Elmira Business Institute
Founded 1858

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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. 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 mission of Elmira Business Institute is to enhance the ability of each student enrolled in our institution through career education.
  ➢ To provide educational and employment opportunities through concentrated, highly structured programs of study that prepare students for entry-level positions.
  ➢ 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

In order to graduate, students must successfully complete the minimum number of credits required for their program (61/66/63/63/67/61/63 semester credits for an A.O.S. degree, 30/34/33/30/46/46/34/33 semester credits for Certificate), fulfill any other program requirements, and have a cumulative grade point average (GPA) of at least 2.0. Medical Assisting students must follow program guidelines for competencies and obtain a grade point average (GPA) of at least 2.0 for the required classes.

Satisfactory Academic Progress

The student must maintain Satisfactory Academic Progress (SAP). Incomplete grades, auditing grades (non-punitive) and non- credit or essential courses do not affect satisfactory academic progress.

SAP for purposes of determining continuing federal financial assistance is determined by applying the Cumulative Grade Point Average (CGPA) requirements, progression towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the following sections.

Students on academic probation are considered to be maintaining satisfactory academic progress and are eligible to continue receiving federal financial assistance. Students who have been academically suspended or dismissed are no longer active students of the college and are ineligible for financial aid. Reinstatement of financial aid eligibility will occur only after re-admittance following suspension or in the event the student's appeal results in re-admittance.

I. Attendance
Students are expected to attend class regularly in every course for which they have registered. Attendance regulations for specific courses are established by the course instructor and may have a bearing on the student's grade.

Students who anticipate an absence should contact the appropriate instructor(s) in advance. In the case of an unexpected absence, students should speak to the instructor(s) as soon as they return to class or during their absences. In either case, students are responsible for all material covered.

Federal Mandate of the 14 Day Attendance Policy:

A student must be marked present 1(once) every 14(fourteen) calendar days in order to remain a currently enrolled student. On the fourteenth day, if the student does not post attendance, they will be dismissed due to attendance (Attendance Dismissal).

An attendance dismissal may be appealed in writing to EBI Administration and the appeal must be accompanied by detailed documentation of any extenuating circumstances (e.g. legal, health, death in family, etc.) being used to support the appeal.

   • *In order for the appeal to be approved, a student must return to class and post attendance no later than 5(five) days preceding his/her date of dismissal.*

II. Requirements for Graduation

In order to graduate, students must successfully complete the minimum number of credits required for their program (61/66/63/63/67/61/63 semester credits for an A.O.S. degree, 30/34/33/30/46/46/34/33 semester credits for Certificate), fulfill any other program requirements,

and have a cumulative grade point average (GPA) of at least 2.0. Medical Assisting students must follow program guidelines for competencies and obtain a grade point average (GPA) of at least 2.0 for the required classes.

III. Schedule of Completion
It is expected that the extended time span for a student to complete a program is 1.5 times the length of the program, e.g. six terms for a four-semester program and three semesters for a two-semester program. At the halfway point of this time span a student must have successfully completed 60 percent of his/her attempted credits with a minimum CGPA of 1.5. At the 75 percent point, the student must have completed 65 percent of the required courses with a minimum of a 1.75 CGPA. At the completion of the program, the student must have a 2.0 CGPA. In no case can a student exceed one and one-half times the standard program length as a regular student and receive the original academic credential (Certificate or A.O.S. Degree) for which he or she enrolled.

IV. Grading System and Grade Point Average (GPA)

a. **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	----

b. **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.

c. 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.

d. Dean's List.
Full-time students who have a term grade point average of 3.5 or better will be named to the Dean's List. Such students must successfully have accrued a minimum of 12 credit hours.

Part-time students can earn a place on the Dean's List by having a 3.5 or higher cumulative grade point average for his/her most recent term that include at least 12 credit hours.
Alpha Beta Kappa.

e. Kappa National Honor Society.
Students with a cumulative grade point average of 3.8 or higher are eligible to join Alpha Beta Kappa.

f. Graduation with Honors.
Students who graduate with a cumulative grade point average of 3.5 or better will receive the distinction of graduating "with Honors."

g. 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 EBI Administration **(Campus Director and Academic Dean)** 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 English, and/or Mathematics 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.

h. 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 documented and presented to EBI Administration and approved as a excused absence and communicated by the student to their instructor. The instructor submits a

recommendation for a grade of "I" for medical or legal reasons to EBI Administration for final approval. 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 "I". All incomplete course work must be completed within two weeks of the end of the term or the "I" automatically becomes an "F."

i. Repeated Class
Students may repeat a failing course once and receive Title IV eligibility. The higher grade on the repeated course will be counted in the Cumulative GPA towards SAP.

