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Classes Begin... Aug 21

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Term Ends... Nov 10

Graduation Ceremony - Summer & Fall Terms............................... Nov 30

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Last Withdrawal Date for "W" grade .... Apr 5

Last Withdrawal Date Pass/Fail for "WP/WF" grade........................ Apr 26

Term Ends..May 17

Graduation Ceremony - Winter & Spring Terms .... June 6

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Term Ends.. Aug 9

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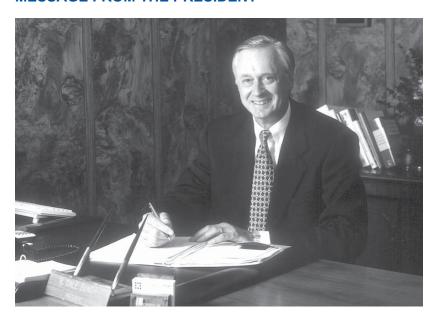
Catalog 2007-2008
College Overview

MESSAGE FROM THE PRESIDENT

Why Choose Midstate College?

As a person who desires to achieve growth in educational and employment-related skills, you will find that Midstate College more than meets your expectations.

Midstate College is a relatively small college with a strong history of providing qualified graduates to employers for 119 years since our beginning in 1888. Students attend Midstate because they prefer the friendly, helpful, and caring atmosphere which is demonstrated by our faculty, staff, and administration. Midstate students often cite the individual attention and quality of instruction as primary reasons for their satisfaction with the College.

You are encouraged to review the enclosed information carefully as you consider making one of the most important decisions in your lifetime. Come visit Midstate College and allow our faculty and staff to assist you in achieving your future goals.

R. Dale Bunch

R. Dale Bunch
President

MIDSTATE COLLEGE OVERVIEW

Midstate College is accredited by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The North Central Association is designated as a recognized accrediting agency by the U.S. Department of Education. Commission on Institutions of Higher Education, North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602, 800.621.7440.

The Midstate College 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.

The Associate of Applied Science Degree in Judicial Reporting/Legal Transcription is approved by the Council on Approved Student Education of the National Court Reporters Association and has met the General Requirements and Minimum Standards established by said board. NCRA, 8224 Old Courthouse Road, Vienna, VA 22182-3808, 703.556.NCRA (6272), FAX: 703.556.6291, Web: www.ncraonline.org.

The Health Information Technology AAS degree program is currently in candidacy status for accreditation by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). CAHIIM, 233 N. Michigan Avenue, Suite 2150, Chicago, Illinois 60601, 312.233.1131, Website: www.cahiim.org.

Midstate College is also approved for veterans' training for some programs.

No qualified handicapped person shall (on the basis of handicap) be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any college-related program or activity.

Midstate College admits students of any race, color, gender, creed, national origin, and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and other college-administered programs. Midstate College complies with the provisions of the Americans with Disabilities Act. This institution complies with Federal regulations concerning drug-free schools and campuses.

The College reserves the right at any time to make changes as necessary in the programs, regulations, fees, and class schedules.

The Midstate College Peoria campus is located at:

Address:	411 W. Northmoor Road
	Peoria, IL 61614-3558
Phone:	309.692.4092
Toll Free:	1.800.251.4299
Fax:	309.692.3893
Web:	www.midstate.edu
Email:	midstate@midstate.edu

MISSION STATEMENT

The mission of Midstate College is to provide educational opportunities that emphasize skills and knowledge that will allow the student to adjust through a lifetime of social and technological change. We recognize that education is vital in developing skills needed for a productive society and essential in promoting the individual's sense of worth, values, and high ethical standards. The College is committed to offering quality education that meets the needs of its students and assisting them in clarifying and pursuing their professional and educational goals.

OBJECTIVES

In fulfilling the mission of Midstate College, the institution sets forth the following objectives which reflect the overall goals of the College.

1. To provide a varied selection of academic curricula in business and specialized areas enriched with instruction in general education.

2. To provide the students with a background of job skills which will enhance their employability.

3. To provide the students with basic skills which contribute to success in their careers and in their private lives.

4. To lead the student in the self-discovery process of clarifying and raising the individual's goals and achievements commensurate with the student's potential.

5. To provide a framework and atmosphere of learning which will enhance the student's capability to demonstrate ethical and moral values in professional, personal, and business situations.

6. To strive for and maintain excellence in business, specialized, and general education by systematically reviewing classroom facilities, equipment, curricula, faculty, and staff.

7. To make available to our students activities and experiences which foster personal growth and leadership qualities that will assist students in their social, vocational, and academic pursuits.

8. To provide placement assistance for graduates and students through individual counseling.

9. To maintain a process of communication with the community of employers to assure relevant curricula to meet the developing needs of the economic community.

PHILOSOPHY

Midstate College was established as Brown's Business College in 1888 to train Civil War veterans in business and to assist them in becoming successful in their civilian life. The students' well being, both in their personal lives and in their chosen careers, was the foundation of existence for this institution. Our achievement in providing the basis for fulfilling these students' needs over the years has been the predominant factor in the longevity of the College. Today's Midstate College is a greatly expanded version of its 1888 predecessor. A variety of curricula, accreditations, and other improvements have been developed to better meet the needs of our community. To enhance the individual's feeling of self-worth and dignity through education is the major premise of our existence. The continual development of graduates who are successful in their work and their personal lives will serve as our challenge for the foreseeable future. We accept our responsibility with pride.

CODE OF ETHICS

Integrity:
We value responsible, accountable, ethical behavior in an atmosphere of honest, open communication with mutual respect and caring for each other.

Innovation:
We value creative risk-taking and enthusiastic pursuit of new ideas.

