

**ELMIRA BUSINESS INSTITUTE
THE CAREER COLLEGE**

FOUNDED 1858

VOLUME XVI

**2011-2012
CATALOG**

1858-2011

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 2011-2012 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 BUSINESS INSTITUTE
Elmira and Vestal Campus
ACADEMIC CALENDAR
2011-2012

SUMMER TERM 2011

June 20
July 4
August 9
August 23
September 5
October 5

JUNE 20 – OCTOBER 6

First Day of Classes
Independence Day-No Classes
Midterm
Last Day to Receive a "W"
Labor Day-No Classes
Last Day of Classes

FALL TERM 2011

October 17
November 23-25
December 5
December 20
December 24- January 1
January 2
February 3

OCTOBER 17 – FEBRUARY 4

First Day of Classes
Thanksgiving Break-No Classes
Midterm
Last Day to Receive a "W"
Christmas Break-No Classes
Classes Resume
Last Day of Classes

SPRING TERM 2012

February 13
April 3
April 6-14
April 16
April 17
May 28
June 7

FEBRUARY 13 – JUNE 7

First Day of Classes
Midterm
Spring Break
Classes Resume
Last Day to Receive a "W"
Memorial Day No Classes
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 153 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.

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.

Student parking is available in the downtown parking garages located on the corner of Gray and Main Streets in downtown Elmira. 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, transcribers, 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) Institute of Management Accountants (IMA)
- 7) International Association of Administrative Professionals (IAAP)
- 8) American Association of Medical Assistants (AAMA)
- 9) Medical Education & Information Society (MEDIA)
- 10) Greater Binghamton Area Chamber of Commerce
- 11) Commission of Accreditation of Allied Health Education Programs (CAAHEP)
- 12) Tioga County Chamber of Commerce

EBI is authorized by the New York State Board of Regents to award the Associate in Medical Assisting and Medical Coding & Reimbursement Specialist, Occupational Studies (A.O.S.) Degree in Accounting and Office Technologies, and 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), upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (CRB-AAMAE).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756
(727) 210-2350

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 the Director.

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 60 days of his/her first semester unless an attestation form is completed and signed.

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.

Assessment of Present Skills

All incoming students applying for a credit-bearing certificate or degree program must have their language, reading comprehension, and mathematical skills evaluated. Students whose test scores indicate a need for instruction in basic language and/or math concepts are required to take remedial courses before enrolling in college-level courses.

Transfer Students

Students who have attended another college or university must submit official transcripts and course descriptions from each college or university previously attended, in addition to the EBI application form and administrative fee.

Advanced Standing

The Director 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.

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: 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 the Director. 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.

COLLEGE FEES

Books and Supplies. The estimated cost of books and supplies is between \$1,500 and \$3,000 depending on major. Books and supplies are nonrefundable.

Administrative Fee. There is a non-refundable administrative fee of \$100 for first-time students.

Medical Assisting Supplies Fee. There is a non-refundable supplies fee of \$500 for students in either Medical Assisting program.

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.

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 Financial 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. Our Student FA 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 the 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 two weeks of the semester, the College permits students to officially drop or add a course with written permission from the Director. By officially withdrawing from a course or registering for an additional course 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 the second week. The student is financially responsible for any changes to his or her status and must consult with the Financial Aid Office 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 page 28 of 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 on page 31 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 degrees 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. Students who lose their eligibility for financial aid may be reinstated by making up the deficiency without benefit of financial aid or by being readmitted to the College after an absence of at least one calendar year. The student will be required to make up the deficiency. A student may be reinstated as a regular student after failing to make satisfactory progress if a student meets established criteria:

1. A year must elapse before the student can be reinstated.
2. An academic evaluation will be conducted by the Director to determine that the student has the desire and the academic ability to progress satisfactorily in a program of study.
3. The student is placed on probation for one semester upon reinstatement.

The reinstatement policy provides for the recalculation of the GPA and the successful completion percentage if the student during the non-regular status

has upgraded the skills applicable to his/her educational objective or has successfully retaken courses, that the student failed prior to the determination that he/she was not making satisfactory progress.

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, 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 \$390.00 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, room and board, and transportation.

The amount of personal expenses allowed all students is \$247* 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 \$393* per month. The allowable costs for students without dependents who do not live with their parents and students with dependents is \$783* 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 x the number of miles traveled one way x 2 x avg # of days per week x 4.33 weeks per month x 0.50 cents per mile.

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

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 FA office 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).

ACADEMIC COMPETITIVENESS GRANT

The Higher Education Reconciliation Act of 2005 (HERA) created a grant program for full-time students at degree-granting institutions who are eligible for Federal Pell Grants and are U.S. citizens. The Congress provided funding to make grants available for these programs for these programs beginning with the 2006-07 award year.

An eligible student may receive an Academic Competitiveness Grant (ACG) of \$750 for the first academic year of study and \$1,300 for the second academic year of study. To be eligible for each academic year, a student must:

- Be a U.S. citizen or eligible non-citizen;

- Be a Federal Pell Grant recipient for the same award year;

- Be enrolled at least half time in a degree or certificate program;

- Be a first-year or second-year undergraduate student in a degree program or a student in a certificate program of at least one year at a two-year or four-year degree granting institution;

- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student, and after January 1, 2005, if a second year student);

- If a first-year student, not have been previously enrolled in an ACG-eligible program while at or below age of compulsory school attendance or;

- If a second-year student, have at least a cumulative 3.0 grade point average on a 4.0 scale as of the end of the first year of undergraduate study.

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 program.

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

The college is approved for Veterans’ 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 FA office 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 FA office 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 1.0 percent loan origination fee deducted from each disbursement. This must be repaid.

Graduate students may borrow up to \$20,500 per academic year (no more than \$8,500 of this amount may be subsidized loans). Total indebtedness for a graduate/professional student is \$138,500 (no more than \$65,500 of this amount may be subsidized loans).

