

**ELMIRA BUSINESS INSTITUTE  
A CAREER COLLEGE**

**FOUNDED 1858**

**VOLUME XVII**

**2016-2017  
CATALOG**

**1858-2016**

# Elmira Business Institute

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## ABOUT THIS CATALOG

The catalog is the 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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# Elmira and Vestal Campus ACADEMIC CALENDAR 2016-2017

## **SPRING TERM 2016**

March 14  
March 19  
March 25-26  
April 11-16  
May 9  
May 16  
May 23  
May 28-30  
July 2-4  
July 5  
July 9

## **SUMMER TERM 2016**

July 18  
July 23  
September 3-5  
September 6  
September 12  
September 20  
October 31  
November 5

## **FALL TERM 2016**

November 14  
November 19  
November 23-26  
December 24-Jan 1  
January 17  
January 16  
January 17  
January 31  
March 6  
March 11

## **MARCH 14 – JULY 9**

First Day of Classes  
Drop/Add Period Ends  
Good Friday – No Classes  
Spring Break – No Classes  
Midterm Exams Begin  
Mini Start Term Begins  
Last Day to Receive a “W”  
Memorial Day – No Classes  
July Fourth – No Classes  
Mandatory Finals Week Begins  
Last Day of Classes

## **JULY 18 – OCTOBER 29**

First Day of Classes  
Drop/Add Period Ends  
Labor Day – No Classes  
Midterm Exams Begin  
Mini Start Term Begins  
Last Day to Receive a “W”  
Mandatory Finals Week Begins  
Last Day of Classes

## **NOVEMBER 14 – MARCH 11**

First Day of Classes  
Drop/Add Period Ends  
Thanksgiving Break – No Classes  
Winter Break – No Classes  
Midterm Exams Begin  
MLK Day – No Classes  
Mini Start Term Begins  
Last Day to Receive a “W”  
Mandatory Finals Week Begins  
Last Day of Classes

# Elmira and Vestal Campus ACADEMIC CALENDAR 2016-2017

## **SPRING TERM 2017**

March 20  
March 24  
April 14-15  
April 17-22  
May 8  
May 15  
May 22  
May 27-29  
July 4  
July 10  
July 15

## **SUMMER TERM 2017**

July 24  
July 28  
September 2-4  
September 11  
September 18  
September 25  
November 6  
November 11

## **FALL TERM 2017**

November 20  
November 24  
November 22-25  
December 23-Jan 1  
January 15  
January 15  
January 22  
January 29  
March 12  
March 17

## **MARCH 20 – JULY 15**

First Day of Classes  
Drop/Add Period Ends  
Good Friday – No Classes  
Spring Break – No Classes  
Midterm Exams Begin  
Mini Start Term Begins  
Last Day to Receive a “W”  
Memorial Day – No Classes  
July Fourth – No Classes  
Mandatory Finals Week Begins  
Last Day of Classes

## **JULY 24- NOVEMBER 11**

First Day of Classes  
Drop/Add Period Ends  
Labor Day – No Classes  
Midterm Exams Begin  
Mini Start Term Begins  
Last Day to Receive a “W”  
Mandatory Finals Week Begins  
Last Day of Classes

## **NOVEMBER 20 – MARCH 17**

First Day of Classes  
Drop/Add Period Ends  
Thanksgiving Break – No Classes  
Winter Break – No Classes  
Midterm Exams Begin  
MLK Day – No Classes  
Mini Start Term Begins  
Last Day to Receive a “W”  
Mandatory Finals Week Begins  
Last Day of Classes

# **AN INTRODUCTION TO ELMIRA BUSINESS INSTITUTE**

## **History**

Elmira Business Institute has been training men and women in business and office skills for more than 158 years. While the name of the institution has changed several times, the educational goals and service to the community have remained the same.

EBI began as Elmira Business and Shorthand College in 1858. A. J. Warner, the president of this pioneering new venture in postsecondary education, located his classrooms on the corner of Lake and Water Streets, just blocks from the present home of EBI. Warner's Business College was the first business college to have evening sessions, enabling students who were employed during the day to further their education. Burton C. Meeker then bought Warner's Business School and renamed it Meeker's Business School. In 1931 the school's name changed for the final time to Elmira Business Institute (EBI).

John P. Hyland operated the school until 1988. In 1988, Brad C. Phillips became President of Elmira Business Institute and under his leadership, its enrollment has tripled through the creation of additional program offerings and an evening division.

On November 7, 1996, Elmira Business Institute was authorized by the New York State Board of Regents to confer the degree of Associate in Occupational Studies (A.O.S.) in Accounting and Office Technologies with a concentration in Medical or Legal studies, and to offer credit-bearing diploma and certificate programs in General Business Accounting, General Office Assistant, Medical Office Assistant, and Legal Office Assistant. In 2000, EBI began offering an A.O.S. degree and certificate in Medical Assisting. The New York State Board of Regents approved EBI in February 2003 to open the Vestal campus. In 2006, EBI was approved to offer an A.O.S. degree and certificate in Medical Coding and Billing.

Our newest degree program, Business Administration, was approved in 2013. There are three degree concentrations and certificate programs in Human Resources, Small Business Management, and Financial Services.

## **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 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.

## **Location and Environment**

Elmira Business Institute is located at 303 North Main Street in downtown Elmira, New York. The Greater Binghamton Area campus is located in the Vestal Executive Park at 4100 Vestal Road, Vestal, New York. The facilities are air-conditioned, and maintenance is completed when necessary by Elmira Business Institute. A janitorial service is on contract.

The school is located near the Chemung County bus terminal. There is a student parking lot adjacent to the Greater Binghamton Area campus building and is located on the Broome County bus line.

Well-lit, spacious classrooms, state-of-the-art computers and software, internet access, overheads, whiteboards, projectors, CD ROMs, VCR and TV, and publisher videos all combine to enhance classroom instruction.

## **Accreditations, Memberships, and Affiliations**

The following represent Elmira Business Institute's accreditations, memberships, and affiliations.

- 1) New York State Board of Regents
- 2) Accrediting Council of Independent Colleges & Schools (ACICS)
- 3) Association of Proprietary Colleges (APC)
- 4) Chemung County Chamber of Commerce
- 5) Human Resource Association of the Twin Tiers (HRATT)
- 6) Watkins Glen Chamber of Commerce
- 7) American Association of Medical Assistants (AAMA)
- 8) Medical Education & Information Society (MEDIA)
- 9) Greater Binghamton Area Chamber of Commerce
- 10) Commission of Accreditation of Allied Health Education Programs (CAAHEP)
- 11) Tioga and Bainbridge County Chamber of Commerce
- 12) Veterans Affairs and Veteran Administration

EBI is authorized by the New York State Board of Regents to award the Associate in Occupational Studies (A.O.S.) Medical Assisting, Medical Coding & Reimbursement Specialist, Accounting, Office Technologies with Medical Concentration, and Business Administration with either Human Resources, Financial Services, or Small Business Management. Its programs are registered with the New York State Education Department.

EBI is accredited by the Accrediting Council for Independent Colleges and Schools to award certificates and associate's degrees.

The Accrediting Council for Independent Colleges and Schools is listed as a nationally recognized accrediting agency by the United States Department of Education. Its accreditation of degree granting institutions is recognized by the Council for Higher Education Accreditation.

**Accrediting Council for Independent Colleges and Schools**  
**750 First Street, N.E. Suite 980**  
**Washington, DC 20002**  
**(202) 336-6780**

The Elmira Business Institute Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)), upon the recommendation of the Medical Assisting Education Review Board (MAERB).

**Commission on Accreditation of Allied Health Education Programs**  
**25400 US Highway 19 N., Suite 158**  
**Clearwater, FL 33763**  
**727-210-2350**  
**[www.caahep.org](http://www.caahep.org)**

### **Non-Discrimination Policy**

Elmira Business Institute is committed to equal opportunity in admissions, educational programs, and employment. It is the policy of the College to provide equal opportunity for all qualified applicants, students, and employees and to prohibit discrimination on the basis of race, color, gender, religion, national origin, age, sexual preference, disability, or marital status. Related inquiries should be addressed to EBI Administration.

# ADMISSIONS

## Requirements

In order to qualify for admission, applicants must be at least 17 years of age and have received a high school diploma or its equivalent (GED). A completed application, personal interview, and \$100.00 administrative fee are required to evaluate the applicant's motivation and potential.

A student will be dismissed if:

- His/her high school transcript/GED is not received within 30 days of his/her first semester unless Attestation is completed due to GED Verification delay.
- His/her 2<sup>nd</sup> required NYS proof of immunization is not received within 30 days of the first semester start date.

## **New York State Immunization Requirements**

**Measles:** Students born on or after January 1, 1957 must submit proof of immunity to measles. Only one of the following is required:

- The student must submit proof of two doses of live measles vaccine: the first dose given no more than 4 days prior to the student's first birthday and the second at least 28 days after the first dose; or
- The student must submit serological proof of immunity to measles. This means the demonstration of measles antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant or nurse practitioner that the student has had measles disease; or
- The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services; or
- If a student is unable to access his/her immunization record from a health care provider or previous school, documentation that proves the student attended primary or secondary school in the United States after 1980 will be sufficient proof that the student received one dose of live measles vaccine. If this option is used, the second dose of measles vaccine must have been administered within one year of attendance at a post-secondary institution.

**Mumps:** Students born on or after January 1, 1957 must submit proof of immunity to mumps. Only one of the following is required:

- The student must submit proof of one dose of live mumps vaccine given no more than 4 days prior to the student's first birthday; or



- The student must submit serological proof of immunity to mumps. This means the demonstration of mumps antibodies through a blood test performed by an approved medical laboratory; or
- The student must submit a statement from the diagnosing physician, physician assistant, or nurse practitioner that the student has had mumps disease; or
- The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services.

**Rubella:** Students born on or after January 1, 1957 must submit proof of immunity to rubella. Only one of the following is required:

- The student must submit proof of one dose of live rubella vaccine given no more than 4 days prior to the student's first birthday; or
- The student must submit serological proof of immunity to rubella. This means the demonstration of rubella antibodies through a blood test performed by an approved medical laboratory (Since rubella rashes resemble rashes of other diseases, it is impossible to diagnose reliably on clinical grounds alone. Serological evidence is the only permissible alternative to immunization.); or
- The student must submit proof of honorable discharge from the armed services within 10 years from the date of application to the institution. The proof of honorable discharge shall qualify as a certificate enabling a student to attend the institution pending actual receipt of immunization records from the armed services.

**Meningococcal Disease:** New York State PHL Section 2167 requires post-secondary institutions to distribute information about meningococcal disease and vaccination to the students, or parents or guardians of students under the age of 18. The institution is required to maintain a record of the following for each student:

- Certificate of Immunization for meningococcal meningitis disease; or
- A response to receipt of meningococcal meningitis disease and vaccine information signed by the student or the student's parent or guardian; AND, EITHER
- Self-reported or parent recall of meningococcal meningitis immunization within the past 10 years; or
- An acknowledgement of meningococcal disease risks and refusal of meningococcal meningitis immunization signed by the student or student's parent or guardian.

**Medical Exemption:** If a licensed physician, physician assistant, or nurse practitioner, or licensed midwife caring for a pregnant student certifies in writing that the student has a health condition which is a valid contraindication to receiving a specific vaccine, then a permanent or temporary (for resolvable conditions such as pregnancy) exemption may be granted. This statement must specify those immunizations which may be detrimental and the length of time they may be detrimental. Provisions need to be made to review records of temporarily exempted persons periodically to see if contraindications still exist. In the event of an outbreak, medically exempt individuals should be protected from exposure. This may include exclusion from classes or campus.

**Religious Exemption:** A student may be exempt from vaccination if, in the opinion of the institution, that student or student's parent(s) or guardian of those less than 18 years old holds genuine and sincere religious beliefs which are contrary to the practice of immunization. The student requesting exemption may or may not be a member of an established religious organization. Requests for exemptions must be written and signed by the student if 18 years of age or older, or parent(s), or guardian if under the age of 18. The institution may require supporting documents. It is not required that a religious exemption statement be notarized. In the event of an outbreak, religious exempt individuals should be protected from exposure. This may include exclusion from classes or campus.

## **Procedures**

All applicants must visit the Admissions Office to meet with an admissions representative to complete the application and to schedule an appointment for financial aid advising. To ensure that each applicant is well informed concerning EBI's policies, procedures, and programs, each applicant receives an EBI catalog at the time of enrollment.