Continuous Improvement:
We value continuous improvement of our programs, services, and processes through employee empowerment and professional development in a team-based culture.

Customer Focus:
We value commitment to student success and satisfaction by responding to customer needs.

Diversity:
We value an educational environment that attracts, nurtures, and supports a diverse student and staff community.

MIDSTATE COLLEGE BOARD OF DIRECTORS

Chairman of the Board ....R. Dale Bunch
President
Midstate College

Secretary ....Bryan H. Bunch
Author and President
Scientific Publishing, Inc., New York

Treasurer .... Gerald R. Pini
Branch Manager (Retired)
First Bank

Board Member...Helen Sweeney
Personnel Assistant/Midwest Area (Retired)
Northern Regional Lab

Board Member... Mark A. Bunch
Front-End Architect
Great American Insurance Group

Board Member...Jennifer M. Brackney
Operations Manager
Workforce Development

Board Member...Meredith N. Patton
Vice President and Chief Operating Officer
Midstate College

Board Member.. K. J. (Ken) Zika
Corporate Controller (Retired)
Caterpillar, Inc. - Corporate Services Division

Board Member.. Ralph Schoen
Consultant

Board Member..Jim Mamer
President
Morton Community Bank

Board Member (Emeritus) .... Robert E. Fabry
Vice President (Retired)
Commercial National Bank

ADMINISTRATION AND STAFF

President ....R. Dale Bunch
Vice President and Chief Operating Officer.............. Meredith N. Patton, M.A.
Chief Academic Dean ....Margaret J. Starr, M.A.
Director of Finance .... Janet Ozuna
Controller .... Angela Hatten, CPA
Director of Admissions and Marketing .... Jessica Hancock
Director of Financial Assistance .... Irene Bimrose
Director of Library Resources..................................... Zachary Brown, M.L.S.
Director of Student Affairs and Placement Services..............Rhonda P. Urban
Assistant Dean ....Judith S. Bell
Computing Services Manager ....Michael B. Bunch
Institutional Research .... Jamie Gladfelter, M.S.
Community Outreach Coordinator... Diane Mayer
Art/Multimedia Director ....Garrick Reid
Network Administrator ....Matthew Knobloch, MCSE
Admissions Representatives .... April Bimrose
Kara Hundt
Financial Assistance Office ....Lisa Riviere
Student Accounts Officer.. Anisha Hughes
Bookstore Manager ....Lorraine Confort
Student Records... Lesley Carter
Library Assistant .... Mary McCuistion
Executive Assistant .... Angela Kepler
Administrative Assistant ....Holly Walker
Placement Assistant .... Valerie Chrostowski
Office Assistants ....Lori Greene
Melodie Hosler-Eddy
Gail Piscaglia
Deborah Walker
Support Specialist .... Kari Wade
Tech Support .... Ted Hoover
Teacher's Aide .... Sharon Conklin
Security .... Matthew Padilla
Facilities Manager ....Lonnie Taylor
Maintenance ....Brian Dorsey
Jim Thurston
Zachary Taylor

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FULL-TIME FACULTY

Van Ackerman, MOS MI .... D.D.S., University of Illinois

Steve Bortolotti .... M.A., Bradley University

Jodie Bullock .... M.S., Barry University
Director, Business Administration Department

Cydney Condit, CMA, RPT (AMT)............................ A.A.S., Midstate College

Julie Curless .... M.A., Bradley University

Leah Grebner, RHIA, CCS .... M.S., University of St. Francis
Director, Health Information Technology Department

Joanna Holly, RN, CMA................................... M.S., University of St. Francis
Director, Allied Health Department

Theresa Hovick-Thomas, CRI .......................B.S., Southern Illinois University

Terri Kisler, CRI...A.A.S., Midstate College

Margaret Markley, RN..B.A., University of St. Francis

Daniel McAvoy..................................... M.A., University of Illinois, Springfield

Lonna Nauman .... M.L.S., Bradley University
Director, Realtime Reporting Department

Teresa Ozuna, CSR, CRI ....A.A.S., Midstate College
Coordinator, Realtime Reporting Department

Joan Papes ....Ph.D., Capella University
Director, Computer and Information Science Department
Director, Microsoft IT Academy

Alan Paredes... Ph.D., Southern Illinois University
Director, General Studies

Robert Rachowicz ....M.A., University of Iowa
Director, Accounting Department

Ruth Shaffer, MCP... M.D.Ed., University of Maryland
Director, Administrative Professional Department

Jim Stokes....................................... M.B.A., University of Illinois, Springfield

Maria Uskova .... M.Sc., Moscow Aviation University
Moscow, Russia

Mark Wiltse....................................... M.P.A., University of Illinois, Springfield
Director, Paralegal Services Department

