to the operation of every modern business enterprise.

**Program Length:** The Accounting program consists of 1230 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

During the final term of study, students participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business facility and the Institute.

A graduate may gain employment as an assistant bookkeeper, cost accountant, payroll and tax preparer, as well as an accounting clerk working with the general ledger, accounts receivable, accounts payable, and inventory control. Positions may be found in industry, banking, insurance, and the government sector.

**PROGRAM REQUIREMENTS - CREDITS**

ACC101 Principles of Accounting I	3	COM003 Writing Essentials*	0
ACC102 Principles of Accounting II	3	COM111 College Writing I**	3
ACC120 Computerized Accounting Systems	3	COM121 College Writing II**	3
ACC201 Intermediate Accounting I	3	COM130 Oral Communications	3
ACC202 Intermediate Accounting II	3	COM140 Freshman Seminar	3
ACC210 Cost Accounting	3	COM150 Career Placement Seminar	1
ACC220 Income Tax	3	ECO201 Principles of Microeconomics**	3
ACC221 Auditing	3	EXT110 Externship	6
BUS002 Math Essentials*	0	MIC110 Introduction to Computers	1
BUS105 Business Mathematics**	3	MIS101 Word Processing Applications	2
BUS115 Principles of Management	3	MIS102 Spreadsheet Applications	2
BUS120 Business Law	3	MIS104 Presentation Skills Applications	1

Sample course sequence for the Accounting Program.

<u>First Semester:</u>		CRS	<u>Second Semester:</u>		CRS
Principles of Accounting I (ACC101)	3		Principles of Accounting II (ACC102)	3	
Introduction to Computers (MIC110)	1		Principles of Management (BUS115)	3	
Word Processing Applications (MIS101)	2		Spreadsheet Applications (MIS102)	2	
Business Mathematics (BUS105)	3		Presentation Skills Applications (MIS104)	1	
Freshman Seminar (COM140)	3		College Writing I (COM111)		
Oral Communications (COM130)	3		Business Law (BUS120)	3	
	<u>3</u>			<u>3</u>	
	15			15	
<u>Third Semester:</u>		CRS	<u>Fourth Semester:</u>		CRS
Intermediate Accounting I (ACC201)	3		Intermediate Accounting II (ACC202)	3	
Cost Accounting (ACC210)	3		Auditing (ACC221)	3	
Income Tax (ACC220)	3		Principles of Microeconomics (ECO201)	3	
College Writing II (COM121)	3		Externship (EXT110)		
Computerized Accounting Systems (ACC210)	3			6	
Career Placement Seminar (COM150)	1			<u>15</u>	
	<u>1</u>				
	16				

\*Students enrolling at EB1 must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

\*\*General Education Course

**This Program is in Teach-Out and no longer accepting enrollment at both campuses.**

**BUSINESS ADMINISTRATION:  
CONCENTRATION IN FINANCIAL SERVICES**

**Associate in Occupational Studies  
16 Months (66 credits)**

The Business Administration program is designed to provide a strong foundation for employment in the world of business. The program will provide a core of courses that will enable the student to view the total picture of general business. In particular, students will have a strong understanding of business law, business ethics, and economic theory. The Business Administration program is broken into three concentrations: Financial Services, Human Resources, and Small Business Management.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a “C” (2.0) overall average.

The Financial Services concentration offers training in the essential skills of a financial services employee. The program will prepare students for entry-level positions in the financial services industry. In particular, students will develop skills in the areas of the understanding of banking, investment management, financial planning, and life/health insurance. The students will be prepared for the Series 6 and 63 licensing examination and the NYS licensing examination in life, accident, and health insurance, if the student chooses to take the examinations. During the final term of study, students will participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business and the College.

The graduate will be prepared to gain employment and life-long learning using the following skills: understand the basics of banking, conduct financial planning with clients, assist customers with insurance and financial investment needs, analyze the basics of monetary rules and regulations, and define and analyze the basics of selling investment products.

**PROGRAM REQUIREMENTS - CREDITS**

ACC101 Principles of Accounting I	3	COM121 College Writing II**	3
ACC102 Principles of Accounting II	3	COM130 Oral Communications	3
ACC230 Investments	3	COM140 Freshman Seminar	3
BUS002 Math Essentials*	0	COM150 Career Placement Seminar	1
BUS105 Business Mathematics**	3	ECO201 Principles of Microeconomics**	3
BUS115 Principles of Management	3	ECO202 Principles of Macroeconomics**	3
BUS120 Business Law	3	ECO230 Money and Banking	3
BUS145 Principles of Banking	3	EXT115 Business Externship	3
BUS235 Insurance Licensing	3	MIC110 Introduction to Computers	1
BUS245 Financial Securities	3	MIS101 Word Processing Applications	2
BUS265 Fundamentals of Selling	3	MIS102 Spreadsheet Applications	2
COM003 Writing Essentials*	0	MIS103 Database Applications	2
COM111 College Writing I**	3	MIS104 Presentation Skills Applications	1
		MKT101 Principles of Marketing	3

**Sample course sequence for the Business Administration-Financial Services Program.**

<u>First Semester:</u>	<u>CRS</u>	<u>Second Semester:</u>	<u>CRS</u>
Principles of Accounting I (ACC101)	3	Principles of Accounting II (ACC102)	3
Business Mathematics (BUS105)	3	Principles of Management (BUS115)	3
College Writing I (COM111)	3	Principles of Banking (BUS145)	3
Oral Communications (COM130)	3	College Writing II (COM121)	3
Freshman Seminar (COM140)	3	Introduction to Computers (MIC110)	1
	<u>15</u>	Word Processing Applications (MIS101)	2
		Presentation Skills Applications (MIS104)	1
		Principles of Marketing (MKT101)	3
			<u>19</u>
<u>Third Semester:</u>	<u>CRS</u>	<u>Fourth Semester:</u>	<u>CRS</u>
Investments (ACC230)	3	Principles of Macroeconomics (ECO202)	3
Business Law (BUS120)	3	Money and Banking (EXO230)	3
Fundamentals of Selling (BUS265)	3	Insurance Licensing (BUS235)	3
Career Placement Seminar (COM150)	1	Financial Securities (BUS245)	3
Database Applications (MIS103)	2	Business Externship (EXT115)	3
Spreadsheet Applications (MIS102)	2		<u>15</u>
Principles of Microeconomics (ECO201)	3		
	<u>17</u>		