## **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 along with their college-level courses.

## **Transfer of Credit**

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.

## **Advanced Standing**

EBI Administration 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.

- 1) **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.

- 2) **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.
- 3) **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.
- 4) **Portfolio Assessment for Experiential Learning**: EBI does not provide credit for experiential learning through portfolio assessment.

## **Re-Entry Policy**

Once you are a part of the EBI family, you remain a part of the EBI family. Students may be considered for re-entry if they were previously exited from Elmira Business Institute.

If a student is interested in re-entering the college:

- The student will be scheduled an interview to return to the college and meet with an admissions representative where he/she will re-evaluate his/her career goals.
  - At that appointment, re-entry paperwork will be completed for review by EBI Administration as well as given a second interview to return to the college.
- The second interview will be with EBI's Administration who will assess student commitment, academic progress as well as the student's ability to return to college based on his/her re-entry file.
- At that time, a decision to enroll will be determined.

## COLLEGE FEES

**Administrative Fee:** There is a non-refundable administrative fee of \$100 for entering students. This is applied to the first semester charges.

**Books and Supplies:** The estimated cost of books and supplies is between \$2,500 and \$4,000 depending on the student's program. Books and supplies are nonrefundable.

**Graduation Fee:** There is a non-refundable fee of \$100.00 to cover graduation expenses, which is due to be paid before the official graduation ceremony. This is applied to the first semester charges.

**Medical Assisting Supplies Fee:** There is a non-refundable supplies fee of \$500 for students in either Medical Assisting program. This is applied to the first semester charges.

**Student Activities Fee:** There is a non-refundable activity fee of \$75.00 per semester. This is charged each semester a student is enrolled.

**Technology Fee:** There is a one- time non-refundable technology fee of \$500 for students. This is applied to the first semester charges.

## FINANCIAL ASSISTANCE

It is the goal of **Elmira Business Institute** to assist every eligible student in procuring financial aid that would enable the student to attend college. The college participates in various federal and state student financial assistance programs. The financial aid programs are designed to provide assistance to students who are currently enrolled or accepted for enrollment, but whose financial resources are inadequate to meet the full cost of their education.

The majority of financial aid available to students is provided by the federal government and is called Federal Student Aid (FSA). This includes the federal Pell Grant, Direct Stafford Loans (subsidized and unsubsidized) from the William D. Ford Direct Loan Program and Direct PLUS Loans for parents of undergraduate students. The college also utilizes alternate source funding provided by the institution or private agencies. Alternate source loans enable the student to contribute to his/her education while in college.

The primary responsibility for meeting the costs of education rests with the individual student and his/her family. All financial aid is awarded on the basis of need, regardless of sex, age, race, color, religion, creed, or national origin. Need is defined as the difference between the cost of education for one academic year and the amount a student's family can reasonably be expected to contribute to this cost of education for the same period.

**Consumer Information.** Most of the information dissemination activities required by the Higher Education Amendments of 1986 have been satisfied within this catalog. However, student FA personnel are available, in accordance with federal regulations, to discuss consumer information in more detail with current and prospective students.

To be eligible for financial aid, a student must:

- ❖ Be enrolled as a regular student in an eligible program of study on at least a half-time basis (with the exception of Pell);
- ❖ Have a high school diploma or the equivalent;
- ❖ Be a U.S. citizen or national, or an eligible non-citizen. Verification of eligible non-citizen status may be required;
- ❖ Have financial need (except for some loan programs) as determined by a need analysis system approved by the Department of Education;
- ❖ Maintain satisfactory academic progress;
- ❖ Provide required documentation for the verification process and determination of dependency status;
- ❖ Have a valid Social Security Number;
- ❖ Not have borrowed in excess of the annual aggregate loan limits for the Title IV financial aid programs;
- ❖ Be registered for the Selective Service, if required;
- ❖ Sign an updated Statement of Educational Purpose\Certification Statement on refunds and default.

**Application.** To apply for financial aid, a student must complete a standard application such as the Free Application for Federal Student Aid (FAFSA). The application must be completed with extreme care and accuracy. EBI's Financial Aid Department is available to assist students in the completion of this form and to answer any questions.

The FAFSA is used to determine eligibility for all types of financial aid programs. Once processed, the application will produce an Expected Family Contribution (EFC), which determines eligibility.

Financial aid from federal programs is not guaranteed from one year to the next. Each student must reapply every year. Also, if the student changes colleges his/her aid does not automatically go with him/her. Each student should check with his/her new college to find out the appropriate procedures for reapplying for financial aid.

**Student Status.** Full-time study shall mean enrollment for a minimum of twelve credits per semester.

**Credits.** One semester hour represents a credit granted for the satisfactory completion of a course, which requires fifteen hours of instruction in the form of lecture or integrated lecture and thirty hours of supplementary assignments. Thirty hours of laboratory instruction and forty-five hours of internship participation also represent one semester hour of credit. A class hour is fifty minutes.

**Need and Cost of Attendance.** Once the application is completed, the information will be used in a formula established by Congress that calculates need and helps determine eligibility. When combined with other aid and resources, a student's aid package may not exceed the cost of attendance.

**Changes of Status During First Week (Drop/Add Period).** In the first week of the semester, the College permits students to officially drop or add a course with written permission from EBI Administration. By officially withdrawing from a course or registering for an additional course where there is a change to the student's status—either from full-time to part-time or from part-time to full-time—billing will be calculated according to the final status at the end of week one. The student is financially responsible for any changes to his or her status and must consult with the Financial Aid Department regarding adjustments.

**Satisfactory Academic Progress. Students must meet the standards of satisfactory academic progress in order to remain eligible to continue receiving financial assistance as well as to remain eligible to continue as a student of the college (see Academic Policies Section of this catalog).**

Satisfactory academic progress for purposes of determining continuing federal financial assistance is determined by applying the CGPA requirements, progression

towards completion requirements, maximum completion time restrictions, probation provisions, suspension and dismissal procedures, and appeals procedures as outlined in the Academic Policies section of this catalog.

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.

The academic policies listed below effect satisfactory academic progress as follows:

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

### **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 probation for one semester upon reinstatement.

**Financial Aid Distribution Policy.** If a student withdraws or drops out and a refund is due to Title IV Programs, the program will be repaid up to the amount received from each program in the following order: Direct Unsubsidized, Direct Subsidized, Pell, and Direct PLUS.

**Sources of Financial Aid.** Following are descriptions of all financial aid programs available to students at Elmira Business Institute. They are based on current statutes and regulations and are subject to change by the passage of new legislation or the issuance of new regulations.



### **Borrower's Rights and Borrower's Responsibilities.**

When a student takes on a student loan, he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement:

- ❖ the full amount of the loan;
- ❖ the interest rate;
- ❖ when the student must start repaying the loan;
- ❖ the effect borrowing will have on the student's eligibility for other types of financial aid;
- ❖ a complete list of any charges the student must pay (loan fees) and information on how those charges are collected;
- ❖ the yearly and total amounts the student can borrow;
- ❖ the maximum repayment periods and the minimum repayment amount;
- ❖ an explanation of default and its consequences;
- ❖ an explanation of available options for consolidating or refinancing the student loan;
- ❖ a statement that the student can prepay the loan at any time without penalty.

The borrower has the right to receive the following information before leaving school:

- ❖ the amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s);
- ❖ a loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment;
- ❖ if the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions;
- ❖ the fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default;
- ❖ an explanation of available options for consolidating or refinancing the student's loan;
- ❖ a statement that the student can repay his/her loan without penalty at any time.
- ❖ The borrower has a responsibility to:
- ❖ understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note;
- ❖ make payments on the student loan even if the student does not receive a bill or repayment notice;
- ❖ if the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted;
- ❖ notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number; or transfers to another institution.
- ❖ receive entrance counseling before being given the first loan disbursement and to receive exit counseling before leaving school.

## **Policies and Procedures For Verification.**

1. All selected applicants will be verified.
2. Selected applicants must submit required verification documents within twenty-eight (28) days of notification.
3. If the student fails to provide the required documentation within the established time frame, then the student will be treated as a cash-paying student until the documents are provided.
4. If the student does not meet the deadline and is not capable of making a cash payment at the end of the deadline, he/she will be dismissed from the college. The student may re-enter the college only when he/she can provide the documentation.
5. The student financial aid office reserves the right to make exceptions to the above-stated policies due to extenuating circumstances, on a case-by-case basis.
6. Students will be given a clear explanation of the documentation needed to satisfy the verification requirements and the process for document submission.
7. The college will inform students in a timely manner of the consequences of failing to complete the verification requirements and the actions the college will take if the student does not submit the requested documentation within the time period specified by the college.
8. Students will be informed of their responsibilities regarding the verification of application information, including the college's deadline for completion of any actions required.
9. Students will be notified if the results of verification change the student's scheduled award.
10. The college will assist the student in correcting erroneous information.
11. Any suspected case of fraud will be reported to the Regional Office of the Inspector General, or, if more appropriate, to a state or local law enforcement agency having jurisdiction to investigate the matter. Referrals to local or state agencies will be reported on an annual basis to the Inspector General.
12. No interim disbursements of Title IV aid will be made prior to the completion of verification.

## **FINANCIAL AID HISTORY (NSLDS)**

Federal regulations require that federal Direct Stafford Loans (subsidized and unsubsidized) cannot be released nor can a federal Direct PLUS loan application be certified until financial aid information has been received from all colleges an applicant attended. Financial aid information is necessary even if the student did not receive any aid. The institution may get this information by requesting a Financial Aid Transcript (FAT) from a previous school the student attended or by using the financial aid information they receive from the NSLDS page of the student's SAR/ISIR.

## **TUITION CHARGES**

The college quotes standard tuition prices for each regular program offered. Arrangements for payment of tuition and book charges must be made in advance of the first day of class. The college charges the student's tuition account for tuition at \$450.00 per credit.

Detailed below are other educational expenses considered in determining the student's cost of attendance and information on how those costs were derived. These include personal expenses, room and board, and transportation.

The amount of personal expenses allowed all students is \$276\* per month. This figure was determined by a national average obtained from the Bureau of Labor and Statistics.

Room and board costs are also obtained from the Bureau of Labor and Statistics. The allowable, costs for students without dependents who live with their parents is \$440\* per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is \$878\* per month. These figures were determined by a national average obtained from the Bureau of Labor and Statistics.

Transportation costs are calculated applying the formula stated below or by use of an average cost.

The calculation for determining transportation costs is the number of one-way trips per week times the number of miles traveled one way times 2 times average number of days per week times 4.33 weeks per month times 0.54 cents per mile.

Information on how the average cost was calculated is available in the student financial aid department.

## **FINANCIAL AID PROGRAMS**

### **GENERAL**

All Title IV financial aid funds received by the institution will be credited to the student's account with the exception of requirements set forth in Section 682.604 of current federal regulations. The different types of financial aid programs available to those who qualify are discussed in detail below.

### **SELECTION OF ELIGIBLE APPLICANTS**

In accordance with Federal Regulation 668.43(b)(3), the following procedures describe how aid recipients are selected from the pool of eligible applicants.

## **FEDERAL PELL GRANT**

This grant is designed to assist needy students who desire to continue their education beyond high school. Federal Pell Grants are awarded only to undergraduate students who have not earned a bachelor's or professional degree and students who are enrolled in an eligible post-baccalaureate teacher certification program if they meet certain requirements. Each student is entitled to apply for a Federal Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. The amount of the grant is determined by a standard formula used by the Department of Education. The amount of the grant available to the student will depend on the Expected Family Contribution (EFC) and the cost of attendance.

For many students, the Federal Pell Grant provides a "foundation" of financial aid to which other aid may be added to defray the cost of college education. Students or prospective students may secure an application to participate in the Federal Pell Grant program from the student financial aid department of the college or from a high school counselor. The application will be transmitted electronically through a federally approved need-analysis system, which will determine the applicant's Expected Family Contribution (EFC).

## **NEW YORK STATE PROGRAMS**

Tuition Assistance Program (TAP) is an entitlement program. There is neither a qualifying examination nor a limited number of awards. The applicant must (1) be a New York State resident and U.S. citizen or a permanent resident alien, a paroled refugee, or a conditional entrant to the United States; (2) be enrolled full-time and matriculated in an approved New York State postsecondary program; (3) be charged a tuition of at least \$200 per year; and (4) meet income eligibility requirements.