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

k. Re-Entry/Reinstatement
A student may be a reinstated as a matriculating student after failing to make satisfactory academic progress based upon the following:

A year must elapse before the student can be reinstated based upon an academic evaluation conducted by EBI Administration to determine that the student has the desire and the academic ability to progress satisfactorily in an alternative program of study. The student may be placed on academic probation for one semester upon reinstatement if previous enrolled term shows the student was on academic probation.

l. Transfer of Credits
Students who have attended another college or university are required to submit official transcripts and course descriptions from each college or university previously attended. All official college transcripts must be received and evaluated no later than the end of drop/add period of the student's first semester.

      1.   Advanced Standing

      EBI Administration **(Defined Below)** 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.

      Transfer 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.

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 passed for credit.

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 "3" 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.

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

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

EBI Administration:

Campus Director – Academic Dean – Senior Vice President.

m. Change of Program
When a student transfers into another program, only the courses pertinent to the new program will be calculated in the student's final cumulative GPA and course completion percentage. A student is required to matriculate into one degree at a time, therefore additional degree credits are treated as transferring into a new program and will be calculating into new program GPA and course completion percentage. A student will matriculate into a second degree after graduating from the first.

V. Probation

   a. Extended Enrollment (Non-Regular Student Status)
EBI will continue a student on an extended enrollment status after he/she has been
determined not to be making satisfactory progress at the evaluation points described above
for a period of time not greater than one semester. During this period, the student is not
eligible for federal student aid, but the student may continue to matriculate in a non-regular
status and will not be charged tuition and fees.

While in a non-regular status, a student will normally seek to correct academic deficiencies
by taking remedial courses, retaking courses he/she has failed, or practicing previously
learned skills in order to be reinstated as a regular student. A student in a non-regular status
may earn credits for retaking failed courses, and the new grade will replace the "F."
However, in no case can a student exceed one and one-half times the standard program
length as a regular student and receive the original academic credential for which he or she
enrolled.

When a student is dismissed or placed in a non-regular student status for failure to make
satisfactory progress, a refund may be due in accordance with EBI's stated refund policy.
Also, any change in student status will be communicated to the financial aid lender, if
applicable.

   b. Academic Dismissal
Failure to meet academic achievement standards for two consecutive terms after a SAP
calculation will result in Academic Dismissal. Dismissal may be appealed in writing to EBI
Administration and the appeal must be accompanied by detailed documentation of any
extenuating circumstances (e.g. health, legal, death, etc.) being used to support the appeal.

For the student to be eligible for registration, the appeal must be filed by the first day of
class. EBI Administration will convene a committee to review the appeal, and a decision will
be made by the last day of late registration. Should the appeal be successful, the student will
be permitted one additional term to return to good standing but will not be eligible for state
or federal aid for the term. Students with repeated patterns of failures and/or withdrawals
may be academically dismissed at the discretion of EBI Administration. **(Defined below)**

EBI Administration:

Campus Director – Academic Dean – Senior Vice President.

   c. Academic Probation Appeals Process

The Appeals Process applies only to students taking Elmira Business Institute Courses and
Academic Probation.

Procedure:
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.

A. Informal discussion.
Within 14 days of the decision being handed to the student, the student should communicate concerns regarding the determination with the Campus Director. If the student does not address concerns during the meeting, he or she should email or contact the Campus Director in the administrative offices as soon as possible.

If the Campus Director is unavailable during this time period, and if the student can show evidence that he/she attempted to contact the Campus Director to no avail, the student should communicate his/her concerns with the Academic Dean. Or, if the student discusses the issue with the Campus Director, but remains dissatisfied with the outcome, he or she may then contact the appropriate office and file a formal written appeal.