\*Students enrolling at EBI must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

\*\*General Education Course



**BUSINESS ADMINISTRATION:  
CONCENTRATION IN HUMAN RESOURCES**

**Associate in Occupational Studies  
16 Months (63 credits)**

The Business Administration program is designed to provide a strong foundation for employment in the world of business. The program will provide a core of courses that will enable the student to view the total picture of general business. In particular, students will have a strong understanding of business law, business ethics, and economic theory. The Business Administration program is broken into three concentrations: Financial Services, Human Resources, and Small Business Management.

**Program Length:** The Accounting program consists of 1095 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

The Human Resources concentration offers training in the essential skills of the human resource employee. The program will prepare students for entry-level human resource management positions. In particular, students will develop skills in the areas of employee benefits, recruiting, job analysis, compensation, and employment law. During the final term of study, students will participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business and the college.

The graduate will be prepared to gain employment and life-long learning using the following skills: Write and perform job evaluations, complete job analysis, write job descriptions, understand employee compensation and benefits issues, and analyze labor laws and health and safety issues.

**PROGRAM REQUIREMENTS - CREDITS**

ACC101 Principles of Accounting I	3	COM121 College Writing II**	3
ACC102 Principles of Accounting II	3	COM130 Oral Communications	3
BUS002 Math Essentials*	0	COM140 Freshman Seminar	3
BUS105 Business Mathematics**	3	COM150 Career Placement Seminar	1
BUS115 Principles of Management	3	ECO201 Principles of Microeconomics**	3
BUS135 Business Ethics	3	ECO202 Principles of Macroeconomics**	3
BUS230 Human Resources Management	3	EXT115 Business Externship	3
BUS250 People Skills in the Workplace	3	MIC110 Introduction to Computers	1
BUS255 Staffing and Recruiting	3	MIS101 Word Processing Applications	2
BUS260 Employment Law	3	MIS102 Spreadsheet Applications	2
BUS270 Compensation and Benefits	3	MIS103 Database Applications	2
COM003 Writing Essentials*	0	MIS104 Presentation Skills Applications	1
COM111 College Writing I**	3	MKT101 Principles of Marketing	3

Sample course sequence for the Business Administration-Human Resources Program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	CRS
Principles of Accounting I (ACC101)	3	Principles of Accounting II (ACC102)	3
Business Mathematics (BUS105)	3	Principles of Management (BUS115)	3
College Writing I (COM111)	3	College Writing II (COM121)	3
Oral Communications (COM130)	3	Introduction to Computers (MIC110)	1
Freshman Seminar (COM140)	3	Word Processing Applications (MIS101)	2
	15	Presentation Skills Applications (MIS104)	1
		Principles of Marketing (MKT101)	
			<u>3</u>
			16
<u>Third Semester:</u>	CRS	<u>Fourth Semester:</u>	CRS
Human Resources Management (BUS230)	3	Business Ethics (BUS135)	3
People Skills in the Workplace (BUS250)	3	Staffing and Recruiting (BUS255)	3
Employment Law (BUS260)	3	Compensation and Benefits (BUS270)	3
Career Placement Seminar (COM150)	1	Principles of Macroeconomics (ECO202)	3
Database Applications (MIS103)	2	Business Externship (EXT115)	<u>3</u>
Spreadsheet Applications (MIS102)	2		15
Principles of Microeconomics (ECO201)	<u>3</u>		
	17		

\*Students enrolling at EBI must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

\*\*General Education Course

**This Program is in Teach-Out and no longer accepting enrollment at the Elmira Campus.**

**BUSINESS ADMINISTRATION:  
CONCENTRATION IN SMALL BUSINESS MANAGEMENT**

**Associate in Occupational Studies  
16 Months (63 credits)**

The Business Administration program is designed to provide a strong foundation for employment in the world of business. The program will provide a core of courses that will enable the student to view the total picture of general business. In particular, students will have a strong understanding of business law, business ethics, and economic theory. The Business Administration program will be broken into three concentrations: Financial Services, Human Resources, and Small Business Management.

The Small Business Management concentration is designed for the student who would like to manage and/or own his/her own small business. In particular, the student will be prepared to write an individual business plan, understand the basic of managing a small firm, understand a marketing plan, and an overview of basic human resources.

**Program Length:** The Accounting program consists of 1095 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

The graduate will be prepared to gain employment and life-long learning using the following skills: Write a business plan, write a marketing research plan, analyze how to organize a sole proprietorship, for a partnership and/or incorporate a small business, prepare budgets to control costs, and understand how to manage a small business.

**PROGRAM REQUIREMENTS - CREDITS**

ACC101 Principles of Accounting I	3	COM121 College Writing II**	3
ACC102 Principles of Accounting II	3	COM130 Oral Communications	3
BUS002 Math Essentials*	0	COM140 Freshman Seminar	3
BUS105 Business Mathematics**	3	COM150 Career Placement Seminar	1
BUS115 Principles of Management	3	ECO201 Principles of Microeconomics**	3
BUS120 Business Law	3	ECO202 Principles of Macroeconomics**	3
BUS135 Business Ethics	3	EXT115 Business Externship	3
BUS215 Introduction to Entrepreneurship	3	MIC110 Introduction to Computers	1
BUS220 Statistics for Management	3	MIS101 Word Processing Applications	2
BUS230 Human Resources Management	3	MIS102 Spreadsheet Applications	2
BUS240 Small Business Management	3	MIS103 Database Applications	2
COM003 Writing Essentials*	0	MIS104 Presentation Skills Applications	1
COM111 College Writing I**	3	MKT101 Principles of Marketing	3