Brian Young .... M.B.A., Southern Illinois University

ADJUNCT FACULTY

Lydia Barth .... B.S., Saginaw State University
Tiffany Britt .... B.B.A., Midstate College
Craig Cooper .... M.S., Western Illinois University
Paul Crusen... B.S., Illinois State University
Vicki Draksler.. M.S.E., Illinois State University
M.A., Northern Illinois University
Felisa Durr .... M.B.A., University of Phoenix
Cara Elmore .... M.S., Illinois State University
Andrew Fisher .... M.A., Drake University
Audrey Gaten .... B. A., University of Illinois, Springfield
Susan Gallup .... M.S., University of Phoenix
Angel Gibson, CPA... M.S., East Carolina University
Jamie Gladfelter .... M.S., Illinois State University
Jennie Greenan .... B.S., Western Illinois University
Debbie Hartzell, RHIA .... B.S., Illinois State University
Lynn Heisel .... M.A., Bradley University
Wayne Holly .... M.P.A., University of Illinois, Springfield
Sandra Holm .... M.A., Bradley University
Queena Howard .... M.A., Bradley University
Brian Hughes... B.S., Western Illinois University
Sandra Isbell .... B.S., University of Illinois, Springfield
Dedra Jensen, RN .... B.S.A., Bradley University
Anna Kelley .... B.S., Robert Morris College
Michelle Kellum, CMA .... A.A.S., Midstate College
Bob Klannukarn, MCSE, MCSA, MCT .... M.B.A., University of Illinois, Springfield
Jena Knisley .... B.A., Bradley University
Robert Lizer .... D.O., Des Moines University
(University of Osteopathic Medicine and Health Sciences)
Brent Lonteen... B.S., Illinois State University
Philip Luciano .... M.A., Sangamon State University
John MacLean .... M.A., American University, Cairo, Egypt
Charbel Mansour .... B.A., Bradley University
Kassandra McElhiney, CPA.. M.S., Bradley University
Scott Michalec .... J.D., Northern Illinois University College of Law
Jesse Nauman .... MHRIR, University of Illinois, Urbana-Champaign
Peter Osborne .... M.B.A., Bradley University
Megan Parise .... M.A., Northern Illinois University
Richard Parker, MCSA, NET+ .... B.S., Northwestern University
John Patroff .... M.B.A., University of Illinois, Springfield

Joel Rosenberger .....................................B.A., Grand Rapids Baptist College

Paul Santos, CPA .... M.B.A., Bradley University

Carol Schneider...B.A., Illinois State University

Tanya Simpson ....B.B.A., Midstate College

Denise Spring .... M.S., Illinois State University

Michael Stone.. B.S., Bradley University

Lori Vietti...M.A., University of Illinois

Cynthia Volk .... J.D., Saint Louis University

Lori Wagner ....B.S.N., Illinois Wesleyan

Bruce White..B.F.A., Illinois Wesleyan University

Suzanne Yezek.. M.S., University of St. Francis

PROFESSIONAL MEMBERSHIPS

The administrators and faculty of the College are active and hold membership in the following civic, business, and professional organizations.

- Alliance Library System
- Alpha Iota Sorority
- American Academy of Professional Coders
- American Association of Medical Assistants
- American Association of Medical Transcriptionists
- American Council on Exercise
- American Health Information Management Association
- American Institute of Certified Public Accountants
- Abraham Lincoln Inn of Court
- American Medical Informatics Association
- American Medical Technologists
- American Nurses Association
- Arthritis Foundation
- Association of Information Technology Professionals
- Better Business Bureau
- Central Illinois Consortium on e-Learning and e-Training
- Central Illinois Employers Association
- Central Illinois Health Information Management Association
- Central Illinois Psychiatric Nurses Association
- Chi Sigma IOTA
- Community Foundation of Central Illinois
- Cornstock Theater
- East Peoria Chamber of Commerce
- Higher Education Physical Plant Association

- Illinois Alcohol and Other Drug Abuse Professional Association
- Illinois Association of Financial Aid Administrators
- Illinois Board of Higher Education, Proprietary School Advisory Committee
- Illinois Court Reporters Association
- Illinois Health Information Management Association
- Illinois Family Support Enforcement Association
- Illinois Library Association
- Illinois OCLC Users Group
- Illinois Rehabilitation Association
- Illinois Society of Medical Assistants
- Illinois State Bar Association
- Illinois Valley Chapter of Medical Assistants
- International Association of Administrative Professionals
- International Federation of Health Record Organization
- Institute of Electrical & Electronic Engineers (IEEE), Affiliate Computer Society
- Knights of Columbus
- McLean County Chapter of Medical Assistants
- Modern Language Association
- Midwest Association of Financial Aid Administrators
- National Association of Student Financial Aid Administrators
- National Black MBA Association
- National Certified Counselors
- National Council of Teachers of English
- National Court Reporters Association
- National Association for Educational Procurement
- National Rehabilitation Association
- National Resume Writers' Association
- Pekin First Committee
- Peoria Area Chamber of Commerce
- Peoria Area Convention and Visitors Bureau
- Peoria County Bar Association
- Phi Beta Lambda
- Peoria Jaycees
- Peoria Players Theatre
- Project Management Institute
- Resource Sharing Alliance
- Rotary International
- Starved Rock Foundation
- Starved Rock State Park
- SWAN National Women's Network
- The eLearning Guild
- Toastmaster's International
- World Organization of Webmasters

PUBLIC AFFAIRS AND PARTNERSHIPS

Midstate College is continually working to develop partnerships with business and the community. The following affiliations are mutually beneficial to the College, students and graduates, the community, and businesses:

- Microsoft IT Academy
- Center for Prevention of Abuse
- Authorized Microsoft Office Specialist Certification Testing Center
- 2 + 2 Agreement with the University of Illinois, Springfield
- 2 + 2 Agreement with Spoon River College, Canton
- Illinois Articulation Initiative participant
- Authorized by Illinois Board of Higher Education to deliver CEU credits for K-12 educators
- Easter Seals - UCP fund raiser sponsor
- American Red Cross blood drive host
- Illinois Virtual Campus
- Dress for Success
- Books for Africa
- Workforce Network

CAMPUS LIFE

The Midstate Experience
Midstate College is an important part of Peoria, Illinois' history. Since 1888, Midstate College has provided an important link between the educational pursuits of individuals and their careers within the business community. As a comfortable place for students of all ages and backgrounds to pursue education, Midstate College has served the varied needs that this broad population demands. The ease of interaction between faculty, staff and students has made the system responsive in a way that is unmatched by any other institution in Central Illinois.