The Higher Education Services Corporation determines each applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of the grant. The applicant presents or sends the school copy of this award certificate when tuition payment is due. Postsecondary institutions normally defer payment of tuition on the basis of receipt of the award certificate. Institutions actually receive TAP payments after they certify student eligibility.

To meet TAP eligibility requirements, students taking developmental education courses must also be enrolled in credit-bearing courses that total at least 6 credits. The only exception to this requirement is that freshmen in their first semester of study must take at least 3 credits in non-developmental credit-bearing courses. For example, first semester freshmen taking a total of 12 credits and/or equated credits must have included at least 3 college credits (not equated credits) in their programs.

To be eligible for financial assistance under the New York State Tuition Assistance Program (TAP), students must make satisfactory progress toward the completion of a certificate or degree. The following chart illustrates minimum academic progress requirements:

SEMESTERS						
TO BE ELIGIBLE FOR THIS PAYMENT	FIRST	SECOND	THIRD	FOURTH	FIFTH	SIXTH
A STUDENT MUST HAVE ACCRUED AT LEAST THIS MANY CREDITS	0	6	15	27	39	51
WITH AT LEAST THIS GRADE POINT AVERAGE	.0	1.3	1.5	1.8	2.0	2.0

**VETERANS’ BENEFITS**

EBI is proud to Support and Provide Veterans’ Career training. Applications for Veterans’ benefits may be picked up at the college or by contacting the Veterans Administration. Approval of training benefits to be awarded is the responsibility of the Veterans Administration.

**FEDERAL FAMILY EDUCATIONAL LOAN PROGRAM (FFELP)**

**FEDERAL SUBSIDIZED STAFFORD LOANS**

Direct Stafford loans from the William D. Ford Federal Direct Loan (D.L.) Program are low-interest loans that are insured by a guarantee agency and made to the student by a lender such as a bank, credit union, or savings and loan association. The Subsidized Stafford Loan is awarded based on financial need.

- If the student is a dependent undergraduate student, he/she may borrow up to
- ❖ \$5,500 if he/she is a first-year student enrolled in a program of study that is a least a full academic year (no more than \$3,500 of this amount can be in subsidized loans);
  - ❖ \$6,500 if he/she has completed the first year of study, and the remainder of his/her program is at least a full academic year (no more than \$4,500 of this amount can be in subsidized loans);

- ❖ \$7,500 a year if he/she has completed two years of study, and the remainder of his/her program is at least a full academic year (no more than \$5,500 of this amount can be in subsidized loans).

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Ask your Student financial aid department for specific details. Total indebtedness for a dependent undergraduate student is \$31,000 (no more than \$23,000 of this amount may be subsidized loans).

If the student is an independent undergraduate student or a dependent student whose parents are unable to get a Direct PLUS Loan, he/she may borrow up to

- ❖ \$9,500 if he/she is a first-year student enrolled in a program of study that is at least a full academic year (no more than \$3,500 of this amount can be in subsidized loans).
- ❖ \$10,500 if he/she completed the first year of study, and the remainder of his/her program is at least a full academic year (no more than \$4,500 of this amount can be in subsidized loans).
- ❖ \$12,500 a year if he/she completed two years of study, and the remainder of his/her program is at least a full academic year (no more than \$5,500 of this amount can be in subsidized loans).

For periods of undergraduate study that are less than an academic year, the amounts you can borrow will be less than those previously listed. Talk to your Student financial aid department for specific details. Total indebtedness for an independent undergraduate student is \$57,500 (no more than \$23,000 of this amount may be subsidized loans).

There is a 1.068 percent loan origination fee deducted from each disbursement. This must be repaid.

The Subsidized Federal Stafford Loan is deferred while the student is enrolled in college and for a period of six months beyond the student's last date of attendance. During this period the interest is paid by the federal government as long as the student remains in college on at least a half-time status. Deferments after the student drops below half-time status are not automatic, and the student must contact the lender concerning his/her loan. Interest is also paid during deferments. Applications can be obtained from the college's student financial aid department or from the lender.

For additional deferment information, contact the student Financial Aid department.

## **FEDERAL UNSUBSIDIZED STAFFORD LOANS**

The Unsubsidized Federal Stafford Loan Program is a program available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992, who do not qualify in whole or in part, for Subsidized Federal Stafford Loans. An unsubsidized Stafford Loan is not awarded based on need. The

term "unsubsidized" means that interest is not paid for the student. The student would be charged interest from the time the loan is disbursed until it is paid in full.

The terms of an Unsubsidized Stafford Loan are the same as those for a Subsidized Stafford Loan with the exceptions of the descriptions below:

The government does not pay interest on the student's behalf on an Unsubsidized Federal Stafford Loan. All interest that accrues on the loan during enrollment and the grace period is required to be paid by the student. The student has two options of repayment of the accrued interest: make monthly or quarterly payments to the lender, or the student and the lender may agree to capitalization of the accrued interest.

The student will be charged an origination fee/federal default fee on the amount of the Unsubsidized Stafford Loan not to exceed 4.29 percent. The fee will be deducted proportionately from each disbursement and paid to the federal government.

### **FEDERAL DIRECT PLUS LOANS**

The Federal Direct PLUS loan is available to parents of dependent students to help pay for the educational expenses of the student. Direct PLUS loans are not based on need, but when combined with other resources, cannot exceed the student's cost of education.

Parents may borrow up to the cost of attendance minus other aid per eligible dependent student. Parents pay a fee of 4.272 percent of the loan, deducted proportionately from the loan principal after each payment. Direct PLUS Loans have a fixed interest rate of 6.31 percent. Repayment begins within 60 days after the funds are fully disbursed, and the repayment term is generally between 10 and 25 years. Graduate students may defer repayment while they are in school. There is no six-month grace period as there is with the Stafford Loan program. However, the Ensuring Continued Access to Student Loans Act of 2008 (PL 110-227), ECASLA, added the option for parents to defer payments on the Direct PLUS Loan while the undergraduate student on whose behalf they borrowed the Direct PLUS Loan is in school and for a six-month grace period after the student graduates or drops below full-time enrollment. Payments can also be deferred if the parents are themselves enrolled in college. They will need to submit an application for a in-school deferment. Since the interest on the Direct PLUS Loan is not subsidized, it continues to accrue while deferred and is capitalized when the loan enters repayment. Applications can be obtained from the college's student financial aid department or from the lender.

For deferment information, contact the student financial aid department.

## **ENTRANCE AND EXIT INTERVIEW/LOAN COUNSELING**

The Department of Education requires that any student receiving a Federal Family Educational Loan be notified concerning his/her loans. The college counsels each student regarding loan indebtedness and gives each student an entrance test and an exit interview regarding the loan to make sure the student understands the amount borrowed and the student's rights and responsibilities regarding repayment.

The student must report to the Student Financial Aid Department prior to withdrawal or graduation for loan counseling. The purpose of this session is to inform the student of his/her tentative total loans received while in attendance at the college, refunds that may be made, and to provide the student with an estimated payment schedule. If the student is unable to meet with the Student financial aid department, an exit interview will be scheduled.

## **ORDER OF RETURN OF FSA PROGRAM FUNDS**

Title IV funds credited to outstanding loan balances for the payment period or period of enrollment for which a return of funds is required must be returned in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans);
- Subsidized Direct Stafford loans;
- Federal Direct PLUS loans;

If funds remain after repaying all loan amounts, those remaining funds must be credited in the following order:

- Federal Pell Grants for the payment period for which a return of funds is required;
- Other assistance under this title for which a return of funds is required.

Students will be notified of any refunds due to a lender on their behalf through the mailed exit interview material. Refunds to any of the Title IV or state programs will be paid within 30 days from the date of determination.

## **APPROVED RETURN OF TITLE IV FUNDS LANGUAGE**

All institutions participating in the FSA Programs are required to use a statutory schedule to determine the amount of FSA Program funds a student has earned when he or she ceases attendance based on the period the student was in attendance.

The Higher Education Amendments of 1998, in general, require that if a recipient of FSA Program assistance withdraws from a school during a payment period or a period of enrollment in which the recipient began attendance, the school must calculate the amount of FSA Program assistance the student did not earn, and those



funds must be returned. Up through the 60 percent point in each payment period or period of enrollment, a pro rata schedule is used to determine how much FSA Program funds the student has earned at the time of withdrawal. After the 60 percent point in the payment period or period of enrollment, a student has earned 100 percent of the FSA Program funds.

The percentage of the payment period or period of enrollment completed is determined by:

**For schools that measure programs in credit hours**

The percentage of the payment period or period of enrollment completed is the total number of calendar days\* in the payment period or period of enrollment for which the assistance is awarded divided into the number of calendar days\* completed in that period as of the day the student withdrew.

*\*Scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period or period of enrollment (numerator) and the number of calendar days completed in that period (denominator). Days in which a student was on an approved leave of absence are also not included in the calendar days for the payment period or period of enrollment.*

**STUDENT REFUND POLICY**

**Return of Unearned FSA Program Funds**

The school must return the lesser of –

- The amount of FSA Program funds that the student does not earn or
- The amount of institutional costs that the student incurred for the payment period or period of enrollment multiplied by the percentage of funds that was not earned.

The student (or parent, if a Federal Direct PLUS loan) must return or repay, as appropriate:

- Any FSA loan funds in accordance with the terms of the loan and
- The remaining unearned FSA Program grant (not to exceed 50 percent of the grant) as an overpayment of the grant.

**Program Withdrawal After Commencement of Classes –**

The date of withdrawal will be considered the last day of physical attendance. Any monies paid to the College in excess of the sum due to the College will be refunded within 45 days after notification in writing from the student. In the event that such notification is not given in writing, refunds shall be made within 30 days from the date that the College determines that the student withdrew. In computing refunds, the College will consider the student to have been in attendance from the start date until the last date of physical attendance.

If the student withdraws or is discontinued after instruction has begun, the College will refund tuition in accordance with the following schedule:

- Prior to start of classes through the first day of classes 100%
- Drop before the end of the first week of classes 75%
- Drop before the end of the second week of classes 50%
- Drop before the end of the third week of classes 25%
- Withdraw after the end of the third week of classes: no refund

The references to weeks on the above charts refer to a calendar week that runs from Monday – Saturday. The refund policies apply to all students enrolled in credit-bearing single subjects as well as in a program, regardless of their form of payment. No amount of tuition will be returned for any terms beyond the current semester. Refunds will be made within 45 calendar days of the student’s official date of withdrawal or determination unless Federal or State guidelines require refunds to be made in a shorter period of time.

### **WITHDRAWAL DATE**

The withdrawal date is the date determined that the student withdraws from the college or is dismissed for non-attendance. The last date of attendance is the date from the attendance records.

### **DRUG-FREE AWARENESS**

The Drug-Free Schools and Communities Act of 1989 (Public Law 101-226) requires institutions receiving federal financial assistance to implement and enforce drug prevention programs and policies.

As a matter of policy, Elmira Business Institute prohibits the manufacture and unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property and at any school activity. Any violation of this policy will result in appropriate disciplinary actions, up to and including expulsion (in the case of students) and termination (in the case of employees), even for a first offense. Where it is apparent that a violation of the law has occurred, the appropriate law enforcement authorities will be notified.

In certain cases, students or employees may be referred to counseling sources and/or substance abuse help centers. If such a referral is made, continued enrollment or employment will be subject to successful completion of any prescribed counseling or treatment program.

### **STUDENT'S RECORDS/RELEASE OF INFORMATION**

In compliance with Public Law 93-380, "The Family Educational Rights and Privacy Act" (FERPA), which is Section 438 of the General Education Provision Act, the College has adopted policies and procedures which permit the student the opportunity to view his educational records upon request. Educational records include those records, files, documents, and other material that contains information

directly related to a student. Educational records do not include working papers concerning students, such as informal notes and other temporary notes of a similar nature that are in the sole possession of the faculty or staff and are not accessible or revealed to any other person.

The Institute will not permit access to or the release of confidential information to any individual or agency without the written consent of the student, except for the following reasons: 1) When records are required by Elmira Business Institute officials in the proper performance of the duties, 2) Organizations conducting studies for educational and governmental agencies, 3) U.S. Government agencies as listed in Public Law 93-380, 4) Accrediting agencies, 5) Parents of dependent children as defined in the Internal Revenue Code of 1954, 6) Appropriate persons in connection with an emergency, 7) Other educational institutions upon request of transcripts for students seeking enrollment in that institution, 8) In connection with the award of financial aid, and 9) In response to legal court orders.