Sample course sequence for the Business Administration-Small Business Management Program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	CRS
Principles of Accounting I (ACC101)	3	Principles of Accounting II (ACC102)	3
Business Mathematics (BUS105)	3	Principles of Management (BUS115)	3
College Writing I (COM111)	3	College Writing II (COM121)	3
Oral Communications (COM130)	3	Introduction to Computers (MIC110)	1
Freshman Seminar (COM140)	3	Word Processing Applications (MIS101)	2
	<u>15</u>	Presentation Skills Applications (MIS104)	1
		Principles of Marketing (MKT101)	1
			<u>3</u>
			16
<u>Third Semester:</u>	CRS	<u>Fourth Semester:</u>	CRS
Business Law (BUS120)	3	Business Ethics (BUS135)	3
Introduction to Entrepreneurship (BUS215)	3	Human Resources Management (BUS230)	3
Statistics for Management (BUS220)	3	Small Business Management (BUS240)	3
Career Placement Seminar (COM150)	1	Principles of Macroeconomics (ECO202)	3
Database Applications (MIS103)	2	Business Externship (EXT115)	3
Spreadsheet Applications (MIS102)	2		<u>3</u>
Principles of Microeconomics (ECO201)	3		15
	<u>17</u>		

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\*\*General Education Course

**MEDICAL ASSISTING**

**Associate in Occupational Studies  
16 Months (67 credits)**

Medical Assisting provides students with an academic program that will lead to successful employment as an entry-level Medical Assistant with basic skills and knowledge to perform both clinical and administrative functions in a health care facility. Graduates successfully completing this 67-credit program will have the necessary skills to become employed as a medical assistant, phlebotomist, ECG technician, pharmacy technician, hospital ward clerk, insurance coder, medical billing clerk, insurance billing clerk, hospital admissions clerk, or chiropractic assistant.

**Program Length:** The Accounting program consists of 1335 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a “C” (2.0) overall average. In addition, a grade “C” (2.0 GPA) is required for the following courses:

- MED130 Medical Billing
- MED131 Electronic Medical Records
- MED210 Medical Law & Ethics
- MED220 Medical Laboratory I
- MED230 Medical Laboratory II
- MED240 Clinical Skills I
- MED250 Clinical Skills II
- OFF141 Medical Office Procedures

During the final term of study, students participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business facility and the Institute.

**PROGRAM REQUIREMENTS - CREDITS**

ACC101 Principles of Accounting I	3	MED130 Medical Billing	3
BUS002 Math Essentials*	0	MED131 Electronic Medical Records	3
BUS105 Business Mathematics**	3	MED210 Medical Law & Ethics	3
COM003 Writing Essentials*	0	MED220 Medical Laboratory I	3
COM111 College Writing I**	3	MED230 Medical Laboratory II	3
COM121 College Writing II**	3	MED240 Clinical Skills I	3
COM130 Oral Communications	3	MED250 Clinical Skills II	3
COM140 Freshman Seminar	3	MIC110 Introduction to Computers	1
COM150 Career Placement Seminar	1	MIS101 Word Processing Applications	2
ECO201 Principles of Microeconomics**	3	MIS103 Database Applications	2
EXT120 Medical Assisting Externship	6	MIS104 Presentation Skills Applications	1
MED110 Medical Terminology	3	OFF110 Computerized Keyboarding	3
MED120 Anatomy & Physiology	3	OFF141 Medical Office Procedures	3

Sample course sequence for the Medical Assisting Program.

<u>First Semester:</u>	<u>CRS</u>	<u>Second Semester:</u>	<u>CRS</u>
Medical Terminology (MED110)	3	Medical Laboratory I (MED220)	3
College Writing I (COM111)	3	Clinical Skills I (MED240)	3
Freshman Seminar (COM140)	3	Anatomy & Physiology (MED120)	3
Introduction to Computers (MIC110)	1	Business Mathematics (BUS105)	3
Word Processing Applications (MIS101)	2	College Writing II (COM121)	3
Oral Communications (COM130)	3	Computerized Keyboarding (OFF110)	3
	15		18
<u>Third Semester:</u>	<u>CRS</u>	<u>Fourth Semester:</u>	<u>CRS</u>
Medical Laboratory II (MED230)	3	Principles in Microeconomics (ECO201)	3
Clinical Skills II (MED250)	3	Principles of Accounting I (ACC101)	3
Medical Law & Ethics (MED210)	3	Database Applications (MIS103)	2
Medical Office Procedures (OFF141)	3	Presentation Skills Applications (MIS104)	1
Electronic Medical Records (MED131)	3	Medical Assisting Externship (EXT120)	
Medical Billing (MED130)	3		6
Career Placement Seminar (COM150)	1		15
	19		

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\*\*General Education Course

**MEDICAL CODING &  
REIMBURSEMENT SPECIALIST**

**Associate in Occupational Studies  
16 Months (61 credits)**

This coding and reimbursement specialist program is for those individuals who desire to begin their careers in positions of responsibility right after graduation. Courses in this program offer the curriculum of diagnostic and procedural codes to individual patient health information for data retrieval, analysis and claims processing.

A graduate will learn the following skills:

Abstracts pertinent information from patient records; Assign ICD-10-CM or HCPCS codes, creating APC or DRG group assignments in HRC. Queries physicians when code assignment are not straightforward or documentation in the record is inadequate, ambiguous, or unclear for coding purposes. Keeps abreast of coding guidelines and reimbursement reporting requirements. Brings identified concerns to supervisor or department manager for resolution. Abides by the Standards of Ethical Coding as set forth by the American Health Information Management Association and adheres to official coding guidelines.

**Program Length:** The Accounting program consists of 1215 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a “C” (2.0) overall average.

A graduate may gain employment as a Coding & Reimbursement Specialist and be able to sit for national certification. Positions may be found in medical office environment.