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. Deferrals after the student drops below half-time status are not automatic, and the student must contact the lender concerning their loan. Interest is also paid during deferrals. Applications can be obtained from the college's student FA office or from the lender.

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

UNSUBSIDIZED FEDERAL STAFFORD LOANS

The Unsubsidized Federal Stafford Loan Program is a new 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 4.0 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 percent of the loan, deducted proportionately from the loan principal after each payment. Direct PLUS Loans have a fixed interest rate of 7.9 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 FA office or from the lender.

For deferment information, contact the student financial aid office.

NY HELPs Loan Program

State-sponsored loans that enable the student and/or family to contribute to the student's educational cost while in attendance. These loans are offered at a low cost and fixed-rate to New York State residents who are enrolled at least part time at a participating New York School. Loan amounts are determined by the student's grade level.

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 FA Office 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 FA Office, an exit interview will be held.

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-

(1) 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.*

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:

- 100% of the total tuition if withdrawal occurs on the first day;
- 90% of the total tuition if the withdrawal occurs between the second day and Week 2;
- 50% of the total tuition if the withdrawal occurs between Week 2 and Week 4;
- 25% of the total tuition if the withdrawal occurs between Week 4 and Week 8;
- no refund will be made if withdrawal occurs during or after Week 8 of class.

WITHDRAWAL DATE

The withdrawal date is the date determined that the students 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 mean 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 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.

Financial Holds. If a student has not fulfilled his/her financial obligations to the College from a previous term, academic transcripts will not be forwarded. Likewise, the student will not be permitted to register for the next academic quarter 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, and weapons possessions.

Prospective students and employees may request a copy of this report from the Director.

STUDENT SERVICES

Academic Advising. EBI's Student Faculty Advisement Program was implemented to provide each student with a mentoring 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 the Director 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 the Director individually.

New Student Orientation. New Student Orientation is held at the beginning of each semester. New students are scheduled for orientation by their program major. Each group attends a session with the Admissions Department, Financial Aid Administrator, and Director 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. Tutoring dates and times are handed out to students during week 2 of the semester and are also posted outside each classroom. A record is maintained of tutoring sessions by the Academic Dean.

Transportation. EBI offers assistance for students who may have a transportation problem. The Admissions Staff keeps up-to-date information on the Elmira and Southern Tier Transit Authority Systems and also encourages students to carpool. A carpool survey is completed periodically for the data bank.

Child Care. The Admissions Staff meets with local child-care providers regularly to refer EBI students as clients. The College Admissions staff refers students to day-care centers, family day-care homes, nursery schools, pre-kindergarten, Head Start programs, and local community organizations. Students are encouraged to meet with an Admissions Representative 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 Leadership 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, student housing is available in the general vicinity of the school. A housing list is kept by the Admissions Department in order to help our students secure comfortable, affordable living accommodations.

Students With Special Needs. Every effort is made to accommodate the student with special needs. Applicants should discuss individual needs with the Director's Office 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 (61/64/67 semester credits for an A.O.S. degree, 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:

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

Incomplete Grade--(I). No credit will be granted for incomplete work.

A grade of I (Incomplete) will only be awarded in exceptional circumstances, such as illness or family emergency, 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 presented to the instructor. The instructor submits a recommendation for a grade of I to the Director 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 the Director and Student Records Coordinator. 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 Fundamentals of English and/or Mathematics, course failure(s), academic probation, or scheduling below full-time status (12 credits). The Director has the final decision on student scheduling based on academic progress within the student's major.

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 Bs, 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.

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 the Director.

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.

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 the Director before registering. A reduced course load may be recommended.

Students are permitted one term to return to good standing or 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.

Reinstatement. A student may be reinstated as a regular student after failing to make satisfactory progress if a student meets established criteria:

1. A year must elapse before the student can be reinstated.
2. An academic evaluation will be conducted by the Director to determine that the student has the desire and the academic ability to progress satisfactorily in an alternative program of study.
3. The student is placed on probation for one semester upon reinstatement.

The reinstatement policy provides for the recalculation of the GPA and the successful completion percentage if the student during the non-regular status has upgraded the skills applicable to his/her educational objective or has

successfully retaken courses, that the student failed prior to the determination that he/she was not making satisfactory progress.

Academic Dismissal. Failure to meet academic achievement standards for two consecutive terms results in Academic Dismissal. Dismissal may be appealed in writing to the Director, 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.

For the student to be eligible for registration, the appeal must be filed by the first day of class. The Director 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 the Director.

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 absence. In either case, students are responsible for all material covered.

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 complete 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 their most recent terms 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. The principles of academic integrity entail simple standards of honesty and truth. Each member of the College has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to educate students to the standards

communicated in writing to all parties. The Committee will consist of the Vice President, Director, and the President of the College.

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 the Director.

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.

New York State Immunization Requirement. New York State law requires college students to be immunized against measles, mumps, and rubella. This law applies to all students born on or after January 1, 1957.

Full-time students will have to show proof of immunity. Proof of immunity consists of the following:

--Measles: two doses of live measles vaccine administered after 2 months of age, physician documentation of measles disease, or a blood test showing immunity.

--Mumps: one dose of live mumps vaccine administered after 12 months of age, physician documentation of mumps disease, or a blood test showing immunity.

--Rubella: one dose of live rubella vaccine administered after 12 months of age or a blood test showing immunity.

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.

Program Listing

<u>Programs/Awards</u>	<u>HEGIS Code</u>
Allied Health	
Medical Assisting – Associate Degree – A.O.S.	5214
Medical Assisting – Certificate (46 Credits)	5214
Medical Coding Reimbursement Specialist – Associate Degree – A.O.S	5213
Medical Coding and Billing – Certificate (46 Credits)	5213
Business	
Accounting – Associate Degree – A.O.S.	5002
General Business Accounting – Certificate (34 Credits)	5002
Information Technology	
Office Technologies – Associate Degree – A.O.S.	5005
Medical Office Assistant – Certificate (34 Credits)	5005
Legal Office Assistant – Certificate (34 Credits)	5005
General Office Assistant (34 Credits)	5005

Courses are offered at least once a year.