### **Academic Year Definition:**

For Financial Aid purposes, the student academic year is defined as at least 30 weeks of instructional time; within the weeks of the academic year, a full-time student must be expected to complete at least 24 semester or trimester hours. This definition is used in advancing grade levels for students.

**Progress records.** Academic records are kept for 30 years. Financial aid records are kept for the current award year plus three years.

**Financial Holds.** If a student has not fulfilled his/her financial obligations to the College from a previous term, academic transcripts/progress records will not be forwarded. Likewise, the student will not be permitted to register for the next academic year until the obligation has been satisfied.

**Drug and Alcohol Policy.** This information is included in our annual **Campus Security Report**. This report is distributed to all current students and employees by October 1 each year. This report is available to prospective students and employees upon request. Additional information concerning this report is provided below.

**The Institution's Campus Security Model.** This information is included in our annual Campus Security Report. This report contains information regarding our campus security policies, crime reporting procedures, policies concerning the possession, use, and sale of alcoholic beverages and illegal drugs, campus security awareness programs, alcohol and drug abuse programs, sexual assault programs, statistics regarding the on-campus occurrences of specific crimes and statistics concerning the number of arrests for on-campus violations of liquor laws, drug abuse, weapons possessions, murder, sex offenses, aggravated assaults, and burglaries.

Prospective students and employees may request a copy of this report from EBI Administration of Students.

## STUDENT SERVICES

**Academic Advising.** EBI's Student Faculty Advisement Program was implemented to provide each student with a mentoring faculty member as an advisor. The faculty advisor is assigned by program area. All advisement meetings scheduled between the student and teacher are documented. This program ensures that students may discuss their career objectives, educational goals, and development of life skills with their advisor in an informal atmosphere. Students may also seek advice on financial aid, attendance, course registration, and personal issues. Student attendance is monitored on a weekly basis so that attendance problems are discovered early. Students with excessive absences are contacted and consulted on the benefits of maintaining satisfactory attendance.

Faculty members and EBI Administration also schedule advisement meetings at the midpoint of every semester to provide guidance to those students who are not achieving passing grades in one or more of their courses. Students who are on academic probation or who are failing two or more courses meet with EBI Administration individually.

**New Student Orientation.** New Student Orientation is held at the beginning of each semester. New students are scheduled for orientation by their division, day or evening. Each group attends a session with the Admissions Department, Financial Aid, Academic Affairs, and EBI Administration before classes begin. The EBI Student Handbook is distributed, and the Student Faculty Advisement Program, college policies, and regulations are discussed in detail. Schedules are also distributed at Orientation.

**Tutoring.** Students in need of extra help are advised to go to their instructors who are available and very willing to help. Students may also take advantage of the free peer tutoring services offered by the College. Tutors (faculty members) are available on an as needed basis. Please visit the Academic Achievement Center for tutoring services and information regarding hours and faculty availability. A record is maintained of tutoring sessions by the Administration.

**Transportation.** EBI offers assistance for students who may have a transportation problem. The administration keeps up-to-date information on the Southern Tier Transit Authority Systems in both areas and also encourages students to carpool.

**Child Care.** The Administration researches local child-care providers regularly to refer EBI students as clients. Administration provides students with information for day-care centers, nursery schools, pre-kindergarten, Head Start programs, and local community organizations. Students are encouraged to meet with EBI Administration immediately for assistance with childcare provision.

**Part-Time Employment.** For current students at EBI, employment is always a concern. Many find that they need to supplement their incomes while in school. Our main focus is to secure employment for students that will accommodate their school schedules while attending classes.

**Student Activities.** EBI's student activities include Student and Graduation Committee activities. Students are encouraged to regularly check the bulletin boards and student mailboxes in the student lounge for details and updates on EBI's student activities.

**Placement.** The Career Placement Office organizes activities and workshops that are designed to help students and graduates achieve their goals. Services include individual and group advising, job-seeking techniques, resume writing, interviewing techniques, periodic occupational testing, and labor market information.

Our Career Placement Office maintains an employment service for all graduates without additional charge, regardless of the year of graduation. It is understood that while employment assistance may be provided, the school cannot promise or guarantee employment to any student or graduate.

Elmira Business Institute is cognizant of its responsibility to prospective employers in recommending the proper candidate. To insure that the graduate is completely qualified, candidates are carefully screened by the Career Placement Coordinator prior to referral. While opportunities depend on the student's abilities, the type of duties, and the geographical location of employers, rewarding and challenging careers await qualified applicants.

**Personal Property.** The school cannot assume liability for loss or theft of personal property or for damage to personal property on the school premises. The use and care of personal property is the responsibility of the owner.

**Housing.** Although there are no dormitories at Elmira Business Institute, our administration is dedicated to providing students with housing information in their area. Please see administration for any assistance.

**Students With Special Needs.** Every effort is made to accommodate the student with special needs. Applicants should discuss individual needs with EBI Administration prior to registration so that special arrangements can be made, where appropriate.

## ACADEMIC POLICIES

**Requirements for Graduation.** In order to graduate, students must successfully complete the minimum number of credits required for their program (61/63/63/66/67 semester credits for an A.O.S. degree, 30/33/34/46 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.

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

<b><u>Numerical Average</u></b>	<b><u>Letter Grade</u></b>	<b><u>Quality Points</u></b>
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	----

**Incomplete Grade--(I).** 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."

**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 (this is a Director or Dean within the Offices of Student Services, not a faculty member). 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 full-time status (12 credits). EBI Administration has the final decision on student scheduling based on academic progress within the student's major. A grade of "W" does not affect satisfactory academic progress.

**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 GPA would be 3.0.

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.

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

**Standards of Academic Progress.** In accordance with state and federal regulations, a student is expected to make satisfactory academic progress toward the completion of his or her academic program requirements.

Elmira Business Institute determines at the end of each semester that a student is progressing satisfactorily using the grade point average for that semester and the cumulative grade point average. The student is notified of "academic probation" status by a notation on his/her semester transcript and notification of a required meeting with EBI Administration.

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 GPA 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 GPA. At the completion of the program, the student must have a 2.0 GPA. 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.

The institution has provisions for an evaluation 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 institution's 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 wished to continue without being eligible for federal financial aid. However, a student not meeting the CGPA standards at the end of the second year may remain as an enrolled student who is eligible for federal financial aid if there are documented mitigating circumstances (i.e., death in the family, sickness of the student, etc.).

An institution that evaluates academic progress at the end of each payment period may assign warning status to a student who fails to make satisfactory academic progress. A student may be assigned to warning status without an appeal or other action by the student. A student on warning may continue to receive assistance under federal financial aid programs for one payment period despite a determination that the student is not making satisfactory academic progress.

The institution must have an appeal process for students who do not meet the requirements of the institution's satisfactory academic progress policy. When an institution grants a student's appeal for mitigating circumstances, the student will be placed on probation and the student's eligibility for financial aid will be reinstated. A student on probation may receive federal financial aid funds for one payment period. While a student is on probation, the institution may require the student to fulfill specific terms and conditions such as taking a reduced course load or enrolling in specific courses. At the end of one payment period on probation, the student must meet the institution's satisfactory academic progress standards or meet the requirement of the academic plan developed by the institution and the student to qualify for further federal financial aid funds.

All students must meet the minimum standards of academic achievement and successful course completion while enrolled at EBI. The College requires that all courses be successfully completed in order to graduate.

At the end of each term and before registration, students falling below the benchmarks indicated are placed on Academic Probation and must see EBI



Administration before registering. A reduced course load may be recommended. Students are permitted one term to return to good standing or may face Academic Dismissal.

**Continuation As A Non-Regular Student.** EBI will continue a student in a non-regular 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.

### **Academic Dismissal.**

Failure to meet academic achievement standards for two consecutive terms results 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, 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.

**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. 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.*

**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.** Students with an overall grade point average of 3.8 or higher are eligible to join the Alpha Beta Kappa National Honor Society.

**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."

**Academic Integrity.** Elmira Business Institute is committed to supporting its mission to provide an educational experience designed to develop professional competencies including developing habits of personal and professional integrity. The College expects all members of its community—students, faculty, and staff—to act honestly in all situations. Actions of Academic Dishonesty will not be tolerated.

*Academic dishonesty is any form of cheating and plagiarism which results in students giving or receiving unauthorized assistance in an academic assignment or receiving credit for work which is not their own.*

All students are expected to agree to a pledge of honesty concerning their academic work, and faculty is expected to maintain the standards of that code. If you think it may be cheating, it probably is.

***Please keep in mind that plagiarism includes:***

- Copying another person's work and claiming credit for it
- Failing to give credit—both a work cited and in-text citations are required for information you retrieved from another source whether or not it is a direct quotation
- Incorrectly citing a source
- Failing to use quotation marks for a direct quote
- Improperly paraphrasing—both the words and the structure of your writing must differ from your source

Duplicate submission is also a violation of academic integrity, because every assignment presumes that new inquiry and effort will produce new learning, and submitting a paper already written for another class subverts this learning. Submitting the same original paper for credit in more than one class in the same semester, without the expressed permission of both instructors involved, is **not** acceptable. Using the same paper or closely similar material from one semester to fulfill a requirement in another semester is normally **not allowed without specific permission from the instructor**. If students receive the same or similar assignments in different courses they should consult with the professor about an alternate assignment.

Recognizing that students may sometimes commit plagiarism unintentionally because they do not know the conventions of quotation, citation, and acknowledgement, instructors may deal with cases of plagiarism in different ways.

When in the instructor's judgment the student intends to do honest work but does not yet understand the conventions of academic quotation and acknowledgement, the instructor may require the student to rewrite the paper, may lower the grade on the paper, or may fail the paper.

However, when a case of plagiarism results, not from ignorance of conventions, but from actions by which the writer deceives the instructor about sources of words or ideas, or by which the writer tries to fulfill an assignment without doing all of the necessary work, the ordinary sanction will be failure in the course.

Cases of plagiarism that result in a failing grade for an assignment or for a course must be reported to EBI Administration, in order to prevent any individual from plagiarizing repeatedly and each time professing ignorance. If a student plagiarizes repeatedly, the Administration may apply additional penalties, including dismissal from the college.

Students who have received 'advance' or 'pirated' copies of tests or final exams will be failed for the course.

**Final Course Grade Appeals Policy.** The Final Course Grade Appeals Policy applies only to students taking Elmira Business Institute Courses. Students and Faculty should make every effort to resolve questions about grades without seeking a formal grade appeal. If every effort has been made to resolve questions to no avail, a formal grade appeal will be pursued only if the student presents evidence of error, bias, or capriciousness on the part of the instructor in determining the student's final grade for the course.

**Procedure:**

A student may appeal a grade. 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 final grade for an EBI course.

**A. Informal discussion with the instructor.**

Within 14 days of the final grade being distributed to the student, the student should communicate concerns regarding the grade with the course instructor. If the student does not have the instructor's contact information, he or she should email or contact someone in the administrative offices and the email will be forwarded to the course instructor.

If the instructor is unavailable during this time period, and if the student can show evidence that he/she attempted to contact the instructor to no avail, the student should communicate his/her concerns with EBI Administration. Or, if the student discusses the issue with the faculty member, 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 instructor's decision or if the instructor has not responded to the student's request for reconsideration of the grade, the student must formulate an appeal in writing and submit it by email or by regular post to both the instructor and EBI Administration. The written appeal must contain the following:

- a. The student must attest that he/she discussed the matter with the instructor by some means (email, phone, mail, or other), or that he/she attempted to contact the instructor to discuss the matter but that the instructor was unavailable or did not provide a resolution agreeable to the student.
- b. The student must include the grading procedures as stated in the course outline.
- c. The student must describe how, in his or her understanding, the grade was determined, whether this process followed the procedures as stated in the outline. The student must also provide any evidence supporting a claim that the grading 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 Grade 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, who will within two weeks of receipt of the appeal, review the formal, written appeal, convene a meeting of the Grade Appeals Committee to consider the merits of the appeal, and respond back to the student regarding the disposition of the appeal. The Grade 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
- c. Minutes of the Grade Appeals Committee meeting will be sent to the Administration and a copy will be maintained in EBI's Administrative Offices.
- d. The Grade Appeals Committee's decision is final. No further appeal will be accepted.