**PROGRAM REQUIREMENTS – CREDITS**

BUS002 Math Essentials*	0	MED130 Medical Billing	3
BUS105 Business Mathematics**	3	MED131 Electronic Medical Records	3
COM003 Writing Essentials*	0	MED150 Professional Medical Coding I	3
COM111 College Writing I**	3	MED210 Medical Law & Ethics	3
COM121 College Writing II**	3	MED260 Professional Medical Coding II	3
COM130 Oral Communications	3	MED270 Introduction to Health Information Management	3
COM140 Freshman Seminar	3		
COM150 Career Placement Seminar	1	MED280 Health Care Reimbursement Issues	3
ECO201 Principles in Microeconomics**	3	MIC110 Introduction to Computers	1
EXT110 Externship	6	MIS101 Word Processing Applications	2
MED110 Medical Terminology	3	OFF110 Computerized Keyboarding	3
MED120 Anatomy & Physiology	3	OFF141 Medical Office Procedures	3

Sample course sequence for the Medical Coding & Reimbursement Program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	CRS
Medical Terminology (MED110)	3	Anatomy & Physiology (MED120)	3
College Writing I (COM111)	3	Electronic Medical Records (MED131)	3
Freshman Seminar (COM140)	3	Medical Billing (MED130)	3
Introduction to Computers (MIC110)	1	Business Math (BUS105)	3
Word Processing Applications (MIS101)	2	Professional Medical Coding I (MED150)	3
Oral Communications (COM130)	3	Computerized Keyboarding (OFF110)	3
	<u>15</u>		<u>18</u>
<u>Third Semester:</u>	CRS	<u>Fourth Semester:</u>	CRS
Health Care Reimbursement (MED280)	3	Externship (EXT110)	6
Medical Office Procedures (OFF141)	3	Medical Law & Ethics (MED210)	3
Professional Medical Coding II (MED260)	3	Principles of Microeconomics (ECO201)	3
College Writing II (COM121)	3		<u>12</u>
Introduction to Health Information Management (MED270)	3		
Career Placement Seminar (COM150)	1		
	<u>16</u>		

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\*\*General Education Course

**OFFICE TECHNOLOGIES-  
MEDICAL CONCENTRATION**

**Associate in Occupational Studies  
16 Months (63 Credits)**

The Office Technologies program offers training in the essential office skills necessary for entry-level positions as assistants to executives in a wide variety of business, technical, industrial, or governmental institutions.

The program develops competencies in many skill areas such as keyboarding, word processing, microcomputer applications, desktop publishing, office procedures, accounting, communications, decision making, and time management that are needed by the expert assistant. Students will be able to decide on a medical or legal emphasis in their third and fourth terms.

**Program Length:** The Accounting program consists of 1260 clock hours of study. It should take students approximately 60 instructional weeks for days and 60 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

During the final term of study, students participate in an externship that provides them with an opportunity to work in the field under the supervision and evaluation of a cooperating business facility and the college.

The graduate will be prepared to gain employment as an administrative assistant, personnel assistant, office supervisor, office manager, or executive assistant.

**PROGRAM REQUIREMENTS – CREDITS**

ACC101 Principles of Accounting I	3	MED120 Anatomy & Physiology	3
BUS002 Math Essentials*	0	MED130 Medical Billing	3
BUS105 Business Mathematics**	3	MED131 Electronic Medical Records	3
BUS115 Principles of Management	3	MIC110 Introduction to Computers	1
COM003 Writing Essentials*	0	MIS101 Word Processing Applications	2
COM111 College Writing I**	3	MIS102 Spreadsheet Applications	2
COM121 College Writing II**	3	MIS103 Database Applications	2
COM130 Oral Communications	3	MIS104 Presentation Skills Applications	1
COM140 Freshman Seminar	3	MIS203 Advanced Database Applications	3
COM150 Career Placement Seminar	1	OFF110 Computerized Keyboarding	3
ECO201 Principles of Microeconomics**	3	OFF131 Medical Transcription I	3
EXT110 Externship	6	OFF141 Medical Office Procedures	3
MED110 Medical Terminology	3		

Sample course sequence for the Office Technologies Program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	CRS
Introduction to Computers (MIC110)	1	Business Math (BUS105)	3
Word Processing Applications (MIS101)	2	Anatomy & Physiology (MED120)	3
College Writing I (COM111)	3	Computerized Keyboarding (OFF110)	3
Freshman Seminar (COM140)	3	Medical Billing (MED130)	3
Medical Terminology (MED110)	3	College Writing II (COM121)	3
Oral Communications (COM130)	3	Principles of Management (BUS115)	3
	<u>15</u>		<u>18</u>
<u>Third Semester:</u>	CRS	<u>Fourth Semester:</u>	CRS
Medical Office Procedures (OFF141)	3	Principles of Accounting I (ACC101)	3
Medical Transcription I (OFF131)	3	Electronic Medical Records (MED131)	3
Principles of Microeconomics (ECO201)	3	Spreadsheet Applications (MIS102)	2
Database Applications (MIS103)	2	Presentation Skills Applications (MIS104)	1
Advanced Database Applications (MIS203)	3	Externship (EXT110)	
Career Placement Seminar (COM150)	1		
	<u>15</u>		<u>6</u>
			<u>15</u>

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\*\*General Education Course

**This Program is in Teach-Out and no longer accepting enrollment at both campuses.**

**FINANCIAL SERVICES - CERTIFICATE**

**8 Months  
(30 credits)**

The Financial Services Certificate helps professionals increase their expertise in the principles and practices of the financial services industry. The certificate will provide the student with a better understanding of various tasks and functions and prepare them to begin a career in the industry.

The students will be prepared to take the Series 6, Series 63, and Health/Life Insurance Exams if they choose.

**Program Length:** It should take students approximately 30 instructional weeks for days and 30 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a “C” (2.0) overall average.

The graduate will be prepared to gain employment and life-long learning using the following skills: Understand the basics of the banking industry, conduct basic financial planning with investment clients, use his/her understanding of selling to assist clients with investment decisions, and use his/her analysis of monetary rules and regulations to assist clients with investment decisions.