The most up-to-date information is taught through the most modern methods and technology available - both in the actual classroom and online in virtual classrooms. Also, the faculty and staff are easy to contact whenever needed. Students enjoy conversation and study whether in the library, or working on group assignments for online courses. Individual skills and growth are combined with group assignments and team efforts to develop a graduate that can succeed in any employment setting.

Students come from the surrounding metropolitan area, all of Illinois, and many other states. There are many transfer students with one to four years of college and an increasing number of adults in continuing education. We are proud of our ambitious and talented students with definite career goals in mind. While most are preparing themselves for immediate employment, others are continuing their education. Midstate College graduates have established an excellent record with employers for more than 119 years.

STUDENT SERVICES

Clubs and Organizations

Alpha Iota Sorority (Alpha Beta Chapter and Peoria Alumnae Chapter) - This is an international honorary business sorority for women of high scholastic achievement. Its purpose is to make each member a better business woman through development of self-confidence, leadership, and awareness of responsibility to herself and her community. A spirit of loyalty, friendship, cooperation, and education of members fostered during college years continues for life.

American Association of Medical Assistants (AAMA) - All Medical Assistant A.A.S. Degree students will be encouraged to enroll as a student member in the American Association of Medical Assistants (AAMA). Students are enrolled as members of the chapter of their choice. This membership is important to the development of professionalism and leadership in students attending our accredited (CAAHEP and AAMA) Medical Assistant program.

1. Student membership is approximately $35.00 per year.
2. The dues can be incorporated into the student's financial aid package.
3. Please see the Program Director for information.

American Health Information Management Association (AHIMA) - All Health Information A.A.S. Degree students will be enrolled as student members in the American Health Information Management Association (AHIMA). Students are enrolled as members of the Illinois Component State Association. This membership provides the students with access to:

- Valuable peer networking opportunities through the AHIMA Communities of Practice (CoP)
- Subscription to the peer-reviewed Journal of the American Health Information Management Association
- Eligibility for scholarships through the AHIMA Foundation of Research and Education (FORE)
- Access to the FORE Library and HIM Body of Knowledge
- Access to the AHIMA Job Bank
- Discounts to AHIMA books and other products

Standards of the Commission on Accreditation for Health Informatics and Information Management Education recommend exposing students to the professional organization.

1. Student membership is $35 per year.
2. Dues are incorporated into the student's financial aid package.
3. The application of membership is completed during the student's enrollment process with the Department Director.
4. Students are expected to renew their membership until graduation. The renewal dues can be incorporated into the student's financial aid package by individual request.

College Overview

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Course Descriptions

Health Information Student Group - All students in the Health Information Technology, Medical Coding Specialist, and Medical Transcription programs are encouraged to attend meetings and activities of this club. The student group provides a networking opportunity for students, better understanding of careers in the Health Information Management field, and promotion of Health Information professions. Meetings are scheduled at various times at least once quarterly.

Judicial Reporting Club - The primary mission and objective of the club is to promote fellowship among Judicial Reporting students and to stimulate and encourage training in their field. Annual plans for professional growth include attending national and state conventions, field trips, and having speakers for special events or in class.

Midstate Jurists - Paralegal students are encouraged to join the Central Illinois and/or National Paralegal Associations as membership promotes fellowship among the Paralegal students and expands their horizons. The associations stimulate and encourage training in the legal profession.

Midstate Medics - All Medical Assisting and Health Services Management students are encouraged to attend the meetings and other activities of this club. The goals of the club are to promote better understanding of our health care professions, provide networking, and promote unification in our designated professions. Meetings are scheduled quarterly both at night and during the day.

Phi Beta Lambda (Nu Alpha Epsilon Chapter) - This is a national organization of college and university students interested in developing business leadership and understanding of American business enterprise. State leadership conferences are held for students to participate in competitive events such as job interview competitions, information management competitions, etc. Winners are then eligible to compete in national leadership conferences.

Student Senate - The primary mission of this organization is to provide coordination for the College's extracurricular activities and to be a liaison between the students and the College. Based on the idea that there are certain services that students can best provide for themselves, the Student Senate has organized club sales and sponsored "all-college" activities, such as annual school picnics, cookouts, pizza parties, community involvement, and many more activities.

Student Affairs Office
Activities - Throughout the year there are different activities planned for the students through the Student Affairs office. These activities range from contests, student appreciation day, picnics, cookouts, scavenger hunts, dances, parties, dinner and a movie, and more.

Student Volunteer/Achievement Program (SVAP) - The SVAP is a program designed to allow students to obtain points for becoming involved in extracurricular activities and achievements. The students that become involved with the program turn in activity sheets to the Director of Student Affairs, who keeps a tally on their accomplishments. These students become involved with everything from community service, volunteer work, sports, tutoring, clubs and organizations, to helping out with school-sponsored events. There are three different levels of awards given based on points obtained, and an award is given at graduation to the most outstanding student.

Bookstore
The Midstate College Bookstore is open from 8:00 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 4:30 p.m. on Friday. The Bookstore closes promptly at 6:00 p.m. so as not to interfere with scheduled evening classes. Books, materials, and supplies are nonrefundable and unexchangeable unless authorized by administrative personnel. Supplies and materials charged to a student's account must be in amounts larger than $5.00. Sweatshirts, sweatpants, and T-shirts cannot be charged to a student's account. Checks can be cashed at the Bookstore in amounts no larger than $20.00. There is a $15.00 service charge for checks returned for insufficient funds. The College reserves the right to refuse check cashing privileges. A listing of textbooks, ISBN numbers, and prices are available at the beginning of each new term to allow students to purchase textbooks and/or materials from other sources such as other college bookstores or Internet booksellers. Financial Aid may be available to make these purchases.