B. Formal Appeal
Step 1. Written Appeal
Within 10 days of receipt of the Campus Director or if the Campus Director has not responded to the student's request for reconsideration of academic probation, 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:

    a. The student must attest that he/she discussed the matter with the Campus Director by some means (email, phone, mail, or other), or that he/she attempted to contact the Campus Director to discuss the matter but that the Campus Director was unavailable or did not provide a resolution agreeable to the student.

    b. The student must include the Academic Policy as stated in the student handbook.

    c. 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.

    d. 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 10 days of receipt of the appeal.

Step 2. Administration and 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 Administration **(Defined below)**, 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 back to the student regarding the disposition of the appeal. The Academic Probation Appeals Committee will consist of the following members:

    a. Two faculty representatives (at least one must be within the student's program).
    b. EBI Administration **(Defined below)**
    c. Minutes of the Academic Probation Appeals Committee meeting will be sent to the Administration and a copy will be maintained in EBI's Administrative Offices.
    d. The Academic Probation Appeals Committee's decision is final. No further appeal will be accepted.

    EBI Administration:

    Campus Director – Academic Dean – Senior Vice President.

Step 3. Change of Dismissal Status
If the Academic Probation Appeals Committee 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.

ACCOUNTING

<div align="right">

Associate in Occupational Studies
16 Months (61 Credits)

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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.

This two-year accounting 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 the one-year General Business Accounting Program plus advanced training designed to add depth and maturity to the student's professional background.

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.

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PROGRAM REQUIREMENTS - CREDITS

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Course	CRS	Course	CRS
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.

First Semester:	CRS	Second Semester:	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
	15		3
			15

Third Semester:	CRS	Fourth Semester:	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		15
	16		

BUSINESS ADMINISTRATION
FINANCIAL SERVICES CONCENTRATION

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.

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.

First Semester:	CRS	Second Semester:	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	Principles of Banking (BUS145)	3
Oral Communications (COM130)	3	College Writing II (COM121)	3
Freshman Seminar (COM140)	3	Introduction to Computers (MIC110)	1
	15	Word Processing Applications (MIS101)	2
		Presentation Skills Applications (MIS104)	1
		Principles of Marketing (MKT101)	3
			19
Third Semester:	CRS	Fourth Semester:	CRS
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		15
Principles of Microeconomics (ECO201)	3		
	17		

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.

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.

First Semester:	CRS	Second Semester:	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)	3
			16
Third Semester:	CRS	Fourth Semester:	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)	3
Spreadsheet Applications (MIS102)	2		15
Principles of Microeconomics (ECO201)	3		
	17		

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.

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.

First Semester:	CRS	Second Semester:	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)	
		Principles of Marketing (MKT101)	1
			3
			16
Third Semester:	CRS	Fourth Semester:	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)	
Career Placement Seminar (COM150)	1	Principles of Macroeconomics (ECO202)	3
Database Applications (MIS103)	2	Business Externship (EXT115)	3
Spreadsheet Applications (MIS102)	2		3
Principles of Microeconomics (ECO201)	3		15
	17		

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.

This 16-month Medical Assisting 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 the 12-month Medical Assisting career certificate plus advanced training designed to add depth and maturity to the student's professional background.

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

Course	CRS	Course	CRS
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.

First Semester:	CRS	Second Semester:	CRS
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
Third Semester:	CRS	Fourth Semester:	CRS
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		
Career Placement Seminar (COM150)	1		6
	19		15

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.

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	3
COM140 Freshman Seminar	3	Information Management	
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.

First Semester:	CRS	Second Semester:	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
	15		18
Third Semester:	CRS	Fourth Semester:	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		12
Introduction to Health Information Management (MED270)	3		
Career Placement Seminar (COM150)	1		
	16		

OFFICE TECHNOLOGIES
Medical Concentration

<div align="right">

Associate in Occupational Studies
16 Months (63 Credits)

</div>

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.

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.

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PROGRAM REQUIREMENTS – CREDITS

</div>

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.

First Semester:	CRS	Second Semester:	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
	15		18
Third Semester:	CRS	Fourth Semester:	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		6
	15		15

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.

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.

First Semester:	CRS	Second Semester:	CRS
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
	14		

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.