**PROGRAM REQUIREMENTS - CREDITS**

ACC230 Investments	3	ECO202 Principles of Macroeconomics	3
BUS145 Principles of Banking	3	MIC110 Introduction to Computers	1
BUS230 Money and Banking	3	MIS101 Word Processing Applications	2
BUS235 Insurance Licensing	3	MIS102 Spreadsheet Applications	2
BUS245 Financial Securities	3	MIS103 Database Applications	2
BUS265 Fundamentals of Selling	3	MIS104 Presentation Skills Applications	1
COM150 Career Placement Seminar	1		

Sample course sequence for the Financial Services Certificate program.

<u>First Semester:</u>	<u>CRS</u>	<u>Second Semester:</u>	<u>CRS</u>
Principles of Banking (BUS145)	3	Investments (ACC230)	3
Macroeconomics (ECO202)	3	Career Placement Seminar (COM150)	1
Introduction to Computers (MIC110)	1	Money and Banking (ECO230)	3
Word Processing Applications (MIS101)	2	Insurance Licensing (BUS235)	3
Spreadsheet Applications (MIS102)	2	Financial Securities (BUS245)	3
Database Applications (MIS103)	2	Fundamentals of Selling (BUS265)	3
Presentation Skills Applications (MIS104)	1		16
	<u>14</u>		

**This Program is in Teach-Out and no longer accepting enrollment at both campuses.**

**GENERAL BUSINESS ACCOUNTING - CERTIFICATE**

**8 Months  
(34 Credits)**

The General Business Accounting Program is designed to provide the graduate with a broad general background in business subjects as well as a specialization in accounting. The curriculum includes basic accounting theory and procedures and the preparation of financial statements, working papers, and the classification of accounts.

Students learn about the important relationship between accounting and the use of computers for collecting and interpreting data and develop competencies in accounting applications software.

**Program Length:** This program consists of 615 clock hours of study. It should take students approximately 30 instructional weeks for days and 30 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

Students will be prepared for such beginning positions as general bookkeeper, accounts receivable clerk, accounts payable clerk, and others.

**PROGRAM REQUIREMENTS – CREDITS**

ACC101 Principles of Accounting I	3	COM003 Writing Essentials*	0
ACC102 Principles of Accounting II	3	COM111 College Writing I	3
ACC120 Computerized Accounting Systems	3	COM140 Freshman Seminar	3
ACC220 Income Tax	3	COM150 Career Placement Seminar	1
BUS002 Math Essentials*	0	MIC110 Introduction to Computers	1
BUS105 Business Mathematics**	3	MIS101 Word Processing Applications	2
BUS115 Principles of Management	3	MIS102 Spreadsheet Applications	2
BUS120 Business Law	3	MIS104 Presentation Skills Applications	1

Sample course sequence for the General Business Accounting Program

<u>First Semester:</u>	<u>CRS</u>	<u>Second Semester:</u>	<u>CRS</u>
Principles of Accounting I (ACC101)	3	Principles of Accounting II (ACC102)	3
College Writing I (COM111)	3	Computerized Accounting Systems (ACC120)	3
Business Mathematics (BUS105)	3	Principles of Management (BUS115)	3
Freshman Seminar (COM140)	3	Income Tax (ACC220)	3
Introduction to Computers (MIC110)	1	Business Law (BUS120)	3
Word Processing Applications (MIS101)	2	Spreadsheet Applications (MIS102)	2
	15	Presentation Skills Applications (MIS104)	1
		Career Placement Seminar (COM150)	1
			1
			19

**This Program is in Teach-Out and no longer accepting enrollment at both campuses.**

**GENERAL OFFICE ASSISTANT - CERTIFICATE**

**8 Months  
(33 Credits)**

This program prepares students to work in the modern office by learning the basics of good office practice, including keyboarding, filing, office communications, telephone techniques, office procedures, and word processing.

**Program Length:** This program consists of 830 clock hours of study. It should take students approximately 30 instructional weeks for days and 30 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

Graduates find employment in such positions as general office worker, clerk-typist, receptionist, typist, records clerk, and inventory or stock clerk.

**PROGRAM REQUIREMENTS - CREDITS**

ACC101 Principles of Accounting I	3	MIS101 Word Processing Applications	2
BUS002 Math Essentials*	0	MIS102 Spreadsheet Applications	2
BUS105 Business Mathematics**	3	MIS103 Database Applications	2
COM003 Writing Essentials*	0	MIS104 Presentation Skills Applications	1
COM111 College Writing I	3	MIS203 Advanced Database Applications	3
COM140 Freshman Seminar	3	OFF110 Computerized Keyboarding	3
COM150 Career Placement Seminar	1	OFF130 Transcription I	3
MIC110 Introduction to Computers	1	OFF140 Office Procedures	3

Sample course sequence for the General Office Assistant Program.

<u>First Semester:</u>	<u>CRS</u>	<u>Second Semester:</u>	<u>CRS</u>
Computerized Keyboarding (OFF110)	3	Principles of Accounting I (ACC101)	3
Business Mathematics (BUS105)	3	Transcription I (OFF130)	3
Freshman Seminar (COM140)	3	Office Procedures (OFF140)	3
College Writing I (COM111)	3	Spreadsheet Applications (MIS102)	2
Introduction to Computers (MIC110)	1	Database Applications (MIS103)	2
Word Processing Applications (MIS101)	2	Presentation Skills Applications (MIS104)	1
	15	Advanced Database Applications (MIS203)	3
		Career Placement Seminar (COM150)	1
			18



**This Program is in Teach-Out and no longer accepting enrollment at both campuses.**

**HUMAN RESOURCES - CERTIFICATE**

**8 Months  
(30 credits)**

The Certificate Program in Human Resources is designed to help professionals increase their expertise in the principles and practices of the human resources functions. The certificate will provide students with a better understanding of various human resource disciplines, and prepares professionals for the challenges and demands faced in the human resources field.