Alumni Association
The Midstate College Alumni Association fosters and strengthens relationships between the alumni and the College. The alumni actively support the educational leadership of Midstate College. Midstate College has been proud of its rich history and successful alumni since its inception in 1888. Alumni are encouraged to visit the campus, attend activities, and send information about themselves to the Alumni Association. The benefits of membership include networking, making and keeping business contacts, newsletter and web page communication. The Association supports current students and the community through scholarships and special projects. To contact the Alumni Association: alumni@midstate.edu or 309.692.4092 ext. 2120.

Placement Department
The Placement Department provides the student with part-time and full-time employment opportunities. Assistance is furnished in resume writing, job evaluation, interview preparation, career counseling, job-related correspondence, referral processing, and job-search skills.

Employment counseling is geared toward developing highly marketable individuals capable of securing training-related positions. Midstate graduates are offered free lifetime placement assistance. Although the College does not guarantee job placement, every endeavor is made to achieve the best possible result for the student.

Midstate College is recognized as a leader by community, industry, and other training institutions for our quality education, quality placement strategy, and quality employment standards.

Campus Security
There is a security guard on campus from opening to closing Monday-Friday. The guard patrols the building and is available to escort students to their vehicles. The building closes no later than 9:30 p.m. Monday-Friday evenings. Security is available on weekends when classes are in session.

Student Right to Know and Campus Security Annual Report Title II:
The Crime Awareness and Campus Security Act of 1990 requires the College to prepare, publish, and distribute to all current students, employees, applicants for enrollment or employment, or any interested party, upon request, the security report.

The report covers the previous three years. Midstate reports any incidents of the following:

Murder	Rape
Aggravated Assault	Burglary
Liquor Law Violations	Sex Offenses, Forcible
Drug Abuse Violations	Sex Offenses, Nonforcible
Weapons Possessions	Motor Vehicle Theft
Robbery	Theft

A copy of this report is provided in the student handbook and is available to all students, employees, and anyone else requesting it. Copies are available upon request in the Student Affairs office.

Midstate College is a drug- and alcohol-free campus. The sale or use of drugs or alcohol on campus is not permitted. Drug and alcohol abuse and sexual assault programs are provided at the school by speakers from outside agencies. Information is provided in the student handbook, and literature is available in the student lounge.

Consumer Annual Report
This report covers the Midstate College history, programs, mission, accreditations, student characteristics, educational opportunities, and evidence of student success. The annual report is available in the student handbook and is distributed to all new students and employers and available in the front office to anyone upon request. A summary of the most recent audited financial statement is available upon request from the Midstate College Finance office.

The Barbara Fields Memorial Library

The Barbara Fields Memorial Library, located in Room 120, contains the Hammond Reference Collection, books, magazines, fiction, nonfiction, and biography collections. It houses videotape and audiotape collections that support both Judicial Reporting and Human Potential courses. Computers connected to the Internet are available for student use during library hours. Hours for the library are: 8:00 a.m. to 9:00 p.m. Monday through Thursday, 8:00 a.m. to 4:30 p.m. Friday, and 8:30 a.m. to 12:30 p.m. on Saturday.

The Library staff is dedicated to serving the learning resource needs of the students and employees of Midstate College. To fulfill this mission, the Library has entered into a combination of agreements and reciprocal relationships with other Illinois libraries to provide extensive library services. As a participant in the Alliance Library System/Resource Sharing Alliance (a system of cooperative libraries in Central Illinois), borrowing privileges for books and materials are extended to our students and faculty. Through connections to all Illinois libraries, access to books and resource materials are available on a statewide basis.

Midstate College online resources include five major online databases. They are: EBSCO, Facts.com, OCLC FirstSearch, the Electronic Library, and Lexis-Nexis. There are numerous links to Internet resources including newspapers, books, magazines, encyclopedias, dictionaries, thesauruses, and search engines.

The Hammond Reference Collection is housed in the Barbara Fields Memorial Library. The reference collection, named for the family of Arline H. Bunch, former Chairman of the Board and Executive Vice President, and her sister, Zelma Hammond Shoemaker, former librarian of the College, is kept up-to-date by constant review and renewal. Reference materials from the collection may only be used in the library. However, photocopies may be made in the library at $.10/page.

The Library also provides academic support resources such as makeup testing, tutoring, mentoring and coaching. For exam makeup, the student comes to the library at a time scheduled with the library staff and completes the test there.

Catalog 2007-2008

Admissions

ADMISSIONS OVERVIEW

Midstate College welcomes applications from men and women whose academic record, personal ability, and desire to succeed show promise for success. General academic courses serve as an excellent foundation for business training. Each candidate for admission is considered individually on merit and potential. Midstate College requires a high school diploma or GED as an entrance requirement for all degree- or diploma-seeking students. Students may be admitted with an academic transcript that shows successful completion of at least a two-year program that is acceptable for full credit toward a bachelor's degree. Additionally, some programs have requirements that must be met before acceptance into the program. Such requirements are outlined with the program information. Please note these requirements carefully. Counseling is provided by an admissions representative during a personal conference. Applicants are advised to enter programs in accordance with intellectual, academic, and interest criteria.

A complete application includes the following:

1. Personal conference with an admissions representative.
2. Application paperwork correctly filled out and signed.
3. High school transcript or GED certificate and college transcript if applicable.
4. Fees as indicated on the application. The fee is refundable if the applicant is not accepted.
5. Entrance examination scores.

All applicants are required to complete an entrance examination scheduled prior to their admission to Midstate College. Examination scores will be utilized for admission, placement, and academic counseling. Academic counseling is provided by Department Directors and the Dean. Failure to take the entrance examination will result in the applicant being denied entrance into classes.