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	COM001 Fundamentals of English*	0
ACC102 Principles of Accounting II	3	COM110 Business English	3
ACC201 Intermediate Accounting I	3	COM120 English Composition**	3
ACC202 Intermediate Accounting II	3	COM130 Oral Communications**	3
ACC210 Cost Accounting	3	COM140 Freshman Seminar	3
ACC220 Income Tax	3	COM150 Career Placement	1
BUS001 Fundamentals of Math*	0	EXT110 Externship	6
BUS101 Business Organization/Mgmt	3	MIC110 Introduction to Computers**	1
BUS105 Business Math	3	MIC120 Computer Applications	2
BUS110 Personal Finance	3	MIC130 Microcomputing	3
BUS120 Business Law	3	OFF110 Computerized Keyboarding	3
BUS130 Economics**	3		

Recommended course sequence for the Accounting Program.

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Principles of Accounting I (ACC101)	3	Principles of Accounting II (ACC102)	3
Computerized Keyboarding (OFF110)	3	Business Organization/Mgmt (BUS101)	3
Business Math (BUS105)	3	Personal Finance (BUS110)	3
Freshman Seminar (COM140)	3	Introduction to Computers (MIC110)	1
Business English (COM110)	3	Computer Applications (MIC120)	2
	15	English Composition (COM120)	3
			15
<u>Third Semester:</u>	Credits	<u>Fourth Semester:</u>	Credits
Intermediate Accounting I (ACC201)	3	Intermediate Accounting II (ACC202)	3
Income Tax (ACC220)	3	Cost Accounting (ACC210)	3
Business Law (BUS120)	3	Economics (BUS130)	3
Microcomputing (MIC130)	3	Externship (EXT110)	6
Oral Communications (COM130)	3		15
Career Placement Seminar	1		
	16		

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or math courses.

**General Education Courses for ACICS requirement

**OFFICE TECHNOLOGIES
Medical Concentration**

**Associate in Occupational Studies
16 Months (64 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**

ACC110 Clerical Accounting	3	MED110 Medical Terminology	3
BUS001 Fundamentals of Math*	0	MED120 Anatomy & Physiology	3
BUS101 Business Organization/Mgmt	3	MED130 Medical Billing	3
BUS105 Business Math	3	MIC110 Introduction to Computers**	1
BUS130 Economics**	3	MIC120 Computer Applications	2
COM001 Fundamentals of English*	0	MIC130 Microcomputing	3
COM110 Business English	3	OFF110 Computerized Keyboarding	3
COM120 English Composition**	3	OFF120 Word Processing I	3
COM130 Oral Communications**	3	OFF125 Word Processing II	3
COM140 Freshman Seminar	3	OFF131 Medical Transcription I	3
COM150 Career Placement Seminar	1	OFF136 Medical Transcription II	3
EXT110 Externship	6	OFF141 Medical Office Procedures	3

Recommended course sequence for the Office Technologies Program.

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Introduction to Computers (MIC110)	1	Business English (COM110)	3
Computer Applications (MIC120)	2	Anatomy & Physiology (MED120)	3
Computerized Keyboarding (OFF110)	3	Clerical Accounting (ACC110)	3
Business Math (BUS105)	3	Word Processing I (OFF120)	3
Freshman Seminar (COM140)	3	Word Processing II (OFF125)	3
Medical Terminology (MED110)	3	Business Organization/Mgmt (BUS101)	3
	<u>15</u>		<u>18</u>
<u>Third Semester:</u>	Credits	<u>Fourth Semester:</u>	Credits
Medical Office Procedures (OFF141)	3	Medical Transcription II (OFF136)	3
Medical Transcription I (OFF131)	3	Oral Communications (COM130)	3
Medical Billing (MED130)	3	Microcomputing (MIC130)	3
Economics (BUS130)	3	Externship (EXT110)	6
English Composition (COM120)	3		15
Career Placement Seminar (COM150)	1		
	<u>16</u>		

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or math courses.

**General Education Courses for ACICS requirement

OFFICE TECHNOLOGIES
Legal Concentration

Associate in Occupational Studies
16 Months (64 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 Institute.

The graduate will be prepared to gain employment as an administrative assistant, personnel assistant, office supervisor, office manager, or executive assistant.

PROGRAM REQUIREMENTS

Credits

ACC110 Clerical Accounting	3	EXT110 Externship	6
BUS001 Fundamentals of Math*	0	LEG110 Legal Terminology	3
BUS101 Business Organization/Mgmt	3	LEG120 Introduction to Paralegal Studies	3
BUS105 Business Math	3	MIC110 Introduction to Computers**	1
BUS120 Business Law	3	MIC120 Computer Applications	2
BUS130 Economics**	3	MIC130 Microcomputing	3
COM001 Fundamentals of English*	0	OFF110 Computerized Keyboarding	3
COM110 Business English	3	OFF120 Word Processing I	3
COM120 English Composition**	3	OFF125 Word Processing II	3
COM130 Oral Communications**	3	OFF130 Transcription I	3
COM140 Freshman Seminar	3	OFF135 Transcription II	3
COM150 Career Placement Seminar	1	OFF140 Office Procedures	3

Recommended course sequence for the Office Technologies Program

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Introduction to Computers (MIC110)	1	Business English (COM110)	3
Computer Applications (MIC120)	2	Intro to Paralegal Studies (LEG120)	3
Computerized Keyboarding (OFF110)	3	Clerical Accounting (ACC110)	3
Business Math (BUS105)	3	Word Processing I (OFF120)	3
Freshman Seminar (COM140)	3	Word Processing II (OFF125)	3
Legal Terminology (LEG110)	3	Business Organization/Mgmt (BUS101)	3
	<u>15</u>		<u>18</u>
<u>Third Semester:</u>	Credits	<u>Fourth Semester:</u>	Credits
Office Procedures (OFF141)	3	Transcription II (OFF135)	3
Transcription I (OFF130)	3	Oral Communications (COM130)	3
Business Law (BUS120)	3	Microcomputing (MIC130)	3
Economics (BUS130)	3	Externship (EXT110)	6
English Composition (COM120)	3		15
Career Placement Seminar (COM150)	1		
	<u>16</u>		

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or math courses.