## **Step 3. Change of Grade**

If the Grade Appeals Committee determines that the student's final grade 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 instructor of the change.

*When dealing with failing vs. passing grades, or grades below a "C" in a competency course, it is important for the student to contact the instructor as soon as possible, since it may affect the assignment of courses for the next semester. The matter must be resolved by the end of the first week of the semester.*

**Student Grievance Procedure.** Students who have a complaint or wish to lodge a grievance against a College employee will adhere to the following procedures:

- Step 1 Anyone with a grievance or complaint may request an individual conference with the instructor or staff member to discuss the matter.
- Step 2 If the first step has not resolved the grievance, the aggrieved party should seek guidance from EBI Administration if it is an academic issue. Otherwise, the aggrieved party should proceed to Step 3.
- Step 3 If the previous step has not solved the grievance within 48 hours of the incident, the aggrieved party must present to the Administration, in writing, all facts of the grievance.

Within 24 hours upon receipt of the written information, EBI Administration will schedule a Grievance Committee hearing. The time of the meeting will be communicated in writing to all parties. The Committee will consist of the Sr. Vice President of Administration, EBI Administration, and faculty representative.

All persons or their representatives involved with the incident must be present at the time of the hearing. All parties involved will be given the opportunity to discuss the grievance. The Grievance Committee will excuse all parties involved in the grievance and immediately review and conclude the case. The decision of the Committee will be communicated to those involved in the incident within 48 hours. The Committee's decision will be final.

The Accrediting Council for Independent Colleges and Schools (ACICS) provides complaint procedures for the filing of complaints against accredited institutions. ACICS requires that the complainant to have exhausted all complaint and grievance procedures provided under College policy. Should such a complaint be filed, ACICS will review the matter to determine whether there may have been any violation of its criteria and standards and can take action only if it determines that there was such a violation.

**Accrediting Council for  
Independent Colleges and Schools  
750 First Street, N.E.  
Suite 980  
Washington, DC 20002  
(202) 336-6780**

**Privacy Act.** The Federal Family Educational Rights and Privacy Act of 1974 gives to each enrolled student at Elmira Business Institute access to his or her educational records, the right to amend those records where they are inaccurate or misleading, and the right to control their distribution to others. Related inquiries should be addressed to EBI Administration.

Elmira Business Institute will generally release certain directory information pertaining to its students to the public. This information could include some or all of the following data: student's name, address(es), program, dates of attendance, photograph, post-graduation employer and job title, participation in activities and recognition received, and the most recent previous secondary and postsecondary educational institution attended by the student.

If any or all of this information should not be released by the College, the student should so inform EBI in writing four weeks prior to the start of class.

**Academic Freedom.** Elmira Business Institute recognizes and respects the individual faculty member's rights to academic freedom, as well as the obligations inherent in these rights. Faculty have the right to pursue scholarly inquiry to any honest conclusion. They are free to present to their colleagues and students their findings and judgments about their field of specialization. Finally, they are free to publish the results of research and reflection without institutional censorship.

**Drug and Alcohol Policy.** In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) and to ensure a drug-free site, the administration establishes the following standards of conduct for students and employees:

1. All students and employees are prohibited from the unlawful manufacture, distribution, possession, sale, or use of a controlled substance on campus.
2. All students and employees are prohibited from such activity during hours away from campus such that it impairs ability in the classroom or on the job or affects the reputation and integrity of the institution. Students or employees who violate any aspect of this policy are subject to disciplinary action including immediate termination.

**Weapons.** Any type of weapons are strictly prohibited on campus at all times.

## **STUDENT PROFESSIONAL CODE OF ETHICS**

### **A) ATTENDANCE RESPONSIBILITIES**

On occasion there will be legitimate reasons why a student cannot attend classes for that day. If this occurs, it is important for the students to know how to get in contact with his/her instructors. Each teacher may have his/her own way for the student to reach him/her. Please confirm with your instructors the method with which they prefer. Examples may include: Voicemail; E-mail. Please refer to instructor's syllabus for direction.

If a student is absent two or more days with a medical or legal excuse, the student should contact his/her instructor for homework assignments.

## **B) CELL PHONE POLICY**

In an effort to provide a quiet, safe classroom environment cell phone use (including text messaging, camera use, and use of other electronics) is prohibited in the classroom. When you enter the building we ask that you turn off your cell phone ringer and/or set to non-audible signal. Please use student lounge to make or receive phone calls and be considerate of others. We reserve the right to ask anyone to leave the classroom for inappropriate use of cell phones.

## **C) PERSONAL PHONE CALLS**

The Elmira Business Institute number should not be given as an alternative place for people to reach you if you are not home. No messages will be taken for non-essential calls. These are calls that can be taken care of from home. Emergency messages will be delivered to classrooms.

## **D) STUDENT PARKING**

### Elmira Campus:

**Parking Option for Students:** If you are a day student, you can obtain a parking permit at the nearby Centertown Parking Garage. You will be required to visit the garage to pick up your swipe card and pay for the monthly parking fee. The garage will require a \$5.00 deposit for the card, which will be returned to you when your parking pass is cancelled and upon returning the parking card.

**Students who currently have a parking pass: Effective March 1st 2016 Elmira Business Institute is no longer paying for the student parking. Each student who has a current parking pass will be charged \$30.00 per month to his/her financial aid account. To avoid this charge, the student's parking pass must be returned to Centertown Garage.**

If the parking garage option is not feasible, you are welcome to park in the surrounding areas/street parking near the school. Students will be responsible for ensuring they are not parking in tow away zones or restricted areas. EBI will not be responsible for any fees or penalties associated with where students park.

Handicapped parking is available at the student's request. Documentation is required to be filed in EBI's office to have access. All other cars will be towed.

Evening students are able to use the back parking lot and along the streets. When parking in the back lot, please be aware that the first 4 parking spaces are for handicap parking and violators will be towed. Students are prohibited from parking along the side of the building.

Vestal Campus: Students must park in specified EBI Student Parking located adjacent to the Vestal Executive Park Building. If a parking violation takes place, one warning will be given to the student by the college. The College reserves the right to tow the car.



## **E) ELMIRA BUSINESS INSTITUTE VISITORS**

At EBI, we offer a secure and safe campus. We will not interrupt classes for visitors. Please ask administration before inviting friends or relatives to EBI's campus.

**Children are allowed neither to attend class nor to wait in the receptionist area or the lounge area unattended.**

The administration encourages prospective students to visit Elmira Business Institute. However, we do ask that all visitors sign in with the receptionist and must wear temporary ID badge while in the building at all times. If you have friends or relatives who may be interested in attending Elmira Business Institute, we invite you to have them come in for a tour of the facility by our Admissions Department.

## **F) CLASSROOM BEHAVIOR**

### **CONDUCT**

A student shall not knowingly possess, handle or transmit any object that can reasonably be considered a weapon on campus property or at an EBI sponsored event. This policy includes any weapon, any item being used as a weapon, destructive device, any facsimile of a weapon or other objects/substances which are a threat to the health and safety of others or is a disruption to the educational process.

### **DEPORTMENT/DEMEANOR**

Students are expected to conduct themselves in a mature manner while on the college premises.

Inappropriate behavior, including the use of alcohol, illegal drugs, inappropriate language or evidenced cheating, can lead to dismissal. Dismissal can be enacted after only one such incident. The decision to dismiss a student will be that of the Administration.

If a student is dismissed for misconduct, re-admittance to the college will take place only after a complete review of the student's record.

### **CLASSROOM EXPECTATIONS**

Each instructor has his/her own particular expectations regarding how his/her classroom will be conducted. However, some standard rules apply to all students in all classrooms. The following behavior is not permitted!

1. Eating or drinking is not permitted in the computer or medical labs. Eating is permitted in the student lounge during break times.
2. Children of any age group are not permitted in classrooms.
3. Behavior that could be dangerous to students or faculty (i.e. fighting or throwing of objects) is not permitted.
4. Obscene or inappropriate language is not permitted.
5. Cheating is not permitted at any time.

6. Theft of another person's personal property or college property is not permitted. We are not responsible for personal items left in classrooms or the student lounge.
7. Intentional destruction of another person's property or college property is not permitted.
8. Cell phones must be turned off or silenced during class periods.
9. Arrive to class on time.
10. Smoking is not permitted in the classrooms. Smoking is permitted in the designated smoking areas.

Our facilities, students, and staff members deserve the respect befitting an educational institution.

**Any student found violating any of these classroom rules or other rules as set forth by his/her instructor will be reprimanded, up to and including suspension or expulsion from college.**

#### **H) COPIER/FAXES/FACULTY MAILBOXES**

Please see your instructors for copies of classroom materials. To place an item in a faculty mailbox, please see the receptionist.

#### **Miscellaneous**

Gambling on school premises is not allowed at any time.

Alcoholic beverages and/or controlled substances under the public health law, i.e.: dangerous drugs and narcotics, unless prescribed by a licensed physician in original containers, are not permitted on campus.

If you leave the school building for your lunch, please gauge your time so you return and report to class promptly.

You should not schedule outside appointments that will conflict with your school program.

As an EBI student, you agree to the use of your image and/or photograph in any school related advertising or print material now or in the future.

# Program Listing

<b><u>Programs/Awards</u></b>	<b><u>CIP Code</u></b>
<b>Health Science</b>	
Medical Assisting – Associate Degree – A.O.S.	51.0801
Medical Assisting – Certificate (46 Credits)	51.0801
Medical Coding & Reimbursement Specialist – Associate Degree – A.O.S.	51.0713
Medical Coding and Billing – Certificate (46 Credits)	51.0713
<b>Business</b>	
Accounting – Associate Degree – A.O.S.	52.0301
General Business Accounting – Certificate (34 Credits)	52.0301
Business Administration – Associate Degree- A.O.S.	52.0201
<i>Concentrations:</i>	
Human Resource Management	
Financial Services	
Small Business Management	
Business Administration – Certificate	52.0201
<i>Concentrations:</i>	
Human Resource Management (30 Credits)	
Financial Services (30 Credits)	
Small Business Management (33 Credits)	
<b>Technology</b>	
Office Technologies – Associate Degree – A.O.S.	52.0408
<i>Concentrations:</i>	
Medical	
Medical Office Assistant – Certificate (34 Credits)	51.0716
General Office Assistant - Certificate (34 Credits)	52.0408

**Courses are offered at least once a year.**

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\*Students enrolling at EBI must pass the Accuplacer with a 60 or higher before being placed in credit-bearing writing and/or math courses.

\*\*General Education Courses for ACICS requirement

## **Program Descriptions**

# 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.

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.

## 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 Mathematics Essentials*	0	MIC110 Introduction to Computers	1
BUS105 Business Mathematics	3	MIS101 Applications in Word Processing	2
BUS115 Principles of Management	3	MIS102 Spreadsheet Applications	2
BUS120 Business Law	3	MIS104 Applications in Presentation Skills	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
Applications in Word Processing (MIS101)	2	Spreadsheet Applications (MIS102)	2
Business Mathematics (BUS105)	3	Applications in Presentation Skills (MIS104)	1
Freshman Seminar (COM140)	3	College Writing I (COM111)	3
Oral Communications (COM130)	3	Business Law (BUS120)	3
	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)	6
Computerized Accounting Systems (ACC210)	3		15
Career Placement Seminar (COM150)	1		
	16		

**BUSINESS ADMINISTRATION  
FINANCIAL SERVICES CONCENTRATION**

**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.

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 Mathematics 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 Applications for Word Processing	2
BUS265 Fundamentals of Selling	3	MIS102 Spreadsheet Applications	2
COM003 Writing Essentials*	0	MIS103 Database Applications	2
COM111 College Writing I**	3	MIS104 Applications of Presentation Skills	1
		MKT101 Principles of Marketing	3

Sample course sequence for the Business Administration-Financial Services 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	Principles of Banking (BUS145)	3
Oral Communications (COM130)	3	College Writing II (COM121)	3
Freshman Seminar (COM140)	3	Introduction to Computers (MIC110)	1
	15	Applications for Word Processing (MIS101)	2
		Applications for Presentation Skills (MIS104)	1
		Principles of Marketing (MKT101)	3
			19
<u>Third Semester:</u>	CRS	<u>Fourth Semester:</u>	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		

**BUSINESS ADMINISTRATION  
HUMAN RESOURCES CONCENTRATION**

**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.

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 Mathematics 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 Applications for Word Processing	2
BUS260 Employment Law	3	MIS102 Spreadsheet Applications	2
BUS270 Compensation and Benefits	3	MIS103 Database Applications	2
COM003 Writing Essentials*	0	MIS104 Applications of Presentation Skills	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	Applications for Word Processing (MIS101)	2
	15	Applications for Presentation Skills (MIS104)	1
		Principles of Marketing (MKT101)	3
			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)	3
Spreadsheet Applications (MIS102)	2		15
Principles of Microeconomics (ECO201)	3		
	17		

**BUSINESS ADMINISTRATION Associate in Occupational Studies**  
**SMALL BUSINESS MANAGEMENT CONCENTRATION 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.