**Program Length:** This program consists of 510 clock hours of study. It should take students approximately 30 instructional weeks for days and 30 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

The graduate will be prepared to gain employment and life-long learning using the following skills: a basic understanding of the working world of a Human Resource Manager, analyze the compensation and benefits in a company, gain a strong understanding of the workplace and how to deal with diverse groups, recruit talented professionals, and analyze labor law and how it effects the employee and/or business.

**PROGRAM REQUIREMENTS – CREDITS**

BUS115 Principles of Management	3	COM150 Career Placement Seminar	1
BUS135 Business Ethics	3	MIC110 Introduction to Computers	1
BUS230 Human Resource Management	3	MIS101 Word Processing Applications	2
BUS250 People Skills in the Workplace	3	MIS102 Spreadsheet Applications	2
BUS255 Staffing and Recruiting	3	MIS103 Database Applications	2
BUS260 Employment Law	3	MIS104 Presentation Skills Applications	1
BUS270 Compensation and Benefits	3		

Sample course sequence for the Human Resources Certificate program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	CRS
Principles of Management (BUS115)	3	Business Ethics (BUS135)	3
Human Resource Management (BUS230)	3	People Skills in the Workplace (BUS250)	3
Introduction to Computers (MIC110)	1	Staffing and Recruiting (BUS255)	3
Word Processing Applications (MIS101)	2	Employment Law (BUS260)	3
Spreadsheet Applications (MIS102)	2	Compensation and Benefits (BUS270)	3
Database Applications (MIS103)	2	Career Placement Seminar (COM150)	1
Presentation Skills Applications (MIS104)	1		16
	14		

**This Program is in Teach-Out and no longer accepting enrollment at both campuses.**

**MEDICAL ASSISTING - CERTIFICATE**

**12 Months  
(46 Credits)**

Medical Assisting provides students with an academic program that will lead to successful employment as an entry-level Medical Assistant with basic skills and knowledge to perform clinical functions in a healthcare facility. Graduates successfully completing this 46-credit program will demonstrate the ability to perform patient-related clinical duties and laboratory procedures as appropriate to the clinical setting.

Students will also demonstrate the workplace skills of problem solving, understanding and applying legal and ethical concepts, and communicating effectively in a professional medical environment. Successful graduates will have the necessary skills to become employed as a medical assistant, phlebotomist, ECG technician, pharmacy technician, or chiropractic assistant.

**Program Length:** This program consists of 825 clock hours of study. It should take students approximately 45 instructional weeks for days and 45 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

**PROGRAM REQUIREMENTS – CREDITS**

BUS002 Math Essentials*	0	MED131 Electronic Medical Records	3
BUS105 Business Mathematics**	3	MED210 Medical Law & Ethics	3
COM003 Writing Essentials*	0	MED220 Medical Laboratory I	3
COM111 College Writing I	3	MED230 Medical Laboratory II	3
COM140 Freshman Seminar	3	MED240 Clinical Skills I	3
COM150 Career Placement Seminar	1	MED250 Clinical Skills II	3
MED110 Medical Terminology	3	MIC110 Introduction to Computers	1
MED120 Anatomy & Physiology	3	MIS101 Word Processing Applications	2
MED130 Medical Billing	3	OFF110 Computerized Keyboarding	3
		OFF141 Medical Office Procedures	3

Sample course sequence for the Medical Assisting Program.

<u>First Semester:</u>	<u>CRS</u>	<u>Second Semester:</u>	<u>CRS</u>
Medical Terminology (MED110)	3	Anatomy & Physiology (MED120)	3
Freshman Seminar (COM140)	3	Medical Laboratory I (MED220)	3
College Writing I (COM111)	3	Clinical Skills I (MED240)	3
Introduction to Computers (MIC110)	1	Business Mathematics (BUS105)	3
Word Processing Applications (MIS101)	2	Electronic Medical Records (MED131)	3
Computerized Keyboarding (OFF110)	3	Career Placement Seminar (COM150)	1
	<u>15</u>		<u>16</u>
<u>Third Semester:</u>	<u>CRS</u>		
Medical Laboratory II (MED230)	3		
Clinical Skills II (MED250)	3		
Medical Law & Ethics (MED210)	3		
Medical Billing (MED 130)	3		
Medical Office Procedures (OFF141)	3		
	<u>15</u>		

**MEDICAL CODING & BILLING - CERTIFICATE**

**12 Months  
(46 credits)**

This coding and billing program is for those individuals who desire to begin their careers in positions of responsibility right after graduation. Courses in this program offer the curriculum of diagnostic and procedural codes to individual patient health information for data retrieval, analysis and claims processing.

**Program Length:** This program consists of 810 clock hours of study. It should take students approximately 45 instructional weeks for days and 45 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

A graduate will learn the following skills:

Abstracts pertinent information from patient records; Assign ICD-10-CM or HCPCS codes, creating APC or DRG group assignments in HRC. Queries physicians when code assignment are not straightforward or documentation in the record is inadequate, ambiguous, or unclear for coding purposes. Keeps abreast of coding guidelines and reimbursement reporting requirements. Brings identified concerns to supervisor or department manager for resolution. Abides by the Standards of Ethical Coding as set forth by the American Health Information Management Association and adheres to official coding guidelines. Positions may be found in medical office environment.

**PROGRAM REQUIREMENTS – CREDITS**

BUS002 Math Essentials*	0	MED131 Electronic Medical Records	3
BUS105 Business Mathematics**	3	MED150 Professional Medical Coding I	3
COM003 Writing Essentials*	0	MED210 Medical Law & Ethics	3
COM111 College Writing I	3	MED260 Professional Medical Coding II	3
COM140 Freshman Seminar	3	MED270 Introduction to Health Information Management	3
COM150 Career Placement Seminar	1	MED280 Health Care Reimbursement Issues	3
MED110 Medical Terminology	3	MIC110 Introduction to Computers	1
MED120 Anatomy & Physiology	3	MIS101 Word Processing Applications	2
MED130 Medical Billing	3	OFF110 Computerized Keyboarding	3
		OFF141 Medical Office Procedures	3

Sample course sequence for the Medical Coding & Billing Program.