**General Education Courses for ACICS requirement

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

ACC110 Clerical Accounting	3	MED130 Medical Billing	3
BUS001 Fundamentals of Math	0	MED210 Medical Law & Ethics	3
BUS105 Business Math	3	MED220 Medical Laboratory I	3
BUS130 Economics**	3	MED230 Medical Laboratory II	3
COM001 Fundamentals of English	0	MED240 Clinical Skills I	3
COM110 Business English	3	MED250 Clinical Skills II	3
COM120 English Composition**	3	MIC110 Introduction to Computers**	1
COM130 Oral Communications**	3	MIC120 Computer Applications	2
COM140 Freshman Seminar	3	OFF110 Computerized Keyboarding	3
COM150 Career Placement Seminar	1	OFF120 Word Processing I	3
EXT120 Medical Assisting Externship	6	OFF131 Medical Transcription I	3
MED110 Medical Terminology	3	OFF141 Medical Office Procedures	3
MED120 Anatomy & Physiology	3		

Recommended course sequence for the Medical Assisting Program.

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Medical Terminology (MED110)	3	Medical Laboratory I (MED220)	3
Business English (COM110)	3	Clinical Skills I (MED240)	3
Freshman Seminar (COM140)	3	Anatomy & Physiology (MED120)	3
Computerized Keyboarding (OFF110)	3	Business Math (BUS105)	3
Introduction to Computers (MIC110)	1	Clerical Accounting (ACC110)	3
Computer Applications (MIC120)	2	Medical Law & Ethics (MED210)	3
	15		18
<u>Third Semester:</u>	Credits	<u>Fourth Semester:</u>	Credits
Medical Laboratory II (MED230)	3	Economics (BUS130)	3
Clinical Skills II (MED250)	3	English Composition (COM120)	3
Medical Transcription I (OFF131)	3	Word Processing I (OFF120)	3
Medical Office Procedures (OFF141)	3	Medical Assisting Externship (EXT120)	6
Oral Communications (COM130)	3		15
Medical Billing (MED130)	3		
Career Placement Seminar (COM150)	1		
	19		

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or math courses.

**General Education Courses for ACICS requirement

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-9-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

BUS001 Fundamentals of Math*	0	MED130 Medical Billing	3
BUS105 Business Math	3	MED140 Introduction to Health	3
BUS130 Economics**	3	MED150 Professional Medical Coding I	3
COM001 Fundamentals of English*	0	MED210 Medical Law & Ethics	3
COM110 Business English	3	MED260 Professional Medical Coding II	3
COM120 English Composition**	3	MED270 Intro to Health Information	3
COM130 Oral Communications**	3	Management	
COM140 Freshman Seminar	3	MED280 Health Care Reimbursement Issues	3
COM150 Career Placement Seminar	1	MIC110 Intro to Computers**	1
EXT110 Externship	6	MIC120 Computer Applications	2
MED110 Medical Terminology	3	OFF110 Computerized Keyboarding	3
MED120 Anatomy & Physiology	3	OFF141 Medical Office Procedures	3

Recommended course sequence for the Medical Coding & Reimbursement Program.

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Medical Terminology (MED110)	3	Anatomy & Physiology (MED120)	3
Introduction to Health (MED140)	3	Medical Billing (MED130)	3
Business Math (BUS105)	3	Medical Law & Ethics (MED210)	3
Freshman Seminar (COM140)	3	Business English (COM1110)	3
Computerized Keyboarding (OFF110)	3	Professional Medical Coding I (MED150)	3
Introduction to Computers (MIC110)	1		15
Computer Applications (MIC120)	2		
	18		
<u>Third Semester:</u>	Credits	<u>Fourth Semester:</u>	Credits
Health Care Reimbursement (MED280)	3	Externship (EXT110)	6
Medical Office Procedures (OFF141)	3	English Composition (COM120)	3
Professional Medical Coding II (MED260)	3	Economics (BUS130)	3
Oral Communications (COM130)	3		12
Intro to Health Information Mgmt (MED 270)	3		
Career Placement Seminar (COM150)	1		
	16		

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or math courses.

** General Education Courses for ACICS requirement

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	COM110 Business English	3
ACC102 Principles of Accounting II	3	COM140 Freshman Seminar	3
ACC220 Income Tax	3	COM150 Career Placement Seminar	1
BUS001 Fundamentals of Math	0	MIC110 Introduction to Computers	1
BUS101 Business Organization/Mgmt	3	MIC120 Computer Applications	2
BUS105 Business Math	3	MIC130 Microcomputing	3
BUS110 Personal Finance	3	OFF110 Computerized Keyboarding	3
COM001 Fundamentals of English	0		

Recommended course sequence for the General Business Accounting Program

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Principles of Accounting I (ACC101)	3	Principles of Accounting II (ACC102)	3
Computerized Keyboarding (OFF110)	3	Business English (COM110)	3
Business Math (BUS105)	3	Business Organization/Mgmt (BUS101)	3
Freshman Seminar (COM140)	3	Income Tax (ACC220)	3
Introduction to Computers (MIC110)	1	Personal Finance (BUS110)	3
Computer Applications (MIC120)	2	Microcomputing (MIC130)	3
	15	Career Placement Seminar (COM150)	1
			19

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or math courses.

GENERAL OFFICE ASSISTANT-CERTIFICATE

**8 Months
(34 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

ACC110 Clerical Accounting	3	MIC120 Computer Applications	2
BUS001 Fundamentals of Math	0	MIC130 Microcomputing	3
BUS105 Business Math	3	OFF110 Computerized Keyboarding	3
COM001 Fundamentals of English	0	OFF120 Word Processing I	3
COM110 Business English	3	OFF125 Word Processing II	3
COM140 Freshman Seminar	3	OFF130 Transcription I	3
COM150 Career Placement Seminar	1	OFF140 Office Procedures	3
MIC110 Introduction to Computers	1		

Recommended course sequence for the General Office Assistant Program.