Individuals interested in entering Midstate College are urged to submit their applications as soon as possible. Applicants, with the approval of their secondary school, may submit their records during their junior year, based upon the assumption that the senior year performance will be similar in quality to that of the first three years of secondary school. Midstate College reserves the right to re-evaluate the admissibility of any applicant whose secondary school performance indicates below average achievement. Applicants are informed promptly of acceptance after the application is received if all requirements have been met. The administration reserves the right to refuse applications for admission or re-admission.

ADVANCED PLACEMENT

Credit from approved high school courses are placed on the student's permanent Midstate College transcript after successfully completing one quarter of coursework at Midstate College in a program for which the credit is applicable. The student can earn up to 25 percent (tuition free) of the total hours required for a diploma or degree. The student will be eligible to submit courses for review for two years following high school. All courses approved for credit in the Advanced Placement program, that apply to programs offered at Midstate College, will be approved for credit when a grade of an "A" or "B" is recorded for comparable courses. The following courses are approved for advanced placement.

Courses approved for advanced placement:			Quarter Hours:
KEY	107	Beginning Keyboarding	4
KEY	109	Keyboarding Applications	4
MAT	110	Business Mathematics	4
ENG	116	Composition	4
ACC	100	Modern Office Accounting	4
ACC	101	Financial Accounting I	4
CIS	114	Computer Usage and Software Applications	4

RE-ADMISSION

If students interrupt the course of their academic program, they must apply for re-admission. There is a re-application fee of $10.00. If the candidate is approved, he/she is subject to the current curriculum, tuition requirements and regulations in effect at the time of re-admission. Students must complete a "Quarter Off" or "Leave of Absence" form to avoid the re-application process.

TRANSFER STUDENTS

Midstate College accepts transfer students who present a complete application and transcript from the collegiate institution last attended. The admissions representative will send for official transcripts during the enrollment process. The student transferring from another accredited college may receive credit for courses completed with a grade of "C" or better if the course is applicable to the student's program at Midstate. The College may require proficiency testing to determine the level of the student's competencies in certain courses which are essential in the training for employability; therefore, the College reserves the right to refuse transfer credits.

One-third of all credit hours for any one educational program, degree or diploma must be taken at Midstate College. In addition, the student must have taken the final quarter term, or its equivalent, at Midstate to qualify for a Midstate degree or diploma. No upper-level (junior or senior level) credit will be awarded for work taken at a two-year college. Students attending Midstate in a diploma program may only transfer credits to Midstate for classes taken at other institutions prior to their entrance at Midstate. Students enrolled in a baccalaureate degree program must complete a total of 60 quarter hours with 32 quarter hours in upper-division coursework at Midstate College and the last quarter in residence to be eligible for a baccalaureate degree from Midstate College. Midstate College does not accept more than 92 quarter hours at the 100-200 course level. Any exceptions to this policy must be approved by the Chief Academic Dean.

INTERNATIONAL STUDENTS

Midstate College welcomes students who wish to pursue academic endeavors in the United States.

All international students must present required credentials before an I-20 is considered. The requirements are:
1. An application fee of $125.00.
2. Students from all countries where English is not the native language must submit a TOEFEL score of 550 or better.
3. Provide secondary and post-secondary transcripts. The transcripts must be in both the original language and certified English translation. The records must be official and submitted directly to Midstate College from the school. A syllabus may be requested if the student wishes to transfer credits. International students will not be able to register for classes until all transcripts have been received.
4. Provide Midstate College with a certified letter to verify that he/she has adequate funds to support tuition, fees, textbooks, and academic related expenses. Midstate College does not offer on-campus living, so the applicant must secure their own housing and transportation. Therefore the applicant must also show proof of a reasonable living expense allowance for the number of terms determined to complete his/her program of study.
5. International students are not eligible to receive federal or state financial assistance but may apply for scholarships that are applicable.

Before commencement of studies, all international students must:
1. Successfully complete the Midstate College entrance examination.
2. Present a valid passport before admission is considered final.
3. Submit applications before May 1 for the fall term and October 1 for the spring term.

FINANCIAL ASSISTANCE

The Financial Assistance office makes every effort to assist students who need financial help while attending college. Students and their families are encouraged to visit the Financial Assistance office to determine eligibility for State and Federal programs. These programs are briefly outlined in the following paragraphs.

State of Illinois Programs

Monetary Award Program (MAP) - This program provides need-based grants for undergraduate students to help pay tuition. The student must meet Illinois residency requirements. Students apply for MAP when they complete the Free Application for Federal Student Aid (FAFSA) form. Eligibility restrictions apply to students who file their FAFSA after application deadlines established each year by the Illinois Student Assistance Commission. Award amounts and established deadlines for this grant are subject to change based upon state appropriations.

Illinois Incentive for Access Program (IIA) - This $500.00 grant is awarded to freshman students who have a limited ability to pay for college. Application is made for the IIA program when students file the Free Application for Federal Student Aid (FAFSA). Students must meet Illinois residency requirements and be enrolled at least half-time. Awards may be limited due to State appropriations.

State Recognition Scholarship Programs and Merit Recognition Scholarship Programs - These programs provide awards to Illinois high school students with outstanding academic achievement. Applications for these programs must be completed by the student's high school counselor.