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 Mathematics 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 Applications for Word Processing	2
BUS230 Human Resources Management	3	MIS102 Spreadsheet Applications	2
BUS240 Small Business Management	3	MIS103 Database Applications	2
COM003 Writing Essentials*	0	MIS104 Applications of Presentation Skills	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	Applications for Word Processing (MIS101)	2
	15	Applications for Presentation Skills (MIS104)	1
		Principles of Marketing (MKT101)	3
			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		3
Principles of Microeconomics (ECO201)	3		15
	17		



## 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.

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

ACC101 Principles of Accounting I	3	MED130 Medical Billing	3
BUS002 Mathematics 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 Applications in Word Processing	2
ECO201 Principles of Microeconomics**	3	MIS103 Database Applications	2
EXT120 Medical Assisting Externship	6	MIS104 Applications in Presentation Skills	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>	CRS	<u>Second Semester:</u>	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
Applications in Work Processing (MIS101)	2	College Writing II (COM121)	3
Oral Communications (COM130)	3	Computerized Keyboarding (OFF110)	3
	15		18
<u>Third Semester:</u>	CRS	<u>Fourth Semester:</u>	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	Applications in Presentation Skills (MIS104)	1
Electronic Medical Records (MED131)	3	Medical Assisting Externship (EXT120)	6
Medical Billing (MED130)	3		15
Career Placement Seminar (COM150)	1		
	19		

## 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.

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 Mathematics 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	MED280 Health Care Reimbursement Issues	3
COM150 Career Placement Seminar	1	MIC110 Introduction to Computers	1
ECO201 Principles in Microeconomics**	3	MIS101 Applications in Word Processing	2
EXT110 Externship	6	OFF110 Computerized Keyboarding	3
MED110 Medical Terminology	3	OFF141 Medical Office Procedures	3
MED120 Anatomy & Physiology	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
Applications in Word Processing (MIS101)	2	Professional Medical Coding I (MED150)	3
Oral Communications (COM130)	3	Computerized Keyboarding (OFF110)	3
	15		18
<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		12
Introduction to Health Information Management (MED270)	3		
Career Placement Seminar (COM150)	1		
	16		

**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.

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 Mathematics 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 Applications in Word Processing	2
COM111 College Writing I**	3	MIS102 Spreadsheet Applications	2
COM121 College Writing II**	3	MIS103 Database Applications	2
COM130 Oral Communications**	3	MIS104 Applications in Presentation Skills	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
Applications in Word Processing (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	Applications in Presentation Skills (MIS104)	1
Advanced Database Applications (MIS203)	3	Externship (EXT110)	6
Career Placement Seminar (COM150)	1		
	<u>15</u>		<u>15</u>

# 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 Applications for Word Processing	2
BUS235 Insurance Licensing	3	MIS102 Spreadsheet Applications	2
BUS245 Financial Securities	3	MIS103 Database Applications	2
BUS265 Fundamentals of Selling	3	MIS104 Applications of Presentation	1
COM150 Career Placement Seminar	1	Skills	

Sample course sequence for the Financial Services Certificate program.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	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
Applications for Word Processing (MIS101)	2	Insurance Licensing (BUS235)	3
Spreadsheet Applications (MIS102)	2	Financial Securities (BUS245)	3
Database Applications (MIS103)	2	Fundamentals of Selling (BUS265)	3
Applications of Presentation Skills (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.

## 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 Mathematics Essentials*	0	MIC110 Introduction to Computers	1
BUS105 Business Mathematics	3	MIS101 Applications in Word Processing	2
BUS115 Principles of Management	3	MIS102 Spreadsheet Applications	2
BUS120 Business Law	3	MIS104 Applications in Presentation Skills	1

### Sample course sequence for the General Business Accounting Program

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	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	Principles of Management (BUS115)	3
Freshman Seminar (COM140)	3	Income Tax (ACC220)	3
Introduction to Computers (MIC110)	1	Business Law (BUS120)	3
Applications in Word Processing (MIS101)	2	Spreadsheet Applications (MIS102)	2
	15	Applications in Presentation Skills (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 Applications in Word Processing	2
BUS002 Mathematics Essentials*	0	MIS102 Spreadsheet Applications	2
BUS105 Business Mathematics	3	MIS103 Database Applications	2
COM003 Writing Essentials*	0	MIS104 Applications in Presentation Skills	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
Applications in Word Processing (MIS101)	2	Applications in Presentation Skills (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.

### 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 Applications for Word Processing	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 Applications of Presentation Skills	1
BUS270 Compensation and Benefits	3		

Sample course sequence for the Human Resources Certificate program.

<u>First Semester:</u>	<u>CRS</u>	<u>Second Semester:</u>	<u>CRS</u>
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
Applications for Word Processing (MIS101)	2	Employment Law (BUS260)	3
Spreadsheet Applications (MIS102)	2	Compensation and Benefits (BUS270)	3
Database Applications (MIS103)	2	Career Placement Seminar (COM150)	1
Applications of Presentation Skills (MIS104)	1		16
	14		

## MEDICAL ASSISTING - CERTIFICATE

**12 Month  
(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.

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

### PROGRAM REQUIREMENTS – CREDITS

BUS002 Mathematics 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 Applications in Word Processing	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>	CRS	<u>Second Semester:</u>	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
Applications in Word Processing (MIS101)	2	Electronic Medical Records (MED131)	3
Computerized Keyboarding (OFF110)	3	Career Placement Seminar (COM150)	1
	15		16
<u>Third Semester:</u>	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 Mathematics 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 Applications in Word Processing	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>	CRS	<u>Second Semester:</u>	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
Applications in Word Processing (MIS101)	2	Career Placement Seminar (COM150)	1
	15		16
<u>Third Semester:</u>	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.

**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 Applications in Word Processing	2
COM150 Career Placement Seminar	1	MIS103 Database Applications	2
MED110 Medical Terminology	3	MIS104 Applications in Presentation Skills	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.

<u>First Semester:</u>	CRS	<u>Second Semester:</u>	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	Applications in Presentation Skills (MIS104)	1
Introduction to Computers (MIC110)	1	Advanced Database Applications (MIS203)	3
Applications in Word Processing (MIS101)	2	Electronic Medical Records (MED131)	3
	15	Medical Office Procedures (OFF141)	3
		Career Placement Seminar (COM150)	1
			19

## 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.

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 Applications for Word Processing	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 Applications of Presentation Skills	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
Applications for Word Processing (MIS101)	2	Small Business Management (BUS240)	3
Spreadsheet Applications (MIS102)	2	Career Placement Seminar (COM150)	1
Database Applications (MIS103)	2	Macroeconomics (ECO202)	3
Applications of Presentation Skills (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.

### 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

ECO201	Principles of Microeconomics
ECO202	Principles of Macroeconomics
COM111	College Writing I
COM130	Oral Communications
COM121	College Writing II

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\*Students enrolling at EBI must pass the Accuplacer with a 60 or higher before being placed in credit-bearing writing and/or math courses.

\*\*General Education Courses for ACICS requirement

**ACC101 PRINCIPLES OF ACCOUNTING I****3 CREDITS**

This course is designed to introduce the fundamentals of accounting theory and practice, including journalizing transactions, adjusting entries, closing entries, and completion of financial statements. The course introduces entries associated with a merchandising business.

**ACC102 PRINCIPLES OF ACCOUNTING II****3 CREDITS**

This course is designed to focus on the details of accounting for receivables, fixed assets, investments, intangible assets, current liabilities, payroll, and long-term liabilities. The course will include topics in accounting for partnerships, limited liability companies, and corporations.

*PREREQUISITE: ACC101: Principles of Accounting I*

**ACC120 COMPUTERIZED ACCOUNTING SYSTEMS****3 CREDITS**

This course is an introduction to computerized accounting software, designed to teach students to accomplish accounting functions using QuickBooks software. Students will learn to set-up a company including the creation of the chart of accounts, customer/vendor lists, and employee lists. Students will learn basic functions, which include invoicing customers and receiving payments from customers, entering and paying bills, paying employees and submitting payroll taxes, paying sales tax, and reconciling bank statements. Students will become familiar with reports and graphs enabling management to make appropriate business decisions.

*PREREQUISITE: ACC101: Principles of Accounting I*

**ACC201 INTERMEDIATE ACCOUNTING I****3 CREDITS**

This course is designed to expose students to advanced accounting theory. The course will include topics such as time value of money and practices as it pertains to principle items appearing on the financial statements of a corporation. The aforementioned principle items are cash, investments, receivables, inventories, and fixed assets. This course will emphasize the proper classification of accounts and format of the income statement of retained earnings, the balance sheet, and statement of cash flows using QuickBooks software.

*PREREQUISITE: ACC102: Principles of Accounting II*

**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: ACC202: Intermediate Accounting I*

**ACC210 COST ACCOUNTING****3 CREDITS**

This course is an introduction to the theory of cost accounting, including the job order, process, and standard cost systems. Emphasis is on calculations and report preparation that assist in managerial decisions; including statement of cost of goods sold, order point, economic order quantity, throughput time, inventory valuation, modified wage plans, fixed/variable costing and budgeting, application of overhead, unit cost, equivalent units, and the cost of production summary.

*PREREQUISITE: ACC102: Principles of Accounting II*

**ACC220 INCOME TAX****3 CREDITS**

This tax course introduces students to basic tax principles that are designed to meet specific economic and social goals. The course assignments show students how the tax law is executed while they complete thirty-plus individual tax returns. Upon successful completion of this course, the students will be able to prepare individual tax returns dealing with various sources of income and expenses while leaving a clear, concise audit trail and be able to offer tax-planning advice to individual taxpayers.

*PREREQUISITE: ACC101: Principles of Accounting I*

**ACC221 AUDITING****3 CREDITS**

This course will include discussions of current accounting and audit issues with a case study approach. The topics will include auditing standards in a public setting, the audit opinion formulation process, approaches to professional codes of ethics, the nature of risk, internal control over financial reporting, performing an integrated audit, and the framework for audit evidence.

*PREREQUISITE: ACC201: Intermediate Accounting I*

**ACC230 INVESTMENTS****3 CREDITS**

This course is an introduction to financial instruments and the markets in which they trade. The student will gain the basic knowledge for investment in the securities market.

*PREREQUISITE: ACC102: Principles of Accounting II*

**BUS002 MATHEMATICS 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*

**BUS105 BUSINESS MATHEMATICS****3 CREDITS**

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.

*COREQUISITE: BUS002: Mathematics Essentials or a passing score on the Assessment*

**BUS115 PRINCIPLES OF MANAGEMENT****3 CREDITS**

This course addresses the organization and operation of retail, wholesale, and service businesses in the form of proprietorship, partnership, and corporations. The course defines common forms of business and the process of starting and running a business is studied, including where federal and state assistance may be obtained, the pros and cons of ownership, and advantages and disadvantages of franchising. Emphasis is placed on planning (strategic and tactical), critical thinking, and leadership styles.

**BUS120 BUSINESS LAW****3 CREDITS**

This course is an introduction to the structures and functions of the American legal system. The foundation and history of the justice system will be studied. A case study approach will be integrated into the study of criminal law, torts, and contracts. Emphasis will be placed on factual reasoning and logical analysis.

**BUS135 BUSINESS ETHICS****3 CREDITS**

In this course students will learn how to identify ethical issues in business, how to analyze ethical issues using moral principles, and how to make recommendations to resolve the issues.

**BUS145 PRINCIPLES OF BANKING****3 CREDITS**

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of a broad perspective of the business of banking.

**BUS215 INTRODUCTION TO ENTREPRENEURSHIP****3 CREDITS**

This course is the study of how small businesses are established and operated. In particular, the course examines the conversion of ideas into successful business ventures. Topics include general business operations, management, accounting, and marketing in a small firm environment.

