

Elmira Business Institute
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Catalog Addendum
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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 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.

Assessment of Present Skills

All incoming students applying for a credit-bearing certificate or degree program must have their writing and mathematical skills evaluated. Students whose test scores indicate a need for instruction in writing and/or math concepts are required to take essential courses before taking their college-level courses. Students enrolling at EBI must pass the Accuplacer with a 70 or higher before being placed in credit-bearing writing and/or math courses.

Course Descriptions

BUS002 MATH ESSENTIALS

0 Credits

Program Delivery: Residential

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. Students that score less than a 70 on the Accuplacer will be placed in Math Essentials, the non-credit bearing course. Students that score a 70 or higher on the Accuplacer will be placed in Business Mathematics, a credit-bearing course. Zero (0.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (30/0/0/30).

BUS105 BUSINESS MATHEMATICS

3 Credits

Program Delivery: Residential

This course provides the fundamental concepts of arithmetic operations, fractions, decimals, equations, and percentages. These fundamentals are then applied to solve problems in business procedures including checking accounts, payroll, commissions, discounts, simple and compound interest, basic business statistics, and promissory notes. Three (3.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (45/0/0/45).

PREREQUISITE: BUS002 Math Essentials or a passing score on the Accuplacer Assessment

COM003 WRITING ESSENTIALS

0 Credits

Program Delivery: Residential

This course is designed to develop the student's writing skills by reviewing the fundamentals of grammar, parallel construction, outlining techniques, proper word usage, and the basic mechanics of the sentence. Attention is given to spelling, punctuation, and word usage, and the writing of grammatically correct sentences is the primary concern. Short writing assignments are designed to make the student comfortable with the writing process. Students that score less than a 70 on the Accuplacer will be placed in Writing Essentials, the non-credit bearing course. Students that score a 70 or higher on the Accuplacer will be placed in College Writing I, a credit-bearing course. Zero (0.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (30/0/0/30).

COM111 COLLEGE WRITING I

3 Credits

Program Delivery: Residential

This course is designed to assist students in developing clear writing and thinking by exploring various kinds of writing styles and techniques. As an introductory writing course, grammar and mechanics will be emphasized. Writing techniques will be illustrated by appropriate readings that the students use as models for their own writing. Students will further develop their writing skills as they work through the writing process of prewriting, drafting, revising, and editing their papers, as well as proofreading the writings of others. Students will also critically read and respond to the writings of others, both from the text and from outside sources. Most assignments incorporate library and Internet research to develop information literacy skills. Three (3.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (45/0/0/45).

PREREQUISITE: COM003: Writing Essentials or a passing score on the Accuplacer Assessment.

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 for students enrolled in the following programs: Accounting, Medical Coding & Reimbursement Specialist or Office Technologies.

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 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 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 for students enrolled in the following programs: Business Administration: Concentration in Human Resources or Business Administration: Concentration in Small Business Management.

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 for students enrolled in the Medical Assisting Program.

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: MIS103: Database Applications