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Computerized Keyboarding (OFF110)	3	Clerical Accounting (ACC110)	3
Business Math (BUS105)	3	Transcription I (OFF130)	3
Freshman Seminar (COM140)	3	Office Procedures (OFF140)	3
Business English (COM110)	3	Word Processing I (OFF120)	3
Introduction to Computers (MIC110)	1	Word Processing II (OFF125)	3
Computer Applications (MIC120)	2	Microcomputing (MIC130)	3
	15	Career Placement Seminar (COM150)	1
			19

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or math courses

LEGAL OFFICE ASSISTANT-CERTIFICATE

**8 Months
(34 Credits)**

Intensive preparation for a career as a Legal Office Assistant is the objective of this program. Students receive the training they need to function successfully in law offices, corporate law departments, courts, and government agencies.

The modern law office requires an employee who has had thorough training and has a mature approach to the confidential nature of the legal profession. Students study basic office skills, such as keyboarding and transcription, as well as legal terminology, office procedures, business law, legal transcription, and an introductory paralegal course.

PROGRAM REQUIREMENTS

Credits

BUS120 Business Law	3	MIC110 Introduction to Computers	1
COM001 Fundamentals of English	0	MIC120 Computer Applications	2
COM110 Business English	3	OFF110 Computerized Keyboarding	3
COM140 Freshman Seminar	3	OFF120 Word Processing I	3
COM150 Career Placement Seminar	1	OFF125 Word Processing II	3
LEG110 Legal Terminology	3	OFF130 Transcription I	3
LEG120 Intro to Paralegal Studies	3	OFF140 Office Procedures	3

Recommended course sequence for the Legal Office Assistant Program.

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Computerized Keyboarding (OFF110)	3	Word Processing I (OFF120)	3
Freshman Seminar (COM140)	3	Word Processing II (OFF125)	3
Business English (COM110)	3	Office Procedures (OFF140)	3
Introduction to Computers (MIC110)	1	Transcription I (OFF130)	3
Compute222r Applications (MIC120)	2	Business Law (BUS120)	3
Legal Terminology (LEG110)	3	Intro to Paralegal Studies (LEG120)	3
	15	Career Placement Seminar (COM150)	1
			19

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or math courses.

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

COM001 Fundamentals of English	0	MIC120 Computer Applications	2
COM110 Business English	3	MED130 Medical Billing	3
COM140 Freshman Seminar	3	OFF110 Computerized Keyboarding	3
COM150 Career Placement Seminar	1	OFF120 Word Processing I	3
MED110 Medical Terminology	3	OFF125 Word Processing II	3
MED120 Anatomy & Physiology	3	OFF131 Medical Transcription I	3
MIC110 Introduction to Computers	1	OFF141 Medical Office Procedures	3

Recommended course sequence for the Medical Office Assistant Program.

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Computerized Keyboarding (OFF110)	3	Anatomy & Physiology (MED120)	3
Freshman Seminar (COM140)	3	Word Processing I (OFF120)	3
Business English (COM110)	3	Word Processing II (OFF125)	3
Medical Terminology (MED110)	3	Medical Billing (MED130)	3
Introduction to Computers (MIC110)	1	Medical Transcription I (OFF131)	3
Computer Applications (MIC120)	2	Medical Office Procedures (OFF141)	3
	15	Career Placement Seminar (COM150)	1
			19

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or math courses.

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

BUS001 Fundamentals of Math	0	MED220 Medical Laboratory I	3
BUS105 Business Math	3	MED230 Medical Laboratory II	3
COM001 Fundamentals of English	0	MED240 Clinical Skills I	3
COM110 Business English	3	MED250 Clinical Skills II	3
COM140 Freshman Seminar	3	MIC110 Introduction to Computers	1
COM150 Career Placement Seminar	1	MIC120 Computer Applications	2
MED110 Medical Terminology	3	OFF110 Computerized Keyboarding	3
MED120 Anatomy & Physiology	3	OFF131 Medical Transcription I	3
MED130 Medical Billing	3	OFF141 Medical Office Procedures	3
MED210 Medical Law & Ethics	3		

Recommended course sequence for the Medical Assisting Program.

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Medical Terminology (MED110)	3	Anatomy & Physiology (MED120)	3
Freshman Seminar (COM140)	3	Medical Laboratory I (MED220)	3
Business English (COM110)	3	Clinical Skills I (MED240)	3
Business Math (BUS105)	3	Medical Transcription I (OFF131)	3
Keyboarding (OFF110)	3	Introduction to Computers (MIC110)	1
	15	Computer Applications (MIC120)	2
		Career Placement Seminar	1
			16
<u>Third Semester:</u>	Credits		
Medical Laboratory II (MED230)	3		
Clinical Skills II (MED250)	3		
Medical Law & Ethics (MED210)	3		
Medical Billing (MED130)	3		
Medical Office Procedures (OFF141)	3		
	15		

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or Math courses.

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-9-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

BUS001 Fundamentals of Math*	0	MED150 Professional Medical Coding I	3
BUS105 Business Math	3	MED210 Medical Law & Ethics	3
COM001 Fundamentals of English*	0	MED260 Professional Medical Coding II	3
COM110 Business English	3	MED270 Intro to Health Information Management	3
COM140 Freshman Seminar	3		
COM150 Career Placement Seminar	1	MED280 Health Care Reimbursement Issues	3
MED110 Medical Terminology	3	MIC110 Introductions to Computers	1
MED120 Anatomy & Physiology	3	MIC120 Computer Applications	2
MED130 Medical Billing	3	OFF110 Computerized Keyboarding	3
MED140 Introduction to Health	3	OFF141 Medical Office Procedures	3

Recommended course sequence for the Medical Coding & Billing Program.