<u>First Semester:</u>	<u>CRS</u>	<u>Second Semester:</u>	<u>CRS</u>
Medical Terminology (MED110)	3	Anatomy & Physiology (MED120)	3
College Writing I (COM111)	3	Medical Billing (MED130)	3
Freshman Seminar (COM140)	3	Electronic Medical Records (MED131)	3
Computerized Keyboarding (OFF110)	3	Business Mathematics (BUS105)	3
Intro to Computers (MIC110)	1	Professional Medical Coding I (MED150)	3
Word Processing Applications (MIS101)	2	Career Placement Seminar (COM150)	1
	<u>15</u>		<u>16</u>
<u>Third Semester:</u>	<u>CRS</u>		
Medical Law & Ethics (MED210)	3		
Professional Medical Coding II (MED260)	3		
Introduction to Health Information Management (MED270)	3		
Health Care Reimbursement Issues (MED280)	3		
Medical Office Procedures (OFF141)	3		
	<u>3</u>		
	<u>15</u>		

**This Program is in Teach-Out and no longer accepting enrollment at both campuses.**

**MEDICAL OFFICE ASSISTANT - CERTIFICATE**

**8 Months  
(34 Credits)**

The Medical Office Assistant Program is designed to prepare individuals for challenging medical careers in the expanding healthcare field. Positions may be found in private medical practices, clinics, hospitals, public health departments, industry health care departments, insurance companies, government agencies, or research laboratories.

Students master such office skills as keyboarding, word processing, and microcomputer applications using the latest office communications equipment. Specialized subjects such as medical terminology and medical records and billing are included.

**Program Length:** This program consists of 630 clock hours of study. It should take students approximately 30 instructional weeks for days and 30 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a "C" (2.0) overall average.

Graduates will be prepared for entry-level medical office positions where specialized medical office skills will be of immediate value to their employers.

**PROGRAM REQUIREMENTS - CREDITS**

COM003 Writing Essentials*	0	MED131 Electronic Medical Records	3
COM111 College Writing I	3	MIC110 Introduction to Computers	1
COM140 Freshman Seminar	3	MIS101 Word Processing Applications	2
COM150 Career Placement Seminar	1	MIS103 Database Applications	2
MED110 Medical Terminology	3	MIS104 Presentation Skills Applications	1
MED120 Anatomy & Physiology	3	MIS203 Advanced Database Applications	3
MED130 Medical Billing	3	OFF110 Computerized Keyboarding	3
		OFF141 Medical Office Procedures	3

Sample course sequence for the Medical Office Assistant Program.

First Semester:	CRS	Second Semester:	CRS
Computerized Keyboarding (OFF110)	3	Anatomy & Physiology (MED120)	3
Freshman Seminar (COM140)	3	Medical Billing (MED130)	3
College Writing I (COM111)	3	Database Applications (MIS103)	2
Medical Terminology (MED110)	3	Presentation Skills Applications (MIS104)	1
Introduction to Computers (MIC110)	1	Advanced Database Applications (MIS203)	3
Word Processing Applications (MIS101)	2	Electronic Medical Records (MED131)	3
	15	Medical Office Procedures (OFF141)	3
		Career Placement Seminar (COM150)	1
			19

**This Program is in Teach-Out and no longer accepting enrollment at both campuses.**

**SMALL BUSINESS MANAGEMENT – CERTIFICATE**

**8 Months  
(33 credits)**

The Certificate Program in Small Business Management is designed to prepare students to launch a new venture in the world of business. In particular, students will develop a business plan and learn how to market and manage their new business.

**Program Length:** This program consists of 555 clock hours of study. It should take students approximately 30 instructional weeks for days and 30 instructional weeks for nights to complete the program.

**Graduation Requirements:** To receive a Diploma, each student must pass all subjects in the curriculum and must achieve at least a “C” (2.0) overall average.

Graduates will be prepared to gain employment and life-long learning using the following skills: Understand and analyze how to launch a new business venture, know how to complete a sound business plan, analyze how to market the new venture successful, including the importance of location of the business, gain a working knowledge of the basics of small business management, and understand the financial and human resource elements of a business.

**PROGRAM REQUIREMENTS - CREDITS**

BUS115 Principles of Management	3	ECO202 Macroeconomics	3
BUS135 Business Ethics	3	MIC110 Introduction to Computers	1
BUS215 Introduction to Entrepreneurship	3	MIS101 Word Processing Applications	2
BUS220 Statistics for Management	3	MIS102 Spreadsheet Applications	2
BUS230 Human Resource Management	3	MIS103 Database Applications	2
BUS240 Small Business Management	3	MIC104 Presentation Skills Applications	1
COM150 Career Placement Seminar	1	MKT101 Principles of Marketing	3

Sample course sequence for the Small Business Management Certificate program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	CRS
Principles of Management (BUS115)	3	Business Ethics (BUS135)	3
Introduction to Entrepreneurship (BUS215)	3	Statistics for Management (BUS220)	3
Introduction to Computers (MIC110)	1	Human Resource Management (BUS230)	3
Word Processing Applications (MIS101)	2	Small Business Management (BUS240)	3
Spreadsheet Applications (MIS102)	2	Career Placement Seminar (COM150)	1
Database Applications (MIS103)	2	Macroeconomics (ECO202)	3
Presentation Skills Applications (MIS104)	1		16
Principles of Marketing (MKT101)	3		
	17		

## Course Descriptions

Courses are listed alphabetically according to a three-letter identification code. Course numbers do not guarantee transferability; however, the following numbering system is applicable to courses at this College.

### Course Number Description

002-003 Developmental coursework that is designed to prepare students for their "college level" work. These courses cannot be used to satisfy graduation requirements but are mandated if indicated by assessment evaluation. Developmental coursework is not used to determine satisfactory academic progress but is used for grade level determination for financial aid purposes.

101-150 Degree-level and career certificate courses will usually be taken by students in their first two semesters.

