

**Elmira Business Institute
Founded 1858**

Volume XIX

**2019-2020
Catalog Addendum
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Table of Contents

About This Catalog.....3
College Fees.....4
Course Descriptions.....5-6

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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 2019-2020 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.

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 \$125.00 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.

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
ECO	Economics
EXT	Externship
MED	Medical
MIC	Microcomputing
MIS	Information Systems
OFF	Office Technologies

<u>General Education Courses</u>	
BUS105	Business Mathematics
COM111	College Writing I
COM121	College Writing II
COM130	Oral Communications
ECO201	Principles of Microeconomics
ECO202	Principles of Macroeconomics

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

**General Education Courses for ABHES requirement

OFF141 MEDICAL OFFICE PROCEDURES**3 Credits****Program Delivery: Residential**

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 data sheets. Three (3.0) semester credit hours are awarded for the completion of this course. (Lec/Lab/Ext/Total) (30/30/0/60).

PREREQUISITE: MED110: Medical Terminology; MED120: Anatomy & Physiology; OFF110: Computerized Keyboarding