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

<div align="center">

PROGRAM REQUIREMENTS – CREDITS

</div>

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

First Semester:	CRS	Second Semester:	CRS
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		
Freshman Seminar (COM140)	3	Principles of Management (BUS115)	3
Introduction to Computers (MIC110)	1	Income Tax (ACC220)	3
Word Processing Applications (MIS101)	2	Business Law (BUS120)	3
	15	Spreadsheet Applications (MIS102)	2
		Presentation Skills Applications (MIS104)	1
		Career Placement Seminar (COM150)	1
			19

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.

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.

First Semester:	CRS	Second Semester:	CRS
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

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.

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.

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PROGRAM REQUIREMENTS – CREDITS

</div>

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.

First Semester:	CRS	Second Semester:	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		

MEDICAL ASSISTING - CERTIFICATE

<div align="right">

12 Months
(46 Credits)

</div>

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.

This 12-month Medical Assisting Program is for those individuals who desire training in clinical and clerical areas.

<div align="center">

PROGRAM REQUIREMENTS – CREDITS

</div>

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.

First Semester:	CRS	Second Semester:	CRS
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
	15		16
Third Semester:	CRS		
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		
	15		

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.

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	3
COM150 Career Placement Seminar	1	Management	
MED110 Medical Terminology	3	MED280 Health Care Reimbursement Issues	3
MED120 Anatomy & Physiology	3	MIC110 Introduction to Computers	1
MED130 Medical Billing	3	MIS101 Word Processing Applications	2
		OFF110 Computerized Keyboarding	3
		OFF141 Medical Office Procedures	3

Sample course sequence for the Medical Coding & Billing Program.

First Semester:	CRS	Second Semester:	CRS
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
	15		16
Third Semester:	CRS		
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		
	15		

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, medical records and billing, and medical transcription are included.

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

<p align="center">PROGRAM REQUIREMENTS - CREDITS</p>

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)	<u>2</u>	Electronic Medical Records (MED131)	3
	15	Medical Office Procedures (OFF141)	3
		Career Placement Seminar (COM150)	<u>1</u>
			19

SMALL BUSINESS MANAGEMENT – CERTIFICATE

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.

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.

First Semester:	CRS	Second Semester:	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.

<u>Course Number</u> <u>Description</u>

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.

<u>Course Abbreviations</u>

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

<u>General Education Courses</u>

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

*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 Courses for ACICS requirement

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; LEG110: Legal Terminology (for Legal Concentration)

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 **2 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

Scott Galilei
Admissions Director
Admissions Corporate Training Director

Jennifer Spencer
Medical Assisting Program Director
Medical Assisting Externship Coordinator

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

Patricia Morse
Career Services Coordinator

Rebecca Griffin
Career Services Assistant

Rebecca Halloran
Executive Assistant/Corporate Registrar

Susan Madden
Building Cleaning Supervisor

The following staff are no longer affiliated with
Elmira Business Institute.

Kenneth Howarth
Richard Reilly
Danielle Paladino

John Barnstead, Instructor
Medical Studies
Certified EMT, Pennsylvania Department
of Health
Certificate, American Red Cross,
CPR/AED/First Aid
Certificate, American Red Cross, Blood
Borne Pathogens

Nicole Citriniti, Instructor
Medical Studies
Certified Medical Assistant, AAMA
AOS, Elmira Business Institute

Megan Cole, Instructor
Business Studies
MSEd, Elmira College
Graduate Certificate, Elmira College,
Human Resources Development
Graduate Certificate, Elmira College,
Training of Trainers
BA, Elmira College

Elizabeth Drake, Instructor
Business Studies
MPS, Alfred University
BS, Elmira College
AAS, Corning Community College
Diploma, Elmira Business Institute

Susan Gonzalez, Instructor
Medical Studies
Certified Professional Coder, AAPC
Certified Professional Medical Auditor,
AAPC
Certified Professional Practice Manager,
AAPC
Certified Evaluation Management Coder,
AAPC
Certified Professional Coding Instructor,
AAPC
Diploma, Elmira Business Institute

Rebecca Griffin, Instructor
Medical Studies
Career Services Assistant
Certified Medical Assistant, AAMA
AS, Corning Community College
AOS, Elmira Business Institute
Certificate, American Red Cross
Certificate, American Heart Association