**BUS220 STATISTICS FOR MANAGEMENT****3 CREDITS**

This course is designed to give students an introduction in the field of statistical analysis of business and economics data as it applies to management decisions. Topics will include data analysis, understanding central tendencies and their applications to business, understanding basic probability, sampling, confidence interval estimation, and regression analysis.

**BUS230 HUMAN RESOURCES MANAGEMENT****3 CREDITS**

This course is a study of how organizations increase human resources productivity while maintaining compliance with various laws and regulations. Topics include selection, orientation, training, compensation, benefits, safety, performance evaluations, manpower planning, discipline, and grievance.

**BUS235 INSURANCE LICENSING****3 CREDITS**

This course meets the educational requirements in order to qualify for the New York Life and Health Licensing Exam. Topics include: New York and Federal insurance regulation, general insurance concepts, types and organization of insurers, agents and general rules of agency contracts, dwelling forms, and homeowner's policies.

**BUS240 SMALL BUSINESS MANAGEMENT****3 CREDITS**

This course incorporates current theory and practice relating to starting and managing small firms. It provides a comprehensive coverage of critical small business issues and numerous real-world examples to help students understand how to apply the business management concepts presented in the text.

**BUS245 FINANCIAL SECURITIES****3 CREDITS**

This course is designed to give students an understanding of financial securities. In particular, the course will give students in skills to effectively prepare for the qualifying exams, Series 6 and Series 63.

**BUS250 PEOPLE SKILLS IN THE WORKPLACE****3 CREDITS**

The course explores the importance of effective communication in our personal lives, in the world of business, and as a business owner-entrepreneur. Students will scrutinize practical business applications such as employee motivation, handling customer complaints, and effectively resolving conflict in the workplace.

**BUS255 STAFFING AND RECRUITING****3 CREDITS**

This course focuses on the effective management of the flow of talent into and through an organization. It covers human resource planning, recruiting, and selection, career transitions and other workforce movement. In particular, the force of the course is to provide opportunities to develop hands-on skills that are relevant to effectively managing talent flow.

*PREREQUISITE: BUS230: Human Resources Management*



**BUS260 EMPLOYMENT LAW****3 CREDITS**

The course will introduce a broad scope of employment laws and provides the opportunity to apply these laws to the employment arena. In particular, the course will provide students with an overview of the legal environment of the modern American workplace, including an awareness of the legal, social, economics, and political forces impacting the law, and responsive strategies for the business manager.

**BUS265 FUNDAMENTALS OF SELLING****3 CREDITS**

This course covers the principles, problems, and techniques on one-on-one selling of ideas, products, and services in today's domestic and international markets. Active participation provides practical experience through guided role-playing with techniques for success as sales professional. Psychological and social aspects of buyer motivation are studied, as well as critical thinking, elements of presentation, and ethics as appropriate for developing beginning sales skills.

**BUS270 COMPENSATION AND BENEFITS****3 CREDITS**

This course offers an introduction to the systems, methods and procedures involved in the administration and oversight of compensation programs. Topics include compensation theory, techniques and problems in job analysis and evaluation, benefits, and developing wage, and salary systems.

*PREREQUISITE: BUS230: Human Resources Management*

**COM003 WRITING ESSENTIALS****0 CREDITS**

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.

*COREQUISITE: COM111: College Writing I*

**COM111 COLLEGE WRITING I****3 CREDITS**

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.

*COREQUISITE: COM003: Writing Essentials or a passing score on the Accuplacer.*

**COM121 COLLEGE WRITING II****3 CREDITS**

This course is designed to teach students the rhetorical principles and writing practices necessary for producing effective business letters, memos, reports, and collaborative projects in professional contexts, guided by the needs and practices of business, industry, and society at large. The use of proper grammar, punctuation, and sentence structure will be reviewed and emphasized in terms of presentation of business communications. The students will study and practice various forms of written communications including, but not limited to, reports, emails, memos, and business letters. Students will draft and compose a final copy of a resumé and reference sheet. Assignments will involve library research and practice in information literacy and computer usage to ensure that students taking the course are prepared for the writing environment of the 21<sup>st</sup>-century workplace. The course teaches the rhetorical principles that help students shape their business writing ethically, for multiple audiences, in a variety of professional situations.

*PREREQUISITE: COM111: COLLEGE WRITING I*

**COM130 ORAL COMMUNICATIONS****3 CREDITS**

This course acquaints students with the challenges to effective oral communication. Verbal and non-verbal obstacles to productive communication are explored, and various techniques and strategies are offered for coping with them. Students become accustomed to making public presentations through a wide variety of workshop situations. Students take many active speaking roles and also learn to pay careful attention to the presentations of others. Special emphasis is given to the problems of communication that arise in various informal business situations.

**COM140 FRESHMAN SEMINAR****3 CREDITS**

This course is designed to expose the student to a variety of techniques and strategies for dealing with obstacles to personal and professional success as a student at Elmira Business Institute. Student's personal and professional skills will be enhanced through group participation in human relations training and social skills development exercises. Topics such as learning styles, test taking, time management, and studying strategies will be covered in detail.

**COM150 CAREER PLACEMENT SEMINAR****1 CREDIT**

This course focuses on training and preparing the student for the workforce upon graduation. Students will be exposed to resources and taught tools that will aid them in finding, obtaining, and retaining employment. Resources, such as the class textbook, newspapers, magazines, articles, the Internet, and the community, including teachers and employers, will be used where appropriate in this professional development course.

**ECO201 PRINCIPLES OF MICROECONOMICS****3 CREDITS**

The course will introduce students to the economic analysis of choices made by individuals, businesses, and industries in the market economy. Topics include price mechanism, supply and demand, optimizing economic behavior, firm profit maximization, analysis of cost and revenue, types of market structures, resource markets, types of market failure, and government intervention. Upon completion of the course, students will be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.

**ECO202 PRINCIPLES OF MACROECONOMICS****3 CREDITS**

The course will introduce students to the basic workings of macroeconomic theory, including an introduction to economic analysis of aggregate employment, income and prices. Topics include major schools of economic thought, including the introduction to opportunity cost, marginal analysis, aggregate demand and supply, economic measures, fluctuations, economic growth, fiscal and monetary policy. Upon completion, the students will be able to evaluate national economic components, conditions, and alternatives for achieving stable economic growth.

**ECO230 MONEY AND BANKING****3 CREDITS**

This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary policy. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve.

*PREREQUISITE: ECO202 Principles of Macroeconomics*

**EXT110 EXTERNSHIP****6 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 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 187.5 hours of non-paid time at the externship to complete his/her externship program

\*\*Upon Recommendation of Administration

**EXT115 BUSINESS ADMINISTRATION 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 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 75 hours of non-paid time at the externship to complete his/her externship program.

\*\*Upon Recommendation of Administration

**EXT120 MEDICAL ASSISTING EXTERNSHIP****6 CREDITS**

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 for a minimum of 187.5 clock hours for a non-paid externship experience. Attention will be given to the student's professional development and skill, such as interpersonal, interviewing, networking, and job searching through the externship including proper office attire, punctuality, and the ability to successfully complete assigned tasks through classroom training.

\*\*Upon Recommendation of Administration

**MED110 MEDICAL TERMINOLOGY****3 CREDITS**

This basic course is designed to familiarize the student with the structure and function of the human body. Medical words, phrases, and abbreviations relating to the body in health and disease will be covered. Upon completion of the course, the student will be able to correctly spell, pronounce, and define medical terms associated with selected body systems, disease conditions, and treatment modalities.

**MED120 ANATOMY & PHYSIOLOGY****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

**MED130 MEDICAL BILLING****3 CREDITS**

This course is designed to introduce the student to the medical billing process as it relates to the medical insurance industry. The student will use procedural and diagnostic codes to complete insurance claim forms for a variety of insurance carriers. The student will learn the appropriate methods of gathering necessary information as it relates to the patient and the patient's record. The student will learn how to apply these methods appropriately to the CMS-1500 claim form. Consideration is given to the use of computers in processing the CMS-1500 claim forms, ethical and unethical practices, as well as, legal, illegal and denied claims.

*PREREQUISITE: MED110: Medical Terminology*

**MED131 ELECTRONIC MEDICAL RECORDS****3 CREDITS**

This course provides a thorough introduction to the history, theory, and potential benefits of electronic health records. The combination of text and EMR software provide a complete learning system. Hands-on exercises provide practical experience that leads to an understanding and a level of comfort with computerized medical records that can be applied directly to the healthcare workplace. Critical thinking and hands-on exercises build confidence by allowing students to apply what they have learned. This course will increase the likelihood that the student's knowledge will transfer easily to a commercial medical record system in use at any clinic or medical facility.

*PREREQUISITES: MED110: Medical Terminology; MED120: Anatomy & Physiology; MIC110: Introduction to Computers; MIC120: Computer Applications*

**MED150 PROFESSIONAL MEDICAL CODING I 3 CREDITS**

This course is designed to provide the individual with a baseline level of diagnostic coding education. The student will be introduced to general healthcare compliance matters, coding ethics and standards. Furthermore, the student will be introduced to fundamental guidelines of diagnostic codes to services related to diseases and conditions of all systems. Participants will have a working knowledge of coding conventions and the proper steps to code correctly. In addition, the student will be introduced to properly coding procedures in ICD-10 as related to inpatient hospital services. The student will demonstrate an understanding of Medicare law and guidelines and physicians documentation requirements.

*PREREQUISITE: MED110: Medical Terminology*

**MED210 MEDICAL LAW AND ETHICS****3 CREDITS**

This course provides the student with an overview of the legalities and ethical behavior associated with a medical practice or facility. Emphasis will be placed on the medical assistant's legal and ethical responsibilities, giving consideration to liabilities associated with communicable diseases, patient contracts, consent and release forms, narcotics control, physician licensing, the Good Samaritan Act, arbitration procedures, and the Anatomical Gift Act.

*PREREQUISITE: MED110: Medical Terminology*

**MED220 MEDICAL LABORATORY I****3 CREDITS**

This course provides the student with a basic overview of the disease process, disease etiology, and a practical application of infection control. Emphasis is placed on hand-washing techniques, methods of sterilization, glove application, and instrument classification.

*PREREQUISITE: MED110: Medical Terminology*

**MED230 MEDICAL LABORATORY II****3 CREDITS**

This course introduces the student to basic laboratory-assisting skills. This course introduces the student to basic laboratory assisting skills. Consideration is given to the fundamentals of microbiology, hematology, and urinalysis. The student is introduced to techniques in the collection of bacterial specimens, the collection and analysis of venous and peripheral blood specimens, and the collection and analysis of urine samples. Instruction includes performing hemoglobin and chemical urinalysis. A review of OSHA regulations for a laboratory facility is also included. Students are required to perform all procedures to 100 percent satisfaction of the instructor. Students will participate in an American Heart Association First Aid and professional level CPR course. The courses will include the treatment of medical complaints associated with: breathing, bleeding, poisoning, fractures, and shock, along with a practical application of dressings and bandages.

*PREREQUISITES: MED110: Medical Terminology; MED120: Anatomy & Physiology; MED220: Medical Laboratory I; BUS105: Business Math*

**MED240 CLINICAL SKILLS I****3 CREDITS**

This course introduces the student to basic clinical skills. Consideration is given to the fundamentals of vital signs, various methods and equipment used to measure fundamental signs, determine height and weight, patient preparation and positions, methods of examination, assisting the physician with emphasis on routine physical examinations - obstetric, gynecological, urological, and pediatric examinations. Students will also have practical experience in procedures performed in medical specialty facilities.

*PREREQUISITE: MED110: Medical Terminology*

**MED250 CLINICAL SKILLS II****3 CREDITS**

This course provides the student with an intense study of the administration of medications. The emphasis is placed on parenteral medication, with an overview of topical, oral, rectal and sublingual medications. Students are introduced to Pharmacology, the use of the PDR, nutrition, and the procedure for performing an EKG. Universal precautions as prescribed by OSHA will also be reviewed.