201-280 Upper-level coursework toward a degree or certificate.

### Course Abbreviations

ACC	Accounting
BUS	Business
COM	Communication
EXT	Externship
MED	Medical
MIC	Microcomputing
MIS	Information Systems
OFF	Office Technologies
ECO	Economics

#### General Education Courses

BUS105	Business Mathematics
ECO201	Principles of Microeconomics
ECO202	Principles of Macroeconomics
COM111	College Writing I
COM121	College Writing II

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\*Students enrolling at EBI must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

\*\*General Education Course

**ACC202 INTERMEDIATE ACCOUNTING II****3 CREDITS**

This course is designed to continue to expose students to advanced accounting theory. The course will include topics such as financial statement analysis. The aforementioned principle items are liabilities, contributed capital, and retained earnings. This course will use computerized accounting systems to broaden the student's exposure to the advanced accounting theory and practice.

*PREREQUISITE: ACC201: Intermediate Accounting I*

**BUS002 MATH ESSENTIALS****0 CREDITS**

This course is designed to provide the most fundamental background needed for college-level mathematics and skills required for many business applications of mathematics. Topics covered include basic computation with fractions, decimals and percentages, measurement in both metric and English units, elementary geometry, graphs, and basic algebra.

*COREQUISITE: BUS105: Business Mathematics*

**EXT115 BUSINESS EXTERNSHIP****3 CREDITS**

This course is designed to expose the student to real-world experience in a professional environment with a local employer. The student will utilize and enhance the knowledge gained in a classroom through work experience. Attention will be given to the student's professional development and skills such as communicating, interviewing, networking, and job searching throughout the internship. Emphasis is placed on proper office attire, punctuality and the ability to success-fully complete assigned tasks through classroom training. Externship is scheduled in the last semester of a student's academic experience at EBI. In addition to the classroom hours, the student will spend 75 hours of non-paid time at the externship to complete his/her externship program.

*\*\*Upon Recommendation of Administration*

**MED120 ANATOMY & PHYSIOLOGY****3 CREDITS**

This course enables the student to put knowledge of medical terminology to practical use through the integration of abbreviations, symbols, forms and formats used in the medical record. It is a continuation of Medical Terminology with in-depth coverage of medical terms associated with body systems, disease conditions, and diagnostic and treatment modalities. Upon completion of the course, the student will be able to define pathologies and treatment modalities for each body system.

*PREREQUISITE: MED110: Medical Terminology*

**MIS101 WORD PROCESSING APPLICATIONS****2 CREDITS**

This course is designed as a comprehensive overview of word processing software. Areas of focus include understanding basic functions of the Ribbon, creation of documents, and basic file management. Students progress from introductory to advanced level skill sets while preparing for applications in business and office settings. At the conclusion of this course, students will have the confidence to apply these computer skills in the workplace.

**MIS102 SPREADSHEET APPLICATIONS****2 CREDITS**

This course is designed as a comprehensive overview of spreadsheet software. Students progress from an introductory level to advanced skill sets while preparing applications in business and office settings through a combination of lecture and hands-on use. Areas of focus will include understanding cells and data, formatting of values and labels, the use of formulas and functions, the creation and development of charts and tables, the

application of macros and programming, and the use of data with other workbooks, files, and applications. At the conclusion of this course, students should have the confidence to apply these computer skills in the workplace.

**MIS103 DATABASE APPLICATIONS**

**2 CREDITS**

This course is designed as a comprehensive overview of database software. Students progress from an introductory level to advanced skill sets while preparing for applications in business and office settings through a combination of lecture and hands on use. Areas of focus will include the use and analysis of databases, the understanding of fields and records, the creation of tables and data, the development of queries, the design and implementation of forms and reports, the application of macros and programming, and the use of data with other files and applications. At the conclusion of this course, students should have the confidence to apply these computer skills in the workplace.

*PREREQUISITES: OFF110: Computerized Keyboarding*

**MIS104 PRESENTATION SKILLS APPLICATIONS**

**1 CREDIT**

The course will introduce students to presentation software Microsoft PowerPoint and Microsoft Publisher. Students will learn to create presentation materials. The course will cover topics in creative presentation skills, customizing slide formats, customizing presentations, and management and delivery of presentations.

**MIS203 ADVANCED DATABASE APPLICATIONS**

**3 CREDITS**

This course is designed as a comprehensive overview of database software, progressing from an introductory level to advanced skill sets. Students prepare for applications in business and office settings through a combination of lecture and hands-on use. Areas of focus will include the use and analysis of databases, the understanding of fields and records, the creation of tables and data, the development of queries, the design and implementation of forms and reports, the application of macros and programming, and the use of data with other files and applications. At the conclusion of this course, students should have the confidence to apply these computer skills in the workplace.



## Administration and Faculty

**Elmira Campus**  
**Administrative Staff**

~~Hannah Blyskal~~ Representative  
~~Rebecca Halloran~~ Executive Assistant/Corporate Registrar

~~Gynthia Leonard~~ Admissions Representative  
~~Susan Madden~~ Building Cleaning Supervisor

~~Ann McInry~~ Representative  
~~Patricia Morris~~ Career Services Coordinator

~~Samir Necheh~~ Graduate & Alumni Services Director

~~Tristina Priebe~~ Admissions Representative  
~~Shelly B. O'Donnell~~ Student Services Director  
~~Yvonne Turner~~ Medical Assistant Externship Coordinator

Program Director for Medical Coding & Billing,  
Medical Coding & Reimbursement Specialist,  
Medical Office Assistant and Office Technologies  
Coding & Billing Externship Coordinator  
Externship Coordinator

~~Benjamin VanTol~~  
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AAPC  
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AOS, Elmira Business Institute  
Certificate, American Red Cross  
Certificate, American Heart Association

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Certificate, American Academy of CPR &  
First Aid, Inc., BLS CPR  
Certificate, American Academy of CPR &  
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BS, Mansfield University  
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The following faculty are no longer affiliated with Elmira Business Institute.

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## **Vestal Campus**

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