Yvonne King, Instructor
Medical Studies
AAS, Corning Community College
Diploma, North West College of Medical-
Dental Assistants
Certificate, American Academy of CPR &
First Aid, Inc., BLS CPR
Certificate, American Academy of CPR &
First Aid, Inc., Bloodborne Pathogens

Charade Kittle, Instructor
Externship Coordinator
BS, Binghamton University

John Kozinsky, Instructor
Business Studies
MBA, Bellevue University
BS, Elmira College
AS, Elmira College

Patricia Morse, Instructor
Career Services Coordinator
MS, Walden University
BS, SUNY Cortland
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in PowerPoint
2013

Teresa Nash, Instructor
Medical Studies
Certified Professional Coder, AAPC
BS, SUNY Empire State College
AAS, Corning Community College
AOS, Elmira Business Institute

Keith Slayden, Instructor
Corporate IT Director
BA, Ithaca College
Microsoft Office Specialist in Access 2013

Jennifer Spencer, Instructor
Medical Assisting Program Director
Medical Assisting Externship Coordinator
Certified Medical Assistant, AAMA
AOS, Elmira Business Institute

Sheila Walton, Instructor
General Studies
MS, Mansfield University
BS, Mansfield University
AS, Corning Community College
Certification, Pennsylvania
Certification, New York State

Angela Wood
Academic Dean
MSEd, Elmira College
Graduate Certificate, Elmira College, Training of Trainers
BS, Daemen College

The following faculty are no longer affiliated with Elmira Business Institute.

Richard Reilly

Vestal Campus

**Administrative Staff**

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Admissions Director
Admissions Corporate Training Director

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Medical Assisting Program Director
Medical Assisting Externship Coordinator

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

Vestal Campus Faculty

John Barnstead, Instructor
Medical Studies
Certified EMT, Pennsylvania Department of Health
Certificate, American Red Cross, CPR/AED/First Aid
Certificate, American Red Cross, Blood Borne Pathogens

Jesica Buckland
Academic Dean
MSEd, Elmira College
BA, Elmira College
AS, Corning Community College
Microsoft Office Specialist 2013 Master

Anthony Fiala, Instructor
MBA, Binghamton University
BA, King's College

David Grate, Instructor
General Studies
MSEd, Walden Unversity
MDiv, Liberty Univeristy
BA-Herbert Lehman College

Charade Kittle, Instructor
Externship Coordinator
BS, Binghamton University

Dennis Lawler, Instructor
Business Studies
MS, Chapman College
BA, Hampden-Sydney College

Colleen Mannix-Hill, Instructor
Business Studies/Office Technologies
MSA, University of Phoenix
BS, Le Moyne College
AA, Onondaga Community College
Microsoft Office Specialist in Word 2013
Microsoft Office Specialist in PowerPoint 2013

John Perestam, Instructor
Medical Studies
NYS Certificate in Therapeutic Massage & Hydrotherapy, Finger Lakes
School of Massage

Donna Riley, Instructor
Medical Studies
NCCT-Certified Postsecondary Instructor
AS, Anthem College

Lisa Rogers, Instructor
Medical Studies
Certificate, Greenville Technical College, Medical Coding Specialist Training
Certificate, Greenville Technical College, Medical Terminology Training
Certificate, Greenville Technical College, Spanish for Healthcare Part I
Certificate, Greenville Technical College, CPR Adult Heartsaver CTC

Deborah Spanfelner, Head Librarian
PhD, Binghamton University
MLS, Syracuse University
BA, Nazareth College

Jennifer Spencer, Instructor
Medical Assisting Program Director
Medical Assisting Externship Coordinator
Certified Medical Assistant, AAMA
AOS, Elmira Business Institute

Yvonne Turner, Instructor
Program Director for Medical Coding & Billing,
Medical Coding & Reimbursement Specialist,
Medical Office Assistant and Office Technologies
Coding & Billing Externship Coordinator
Medical Studies
Certified Professional Coder, AAPC
Professional Medical Coding Curriculum, AAPC
Certified Billing and Coding Specialist, DCMO BOCES
Certified Medical Administrative Assistant, DCMO BOCES

The following faculty are no longer affiliated with Elmira Business Institute.

David Howe

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