*PREREQUISITES: MED110: Medical Terminology; MED120: Anatomy & Physiology; MED240: Clinical Skills I; BUS105: Business Math*

**MED260 PROFESSIONAL MEDICAL CODING II****3 CREDITS**

This course is designed to provide the individual with a comprehensive level of procedural coding education. The student will be introduced to general healthcare compliance matters, coding ethics and standards. The student will also be introduced to fundamental guidelines of procedural coding, related to evaluation and management services and surgical procedures of the systems. Participants will have a working knowledge of CPT coding and HCPCS supply coding as it relates to physician services. The student will demonstrate an understanding of Medicare law and guidelines and physician documentation requirements.

*PREREQUISITES: MED110: Medical Terminology; MED120: Anatomy & Physiology; MED130: Medical Billing; MED150: Professional Medical Coding I*

**MED270 INTRODUCTION TO HEALTH INFORMATION  
MANAGEMENT**

This course sets the stage for learners to examine the continuing changes in health care and the impact they have on management of health information. While professional health information management originated in the hospital setting, care has shifted to more cost-effective settings. The more learners can compare and contrast the information demands of these settings, the greater their opportunity for success as medicine becomes more and more invested in the value of information. In addition, this course examines the shift away from fee-for-service medicine toward the managed care model and the demands that managed care makes upon those who work with health information.

*PREREQUISITE: MED110: Medical Terminology*

**MED280 HEALTH CARE REIMBURSEMENT ISSUES****3 CREDITS**

This course is an in-depth examination of insurance and reimbursement methodologies practiced in today's healthcare industry. Topics include private and public insurance systems, prospective and retrospective reimbursement, and managed care. In addition, the student will develop skill in the assignment and reporting of codes for diagnoses and procedures/services and completion of UB-04 (CMS-1450) and CMS-1500 claims for inpatient, outpatient, emergency department, and physician office encounters.

*PREREQUISITES: MED110: Medical Terminology; MED130: Medical Billing*

**MIC110 INTRODUCTION TO COMPUTERS****1 CREDIT**

This first course in modern computers aims to develop a basic understanding of the principles of electronic data processing technology. The chronological history of technical developments and major contributions in the computer industry past and present are discussed. Besides the development of the field of topics in data processing technology, the characteristics and roles of software and hardware and the relationship to the business entity will be stressed, along with the issues of technology and society and the ethical use of technology.

**TEST OUT:** 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 Administrative Offices and must be requested and completed by the end of drop/add period of any semester. There is an administration fee of \$250 for each institutional credit examination passed for credit.

**MIS101 APPLICATIONS OF WORD PROCESSING****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 APPLICATIONS IN PRESENTATION SKILLS 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 DATA BASES 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.

**MKT101 PRINCIPLES OF MARKETING 3 CREDITS**

This course is an introduction to the fundamentals principles and practices in the marketing process. The course will analyze the theoretical marketing processes and the strategies of product development, pricing, promotion and distribution, and their applications to businesses and the individual consumer

**OFF110 COMPUTERIZED KEYBOARDING 3 CREDITS**

This computerized course will begin with a keyboarding component that will allow the student to develop basic data-entry skills. The second half of the semester will introduce students to document processing through the computer application, Microsoft Word.

**OFF130 TRANSCRIPTION I 3 CREDITS**

This course is designed to train the student in the use of transcription equipment. Special attention is given to the preparation of letters, memos, reports, e-mail and any other form of communication used in a business office. Emphasis is placed on proofreading, proper formatting, spelling, punctuation, and the ability to produce transcribed documents in mailable form. The student will use current word processing techniques to format, save, and print his or her work.

**OFF131 MEDICAL TRANSCRIPTION I****3 CREDITS**

This course is designed to train the student in the techniques of medical transcription of dictated medical documents. Special attention is given to preparation of patient chart documents, medical correspondence and reports commonly found in the medical records. Emphasis is placed on spelling, punctuation and the ability to produce professionally acceptable documents. Medical transcription students will transcribe history and physical exams, discharge summaries, operative reports, and other pertinent medical documents.  
*PREREQUISITE: OFF110: Computerized Keyboarding; MED10: Medical Terminology (for Medical Concentration)*

**OFF140 OFFICE PROCEDURES****3 CREDITS**

This course is designed to develop professional skills in routine office situations and give the student practice in the detailed procedures of the ever-changing office environment. There is an emphasis on critical thinking, creative thinking, and lifelong learning. The student will learn to be a productive member of an office team, behave ethically, process information via technology, communicate effectively, process mail, manage records, assist in the preparation of meetings, and prepare travel arrangements.  
*PREREQUISITE: OFF110: Computerized Keyboarding*

**OFF141 MEDICAL OFFICE PROCEDURES****3 CREDITS**

This course is designed to develop professional skills in routine medical office situations and give the student practice in the detailed procedures of the medical office environment. The student will learn to be a productive member of an office team, behave ethically, process information via technology, communicate effectively, process mail, manage records, maintain supply inventory, create equipment maintenance schedules, and perform basic accounting procedures involving patient ledgers and day sheets.  
*PREREQUISITES: OFF110: Computerized Keyboarding; Med110: Medical Terminology*

## **ADMINISTRATION AND FACULTY**

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

Brad C. Phillips  
*President*

Kathleen M. Hamilton  
*Senior Vice President of  
Administration*

Erin McCann  
*Corporate Accountant*

Lindsay Buell  
*Corporate Compliance Director*

Myles Baker Jr.  
*Campus Director*

Angela Wood  
*Academic Dean*

Scott Galilei  
*Admissions Corporate Training  
Director*

Jennifer Spencer  
*Medical Assisting Program Director*

Keith Slayden  
*Corporate IT Director*

Patricia Morse  
*Career Services Instructor*

Laura Knowles  
*Financial Aid Administrator*

Kenneth Howarth  
*Financial Aid Representative*

Aaron Reeves  
*Student Records  
Coordinator/Administrative Assistant*

Richard Reilly  
*Head Librarian*

Erin Barone  
*Senior Admissions Representative*

Danielle Paladino  
*Admissions Representative*

Gordon Austin Jr.  
*Admissions Representative*

Jodi Behm  
*Public Relations & Social Media  
Coordinator*

## **Elmira Campus Faculty**

Kim Bahlatzis, Instructor  
Business Studies  
BS, Russell Sage College  
AAS, Hudson Valley Comm. College

John Barnstead, Instructor  
Medical Studies  
Certified EMT

Larry Canfield, Instructor  
Accounting  
MDiv, Lancaster Theological  
Seminary  
BA, Franklin and Marshall College

Betsy 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  
Certified Professional Medical  
Auditor  
Certified Professional Practice  
Manager  
Certified Evaluation Management  
Coder  
Certified Professional Coding  
Instructor  
Diploma, Elmira Business Institute

Rebecca Griffin  
Medical Studies  
Certified Medical Assistant  
AOS, Elmira Business Institute

Nancy Hamilton, Instructor  
General Studies  
MSEd, Elmira College  
BS, Elmira College  
AAS, SUNY Corning Comm. College

Regina Hill, Instructor  
Accounting  
BS, Excelsior College  
AAS, SUNY Corning Comm. College  
AAS, SUNY Corning Comm. College  
Microsoft Office Specialist in Word  
2013  
Microsoft Office Specialist in Excel  
2013

Yvonne King, Instructor  
Medical Studies  
AAS, SUNY Corning Community College  
Diploma, North West College of Medical-  
Dental Assistants

Charade Kittle, Instructor  
Externship Coordinator  
Medical Studies  
BS, SUNY Binghamton University  
Certificate, Ridley-Lowell

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

Patricia Morse, Instructor  
Business Studies/Office Technologies  
Career Services Instructor  
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  
BS, SUNY Empire State College  
AAS, SUNY Corning Community College  
AOS, Elmira Business Institute

Richard Reilly, Head Librarian  
MLS, North Texas State University  
BS, Slippery Rock University  
AA, Community College of Allegheny  
County

Keith Slayden, Instructor  
Office Technologies  
BA, Ithaca College  
Microsoft Office Specialist in Access 2013

## **Elmira Campus Faculty Continued**

Jennifer Spencer, Instructor  
Medical Studies  
Certified Medical Assistant  
AOS, Elmira Business Institute

Maggie Tobin, Instructor  
Business Studies/Office  
Technologies  
MA, SUNY Empire State College  
BS, SUNY Empire State College  
AAS, SUNY Alfred State  
Microsoft Office Specialist in Word  
2013  
Microsoft Office Specialist in Excel  
2013  
Microsoft Office Specialist in  
PowerPoint 2013

Kate Winslow, Instructor  
Office Technologies  
MSEd, Indiana University  
BA, Indiana University  
Microsoft Office Specialist in Word  
2013  
Microsoft Office Specialist in Excel  
2013  
Microsoft Office Specialist in Access  
2013  
Microsoft Office Specialist in  
PowerPoint 2013

Angela Wood, Instructor  
Business Studies  
MSEd, Elmira College  
BS, Daemen College

Nicole Zahuranec, Instructor  
Medical Studies  
Certified Medical Assistant  
AOS, Elmira Business Institute

## **Vestal Campus**

### **Administrative Staff**

Brad C. Phillips  
*President*

Kathleen M. Hamilton  
*Senior Vice President of  
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Erin McCann  
*Corporate Accountant*

Lindsay Buell  
*Corporate Compliance Director*

Shelly Rich  
*Campus Director*

Jesica Buckland  
*Academic Dean*

Scott Galilei  
*Director of Admissions  
Admissions Corporate Training  
Director*

Jeffery Wood  
*Director of Financial Aid*

Jennifer Spencer  
*Medical Assisting Program Director*

Keith Slayden  
*Corporate IT Director*

Tasha Taylor  
*Career Services Coordinator*

Dennis Chavez  
*Financial Aid Representative*

Brenda Brink-Bernach  
*Medical Assisting Administrative  
Assistant*

Deborah Spanfelner  
*Head Librarian*

Mairin Kirchheimer  
*Library Assistant*

Rebecca Halloran  
*Executive Assistant/Corporate  
Registrar*

Shaina Harlos  
*Student Records  
Coordinator/Administrative  
Assistant*

Barbara Patton  
*Associate Director of Admissions*

Charles Szili  
*Admissions Representative*

## **Vestal Campus Faculty**

Patricia Andrews, Instructor  
Medical Studies  
MSEd, Alfred University  
BS, Alfred University  
AAS, Burlington County College

John Barnstead, Instructor  
Medical Studies  
Certified EMT

Kevin Bowman, Instructor  
General Studies  
MA, SUNY Binghamton University  
BS, SUNY Binghamton University  
AAS, Broome Community College

Jesica Buckland, Instructor  
Office Technoloigies  
MSEd, Elmira College  
BA, Elmira College  
BA, Elmira College  
AS, SUNY Corning Comm. College  
Microsoft Office Specialist Master

Amy Harrington  
Medical Studies/Office Technologies  
MA, Ashford University  
BA, Ashford University  
AOS, Elmira Business Institute  
Microsoft Office Specialist in Word 2013  
Microsoft Office Specialist in PowerPoint  
2013

David Howe, Instructor  
Business Studies  
MBA, Capella University  
BS, Ithaca College  
AAS, Tompkins Cortland Community  
College

Charade Kittle, Instructor  
Externship Coordinator  
Medical Studies  
BS, SUNY Binghamton University  
Certificate, Ridley-Lowell

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

Colleen Mannix-Hill, Instructor  
Business Studies/Office Technologies  
MS, University of Phoenix  
BS, Le Moyne  
AA, Onondaga Community College

John Perestam, Instructor  
Medical Studies  
Certificate, Finger Lakes School of  
Massage

Donna Riley, Instructor  
Medical Studies  
AS, Anthem College

Lisa Rogers, Instructor  
Medical Studies  
Certificate, Greenville Technical College

Thomas Silvanic, Instructor  
Business Studies  
MA, SUNY Cortland  
BA, Hartwick College

William Snelson, Instructor  
Accounting  
MS, New England College  
BS, SUNY Binghamton University  
AS, Broome Community College  
AS, Broome Community College

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



**Vestal Campus Faculty**  
**Continued**

Jennifer Spencer, Instructor  
Medical Studies  
Certified Medical Assistant  
AOS, Elmira Business Institute

William Spring, Instructor  
Accounting  
Certified Public Accountant  
BS, Clarkson University  
AS, Broome Community College

Tasha Taylor, Instructor  
Career Services Coordinator  
MHA, Walden University  
BS, SUNY Cortland  
AAS, SUNY Broome Community College

Yvonne Turner, Instructor  
Externship Coordinator  
Medical Studies  
Certified Professional Coder