Federal Programs

Federal Pell Grant Program - The Federal Pell Grant is an award for undergraduate students that does not have to be repaid. To determine eligibility, the Department of Education uses a standard formula to evaluate the information submitted on the Free Application for Federal Student Aid (FAFSA). This form is available from the Financial Assistance office. The amount of the Federal Pell Grant award varies from year to year depending on annual government appropriations and student eligibility. For the 2007-2008 school year, the maximum award is $4,310.00. Federal Pell Grant awards are issued quarterly. Students have the responsibility of maintaining satisfactory academic progress while in attendance at Midstate College to continue to receive their grant payments. Satisfactory academic progress is defined as maintaining a cumulative GPA of 2.00 ("C") and meeting the requirements for credit completion. Examples of these requirements are included in this catalog.

Federal SEOG Program - The Federal Supplemental Educational Opportunity Grant is for undergraduate students with exceptional financial need. Priority is given to Federal Pell Grant recipients when awarding this grant. Like the Federal Pell Grant, this is "gift aid" and does not have to be repaid. The maximum Federal SEOG award a Midstate student can receive varies according to award year allocations and the number of classes for which the student is scheduled.

Federal Work Study Program (FWS) - This program provides jobs for students who need financial help. FWS gives students a chance to earn money to help pay their educational expenses. Like other Federal programs, students must demonstrate financial need to be considered for employment opportunities. Hours available are usually limited to 10 hours per week per student. Positions are available both on- and off-campus. Positions off-campus are limited to non-profit organizations performing a service in the community.

Midstate College makes a concerted effort to help our students with disabilities. Facilities such as the computer lab, restrooms, and classrooms are located on levels that are handicapped accessible. Special services are provided for the students with disabilities through the Federal Work Study Program which makes funds available to hire students to assist individuals with disabilities with access to facilities, carrying textbooks, and running errands.

Federal Stafford Loan Program (Subsidized) - The Federal Stafford Loan Program provides a maximum loan of $3,500.00 per academic year during the student's freshman level and $4,500.00 per academic year for the sophomore level. Junior and senior loans are also available at a maximum of $5,500.00. The eligibility to receive this loan is determined by the same application used in determining Federal Pell Grant Awards. The student must be attending at least half-time and remain in satisfactory academic progress. Federal Stafford Loans are secured through banks, savings and loan institutions, or credit unions. Application forms are available through the Financial Assistance office. The Financial Assistance office will determine each student's eligibility for loan amounts based on the cost of attendance and the amounts of other financial aid available to the student. These loans are interest free to the student while in attendance at least half-time, and payments are deferred until the student graduates, leaves school, or drops below half-time status. Repayment of these loans usually begins within six months after ceasing half-time study. The interest rates are variable and the rate is adjusted each year.

Federal Stafford Loan Program (Unsubsidized) - This is a loan program for borrowers who do not show need for interest subsidies under the existing Federal Stafford Program.   Terms and conditions are the same as the subsidized Federal Stafford Program except the Federal government pays no in-school interest subsidy.   Interest rates are variable and the rate is adjusted each year.   Like the subsidized loan, applications are available through the Financial Assistance office and eligibility is determined on a case-by-case basis.

Federal PLUS Loan Program - Federal PLUS loans are for parents who want to borrow to help pay for their dependent child's education.   Like the Federal Stafford Loan, this loan is made by a lender such as a bank, credit union, or savings and loan institution.   This loan has a variable interest rate adjusted each year.   The Financial Assistance office can supply interested students or their parents with more information and applications for this loan program.

Scholarships
Other financial aid is available through scholarships offered by community and civic organizations, as well as private businesses and corporations.   As these scholarships become available, the Financial Assistance office will make announcements regarding amounts and eligibility requirements.   Students are also encouraged to investigate scholarship opportunities available in their own communities and using Internet-based scholarship searches.   Midstate College also works closely with many county and state agencies that provide financial assistance to students who qualify under the guidelines of each individual agency.

Department of Rehabilitation
Students with disabilities may enroll under the auspices of the Department of Rehabilitation.   The College works closely with the student's rehabilitation counselor to aid in the development of the student's full potential.   Refunds are made to the Department of Rehabilitation according to agreement.

G.I. Bill of Rights
Selected degree and diploma courses are approved for training under the G.I. Bill by the State Approving Agency.   Disabled veterans are accepted upon recommendation of the veteran's counselor.

SATISFACTORY ACADEMIC PROGRESS

In order to remain eligible for Title IV Financial Aid, students are required to maintain satisfactory academic progress.

Satisfactory Academic Progress at Midstate College is defined as:

- Maintaining a 2.0 cumulative grade point average
  -and-
- Students must successfully complete 67 percent of the number of credits attempted and complete their programs in no more than 150 percent of the time it would normally take to complete the program.

Full-time (12 credit hours) students must complete this number of credits:

End of Quarter #	1	2	3	4	5	6	7	8	9	10	11	12
Total # of Credits	8	16	24	32	40	48	56	64	72	80	88	92

End of Quarter #	13	14	15	16	17	18	19	20	21	22	23	24
Total # of Credits	100	108	116	124	132	140	148	156	164	172	180	188

Full-time (16 credit hours) students must complete this number of credits:

End of Quarter #	1	2	3	4	5	6	7	8	9	10	11	12
Total # of Credits	12	24	36	48	60	72	84	96	108	120	132	144

End of Quarter #	13	14	15	16
Total # of Credits	156	168	180	192

Half-time students must complete this number of credits:

End of Quarter #	1	2	3	4	5	6	7	8	9	10	11	12
Total # of Credits	4	8	12	16	20	24	28	32	36	40	44	48

End of Quarter #	13	14	15	16	17	18	19	20	21	22	23	24
Total # of Credits	52	56	60	64	68	72	76	80	84	88	92	96

End of Quarter #	25	26	27	28	29	30	31	32	33	34	35	36
Total # of Credits	100	104	108	112	116	120	124	128	132	136	140	144