<u>First Semester:</u>	Credits	<u>Second Semester:</u>	Credits
Medical Terminology (MED110)	3	Anatomy & Physiology (MED120)	3
Introduction to Health (MED140)	3	Medical Billing (MED130)	3
Business Math (BUS105)	3	Medical Law & Ethics (MED210)	3
Freshman Seminar (COM140)	3	Business English (COM110)	3
Computerized Keyboarding (OFF110)	3	Professional Medical Coding I (MED150)	3
Intro to Computers (MIC110)	1	Career Placement Seminar (COM150)	<u>1</u>
Computer Applications (MIC120)	<u>2</u>		16
	18		
<u>Third Semester:</u>	Credits		
Health Care Reimbursement Issues (MED280)	3		
Medical Office Procedures (OFF141)	3		
Professional Medical Coding II (MED260)	3		
Intro to Health Information Management (MED270)	<u>3</u>		
	12		

*Students enrolling at EBI must pass the CPAT with a 50 or higher before being placed in credit-bearing English and/or Math courses.

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>
001	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
LEG	Legal
MED	Medical
MIC	Microcomputing
OFF	Office Technologies

<u>General Education Courses</u>	
BUS 130	Economics
COM 120	English Composition
COM 130	Oral Communication
MIC 110	Intro to Computers

ACC101 PRINCIPLES OF ACCOUNTING I

3 CREDITS

Upon successful completion of this fundamental accounting course, the student will be acquainted with the application of the theory and practice of accounting procedures as implemented to the sole proprietorship form of business operation. Students will complete an entire accounting cycle. Considerable time is spent in the analysis and interpretation of source documents, journalizing,

period-end tasks, and the compilation of financial statements and supporting schedules for both service and merchandising businesses.

ACC110 CLERICAL ACCOUNTING

3 CREDITS

This course provides an introduction to fundamental accounting principles that can be used in either service or manufacturing enterprises used in a variety of public and private enterprises. Students will complete an entire accounting cycle. They will study the double-entry accounting system, analyze and journalize transactions, post to ledgers, prepare basic financial statements, and do year-end adjustments and closing procedures.

ACC102 PRINCIPLES OF ACCOUNTING II

3 CREDITS

In this course, the second half of the accounting principles sequence, the student will cover specific issues regarding payroll and other liabilities (current, contingent, long-term), receivables and allowing for doubtful accounts, long-term assets and depreciation methods, and the transactions, accounts, and statements unique to partnerships and corporations. The student will also integrate his/her knowledge of accounting principles with computerized accounting systems.

PREREQUISITE: ACC 101: Principles of Accounting I

ACC201 INTERMEDIATE ACCOUNTING I

3 CREDITS

In this course, the beginning of the second year of accounting studies, the student will be exposed to and able to apply advanced accounting theory and practice as it pertains to principal items appearing on the financial statements of a corporation, as well as the time value of money. The aforementioned principal items are cash, investments, receivables, inventories, and fixed assets. This course also emphasizes the proper classification of accounts and format of the income statement, statement of retained earnings, balance sheet, and statement of cash flows.

PREREQUISITE: ACC 102: Principles of Accounting II

ACC202 INTERMEDIATE ACCOUNTING II

3 CREDITS

In this course, the student will be exposed to and able to apply advanced accounting theory and practice as it pertains to principal items appearing on the financial statements of a corporation, as well as financial statement analysis. The aforementioned principal items are liabilities, contributed capital, and retained earnings. The use of computers and computerized accounting systems will be utilized to broaden the student's exposure to the advanced accounting theory and practice.

PREREQUISITE: ACC 202: Intermediate Accounting I

ACC210 COST ACCOUNTING**3 CREDITS**

Upon successful completion of this course, the student will be able to apply the principles of cost accounting and address problems concerning materials, labor, and manufacturing overhead expenses. This course features the analysis and recording of source documents, generating reports required by internal users, process costing, job order costing, standard costing, and manufacturing cost issues of specific industries.

PREREQUISITE: ACC 102: 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.

BUS001 FUNDAMENTALS OF MATHEMATICS**0 CREDITS**

The course is designed to provide the most fundamental background needed for college-level mathematics and the skills required for many business applications of mathematics. Topics covered included basic computation with fractions, decimals and percents, measurement in both metric and English units, elementary geometry, graphs, and basic algebra.

BUS101 BUSINESS ORGANIZATION AND MANAGEMENT**3 CREDITS**

This course addresses the organization and operation of retail, wholesale, and service businesses in the form of proprietorship, partnership, and corporation forms of business ownership. 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 the advantages and disadvantages of franchising. Emphasis is placed on planning (strategic and tactical), critical thinking, and leadership styles.

BUS105 BUSINESS MATHEMATICS3 CREDITS

This course provides a general review of business mathematical concepts and an introduction to application procedures used in business. Included are preparation of bank reconciliation statements, the use of percents, commissions, payroll preparation, cash and trade discounts, inventory methods and depreciation, as well as an emphasis on problem solving using mathematical reasoning including algebraic methods.

PREREQUISITE: BUS 001: Fundamentals of Mathematics or a passing score on the CPAT

BUS110 PERSONAL FINANCE

3 CREDITS

Upon successful completion of this course, the students will have broadened their research strategies and critical thinking skills while addressing issues concerning financial goals, budgeting, cash management, planned borrowing, major purchases, credit management, housing, insurance needs, and retirement.

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.

BUS130 ECONOMICS

3 CREDITS

This course integrates micro-economic theory and practice. The problems of scarcity and opportunity costs will be analyzed and discussed. Planned and market economic systems will be studied. The laws of supply and demand will be covered with emphasis on how the theory can be applied to real world business problems.

COM001 FUNDAMENTALS OF ENGLISH

0 CREDITS

The course is designed to develop the student's writing skills by focusing on the fundamentals of grammar and the basic mechanics of the sentence. Attention is given to spelling, punctuation, and word usage, but the writing of grammatically correct sentences is the primary concern. Short writing assignments are designed to make the student comfortable with the writing process.

