Elmira Business Institute
Founded 1858

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2017-2018
Catalog Addendum
Effective: October 23, 2017

Elmira Business Institute

Elmira Main Campus	Vestal Non-Main Campus
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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 2017-2018 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

Elmira Business Institute offers personalized career education and experience leading to high demand professions so graduates are prepared for their career, life pursuits, and an ever-changing global economy.

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 reflect 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.

Course Descriptions

EXT110 EXTERNSHIP   **6 Credits**
Program Delivery: Residential
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 externship. Emphasis is placed on proper office attire, punctuality and the ability to successfully 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 225 hours of non-paid time at the externship to complete his/her externship program. Six (6.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (15/0/225/240).
**Upon recommendation of Administration
PREREQUISITE: None

EXT115 BUSINESS EXTERNSHIP   **3 Credits**
Program Delivery: Residential
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 externship. Emphasis is placed on proper office attire, punctuality, and the ability to successfully complete assigned tasked 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 90 hours of non-paid time at the externship to complete his/her externship program. Three (3.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (15/0/90/105).
**Upon recommendation of Administration
PREREQUISITE: None

EXT120 MEDICAL ASSISTING EXTERNSHIP   **6 Credits**
Program Delivery: Residential
This course is designed to expose the student to an actual office environment with a local employer. The student will utilize and enhance the knowledge gained in the classroom through work experience in both the administrative and clinical areas of the office. Attention will be given to the student's professional development and skill, such as interpersonal, interviewing, networking, and job searching throughout the externship including proper office attire, punctuality, and the ability to successfully 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 225 hours of non-paid time at the externship to complete his/her externship program. Six (6.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (15/0/225/240).
**Upon recommendation of Administration.
PREREQUISITE: None

MIS203 ADVANCED DATABASE APPLICATIONS   **3 Credits**
Program Delivery: Residential
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 applications 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. Three (3.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (30/30/0/60).
PREREQUISITE: None