COM110 BUSINESS ENGLISH

3 CREDITS

This course is designed to enhance the student's ability in written composition through instruction in organizing, planning, and writing acceptable business correspondence. The student will study and practice composing memos,

goodwill messages, claim and adjustment letters, and persuasive messages. In addition, the student will prepare for future employment by learning to compose and format an error-free resume and cover letter. Some assignments will involve library research.

PREREQUISITE: COM 001: Fundamentals of English or a passing score on the CPAT

COM120 ENGLISH COMPOSITION

3 CREDITS

This course is designed to assist students in developing clear writing and thinking by exploring different kinds of expository and persuasive writing styles and techniques. These techniques are illustrated by appropriate readings that the students use as models for their own writing. Some assignments incorporate library and Internet research.

PREREQUISITE: COM 110: Business English

COM130 ORAL COMMUNICATION

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 the importance of positive thinking and to develop a more constructive frame of reference for dealing with obstacles to professional and personal goals. The student will compare restrictive, negative ways of thinking with constructive, positive concepts. This course rests in part on social learning theory and social cognitive theory. The central point to this course is that students are responsible for their own actions and can regulate their own behavior through goal setting, self-reflection, and self-evaluation.

COM 150 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.

EXT110 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 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 including proper office attire, punctuality and the ability to successfully complete assigned tasks through classroom training. Externship is scheduled in the last semester of a student's academic life at EBI.

PREREQUISITES: These will vary depending on program. MED 110: Medical Terminology or LEG: 110 Legal Terminology, OFF 110: Keyboarding, ACC 102: Principles of Accounting II, OFF 120: Word Processing I, COM 150: Career Placement Seminar

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. Attention will be given to the student's professional development and skill such as interpersonal, interviewing, networking, and job searching through the internship including proper office attire, punctuality and the ability to successfully complete assigned tasks through classroom training.

PREREQUISITES: ACC 110: Clerical Accounting, BUS 105: Business Math, COM 110: Business English, COM 130: Oral Communication, COM 150: Career Placement Seminar, MED 110: Medical Terminology, MED 120: Anatomy & Physiology, MED 130: Medical Billing, MED 210: Medical Law & Ethics, MED 220: Medical Laboratory I, MED 230: Medical Laboratory II, MED 240: Clinical Skills I, MED 250: Clinical Skills II, MIC 110: Introduction to Computers, MIC 120: Computer Applications, OFF 131: Medical Transcription I, OFF 141: Medical Office Procedures.

LEG110 LEGAL TERMINOLOGY

3 CREDITS

This course is intended to give students knowledge and understanding of terms commonly used in the legal field. The student will learn to define terms and to use them in context as well as to demonstrate a competency in the transcription of legal documents. (The showing of court videos and a trip to the County Courthouse to view a case in action are added incentives in learning how our legal system operates.)

LEG120 INTRODUCTION TO PARALEGAL STUDIES**3 CREDITS**

This course is an introduction for students in a paralegal's role. The student will gain an understanding of the various functions paralegals perform, various fields of law, and ethical and professional standards.

PREREQUISITE: LEG 110: Legal Terminology

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**3 CREDITS**

This course enables the student to put knowledge of medical terminology to practical use through the integration of abbreviations, symbols, forms, and formats used in the medical record. It is a continuation of Medical Terminology with in-depth coverage of medical terms associated with body systems, disease conditions, and diagnostic and treatment modalities. Upon completion of the course, the student will be able to correctly pronounce, spell, and define medical terms appearing in the medical record.

PREREQUISITE: MED 110: 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 billing a variety of insurance carriers. The student will learn what information is gathered from the patient and patient's record and apply it appropriately to the claim form. Consideration is given to the use of computers in processing manual and electronic claims, ethical and unethical practices, and legal and illegal claims.

PREREQUISITE: MED 110: Medical Terminology

MED140 INTRODUCTION TO HEALTH**3 CREDITS**

The study of health information management in acute and alternate care facilities, to include acute care, ambulatory care, managed care, dialysis, substance abuse, mental health, correctional, long term care, subacute care, home health care, hospice, and rehabilitation facilities, dental care and veterinary settings, and mental health long term and acute care services.

MED150 PROFESSIONAL MEDICAL CODING I**3 CREDITS**

This course has been developed using the comprehensive medical coding curriculum and official instructional program of the American Academy of Professional Coders. It is designed to provide the individual with a baseline level of 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 and conventions of diagnostic coding, procedural codes to services related to evaluation and management services and surgical procedures of the integumentary, musculoskeletal and respiratory systems. This course is part one (of two) in preparing for the national certification exam for professional coders of physician services. Participants will have a working knowledge of ICD-9CM diagnostic coding, CPT-4 Procedural coding and HCPCS supply coding as it related to physicians services. The student will demonstrate an understanding of Medicare law and guidelines and physicians documentation requirements.

PREREQUISITE: MED 110: Medical Terminology

MED 210 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/facility. Emphasis is 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. The AMA's and the AAMA's Codes of Ethics are also studied, as well as OSHA regulations as they apply to the office environment, risk management and HIPPA guidelines. Students are required to define and spell medical/legal terms associated with this course.

PREREQUISITE: MED 110: 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. Students will participate in an American Red Cross/American Heart Association First Aid and CPR course covering breathing, bleeding, poisons, fractures, and shock, along with a practical application of dressings and bandages. A course in Universal Precautions as prescribed by OSHA will also be included.

PREREQUISITE: MED 110: Medical Terminology

MED230 MEDICAL LABORATORY II**3 CREDITS**

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 gram stains; CBC's to include WBC, hematocrit, Hgb, and differential count; and microscopic 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.

PREREQUISITE: MED 110: Medical Terminology; MED 120: Anatomy & Physiology; MED 220: Medical Laboratory I; BUS 105: 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 cardinal signs, determining height and weight, patient preparation and positions, methods of examination, assisting the physician with emphasis on routine physical examination, obstetric examinations, gynecological examinations, urological examinations, and pediatric examinations. Students will also have practical experience in procedures performed in medical specialty facilities.

PREREQUISITE: MED 110: 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. Also included in this course are techniques associated with assisting with minor surgery. Universal precautions as prescribed by OSHA will also be reviewed.

PREREQUISITE: MED 110: Medical Terminology; MED 120: Anatomy & Physiology; MED 240: Clinical Skills I; BUS 105: Business Math

MED260 PROFESSIONAL MEDICAL CODING II**3 CREDITS**

This course is designed to provide the individual with a baseline level of coding education. The student will develop his/her ability to assign proper diagnostic and procedural codes to services related to surgical procedures of the Cardiovascular, Lymphatic, Digestive, Urinary, Male Genitourinary, Endocrine and Nervous Systems. Additionally, the student will develop their ability to assign proper codes to services related to Gynecological and Obstetrical services, Eye

and Auditory procedures, Anesthesia, Radiology, Pathology, Lab and Medicine Services. Participants will have a working knowledge of ICD-9-CM diagnostic coding, CPT-4 Procedural coding and HCPCS supply coding as it related to physician services. The student will demonstrate an understanding of Medicare law and guidelines and physician documentation requirements.

PREREQUISITE: *MED 110: Medical Terminology; MED 120: Anatomy & Physiology; MED 130: Medical Billing; MED 150: Professional Medical Coding I*

MED270 INTRODUCTION TO HEALTH INFORMATION MANAGEMENT **3 CREDITS**

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: *MED 110: Medical Terminology*

MED280 HEALTH CARE REIMBURSEMENT ISSUES **3 CREDITS**

The study of health care reimbursement issues in acute and alternate health care. Study will include the following topics: prospective payment systems for acute and alternate health care facilities, insurance programs, and managed care.

PREREQUISITE: *MED 110: Medical Terminology; MED 130: 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.

MIC120 COMPUTER APPLICATIONS **2 CREDITS**

This class is designed to give students basic computer and software knowledge that will prepare them for work in an office setting. The course is intended to be primarily hands on. The students will gain basic knowledge and skills reinforcement through reading, lectures, and other resources. The student can

expect to learn basic computer knowledge, such as how to maneuver around a computer in a Windows environment. They will also become proficient in the following types of software: Word Processing, Spreadsheets, and Presentation Software. Once skills are mastered in each area, they will complete a project using those skills. Upon completion of this course students will be able to combine all of these skills to be a proficient office employee.

MIC130 MICROCOMPUTING

3 CREDITS

This course is intended to increase the student's knowledge of and comfort level with the computer. Students design, develop, and maintain database software. Students will also work in advanced features in spreadsheet development.

PREREQUISITE: MIC 110: Introduction to Computers, MIC 120: Computer Applications

OFF110 COMPUTERIZED KEYBOARDING

3 CREDITS

This course is designed to teach keyboarding and to develop the student's ability to type with accuracy at the highest range possible. Emphasis will be placed on the importance of neatness and accuracy. The student will learn formatting procedures for basic business correspondence and for centering tables on an electronic keyboard. In addition, the student will continue to develop speed and proficiency in keyboarding by taking timed writings and practicing assigned drills.

OFF120 WORD PROCESSING I

3 CREDITS

This course prepares the student with the skills needed to become a Word Processor or Correspondence Specialist in a legal, medical, or general office. The student is provided working knowledge of personal computers and instructed in the latest word processing software available. The student will become proficient in formatting, editing, and creating documents and macros. In addition, the student will continue to develop speed and proficiency in keyboarding

PREREQUISITE: OFF 110: Computerized Keyboarding

OFF125 WORD PROCESSING II

3 CREDITS

This course focuses on advanced word processing functions along with increasing operator efficiency using word processing, spreadsheets, and presentation skills. The student will complete an integrated simulation utilizing multiple programs on the computer. The student will also continue to develop speed by taking timed writings on the computer.

PREREQUISITE: OFF 120: Word Processing I

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, memoranda, and other dictated materials. Emphasis is placed on proper format, spelling, punctuation, and the ability to produce transcribed documents in draft and final form. The student will use current word processing techniques to format, save, and print his or her work. Time is also spent identifying and using resources available for general or specialty transcription. Students electing the legal or medical specialty will concentrate on recorded material in their field of specialty.

PREREQUISITES: OFF 110: Computerized Keyboarding

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 record. 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.

PREREQUISITES: OFF 110: Computerized Keyboarding

OFF135 TRANSCRIPTION II**3 CREDITS**

This course continues to train the student in the use of transcribing equipment. Special attention is given to the preparation of letters, memoranda, reports, and other dictated materials at an advanced level. The students will use current word processing techniques to format, save, and print their work. Emphasis is placed on spelling, punctuation, and the ability to produce transcribed material in draft and final form. The student electing the legal or medical specialty will concentrate on dictated material in his or her field of specialty. Upon completion of the course the student will be able to demonstrate the correct operation of transcription equipment, transcribe dictation, produce mailable documents, correctly spell and apply terminology in his/her specialty area, and use his/her professional opinion as well as reference materials in his/her specialty area regarding proper format and procedures concerning document completion.

PREREQUISITE: OFF 130: Transcription I

OFF136 MEDICAL TRANSCRIPTION II**3 CREDITS**

This course continues to train the student in the techniques of medical transcription. Emphasis is placed on spelling, punctuation, correct use of medical terminology, and the ability to produce professionally acceptable documents.

Medical transcription students will transcribe a variety of medical reports with concentration on terminology and reports unique to specific specialty areas.

PREREQUISITE: OFF 131: Medical Transcription I

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. 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, prepare travel arrangements, and learn how to advance on the job.

PREREQUISITE: OFF 110: 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 ever-changing 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, assist in the preparation of meetings, prepare travel arrangements, and how to advance on the job.

PREREQUISITE: OFF 110: Computerized Keyboarding

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