End of Quarter #	37	38	39	40	41	42	43	44	45	46	47	48
Total # of Credits	148	152	156	160	164	168	172	176	180	184	188	192

TUITION, FEES, AND REFUND POLICY

Fees Applicable To All Students:
Application Fees - upon enrollment (non-refundable)	$25.00

Special Fees and Deposits:
Graduation Fee (last quarter only)	50.00
(Each additional degree or diploma)	12.00

Cap and Gown for Graduation Ceremony
A.A.S. Degree and Diploma	16.50
Bachelor Degree	30.50
Single Subject Tuition Deposit	25.00
Judicial Reporting Machine Damage Deposit	100.00
Judicial Reporting Machine Rental (quarterly)	100.00
Medical Transcription Dictation Tape Rental	50.00
Medical Transcription Machine Damage Deposit	50.00
Medical Transcription Machine Rental (quarterly)	50.00
Course Proficiency Application Fee	25.00
Course Proficiency Fee	125.00
Computer Course Usage Fee*	60.00
Life Experience Credit Application Fee	50.00
Readmission Fee	10.00
Transcript Fee	5.00

*Select computer courses will be charged an additional $60.00 certification fee. This certification fee is subject to refund if the student officially withdraws from the class within the refund period (see Tuition Refunds).

Tuition Rates:

Full-Time Attendance:

Tuition for 12 to 19 credit hours per quarter	$3,750.00 per quarter

Part-Time Attendance/Single Subject:

Tuition for less than 12 credit hours per quarter	$262.50 per credit hour

Over Full-Time Attendance:
Administrative approval is required to take over 19 hours of credit.

Tuition for 20 - 23 credit hours (5 classes)	$4,500.00
Tuition for 24 credit hours (6 classes)	$5,200.00

Tuition is subject to increase July 1, 2008

Additional Tuition Policies

- Non-credit classes available by administrative approval only.

- Tuition changes normally occur July 1st. However, tuition and fees are subject to change at the beginning of any quarter, providing 30 days advance notice is given.

- A service fee of $10.00 will be charged for any class schedule changes after the first week of a quarter.

- Prior to attending classes, the student has the right to cancel enrollment within five (5) working days. The request for cancellation must be communicated to an admissions representative before the end of the fifth business day for a full refund of the application fee. Midstate College also reserves the right to cancel enrollment. Reasons for cancellation may be obtained from the Admissions Department. In the event Midstate College chooses to cancel enrollment, the Application Fee will be refunded.

- Textbook charges are additional for all courses. The average textbook expense per class is $100.00. eLearning students are charged an additional $20.00 for textbook shipping and handling for items purchased through the Midstate College Bookstore.

- Supplies and expenses related to the Medical Assistant program average approximately $338.00 per academic year.

- Medical Transcription online students will need to rent medical dictation tapes at a cost of approximately $50.00 per quarter for two quarters. Transcription tapes are rented through the College Bookstore.

- Medical Transcription machines are available for rent for two quarters. The cost for the first quarter includes a $50.00 damage deposit. The student is also responsible for shipping and handling costs for the rental machine.

- Judicial reporting machine rentals are available to first quarter Machine Theory students only. The cost for a rental is $100.00 for the first quarter and a $100.00 damage deposit. Second quarter rentals are available with administrative approval. The second quarter's rent is $100.00. Students are then expected to purchase machines directly through the Stenograph Corporation. Details on ordering information are available in the Bookstore.

- Supplies for all programs average $150.00 per academic year.

Payment of Tuition

All tuition costs and fees are payable in full by the end of the first week of each quarter. Any unpaid balance remaining after the first week of the quarter may be subject to a late charge of two percent per month.

Midstate College offers a payment plan to those students who are unable to pay the full amount the first week of the quarter. Questions concerning this payment plan should be directed to the Accounting Department.

Students with outstanding balances will not be permitted to register for future quarters or receive transcripts. Graduates will not receive a degree or diploma until the balance owed is paid in full. Midstate College reserves the right at the time of registration to require full payment from students who have failed in the past to pay tuition and fees on time.

Tuition Refunds

Official written notice of withdrawal through the Registrar's office is required. Courses must be officially dropped by completing a withdrawal form which can be obtained through Student Records. We highly recommend students considering withdrawing seek the advice of their program director and/or instructor(s) prior to making a final decision. Non-attendance does NOT constitute an official withdrawal.

Midstate College has a fair and equitable refund policy for students who completely withdraw from classes. The following institutional refund policy is based on a standard quarter term of approximately 82 days:

Standard Quarter Term
Tuition, Fees, and Refund Policy

Withdrawal:

On or before the first day of classes	100%
After the first day of classes, but before the fourteenth day of the term	Prorated based upon the date of withdrawal and the number of days in the term.
Fourteen to twenty days into the term	30%
Twenty-one to thirty-five days into the term	20%
Thirty-six to forty-nine days into the term	10%
Fifty or more days into the term	0%

Mini-Term

The following institutional refund policy is based on a mini-term consisting of approximately 40 days:

Courses must be officially dropped by completing a withdrawal form which can be obtained through Student Records. We highly recommend students considering withdrawing seek the advice of their program director and/or instructor(s) and financial assistance prior to making a final decision. Non-attendance does NOT constitute an official withdrawal.

Withdrawal:

On or before the first day of classes	100%
After the first day of classes, but before the fourteenth day of the term	Prorated based upon the date of withdrawal and the number of days in the term.
Fourteen to twenty-five days into the term	10%
Twenty-six or more days into the term	0%

Refunds are made within 45 days of the withdrawal date for official withdrawals. For students who fail to notify the College of withdrawal, refunds are made within 45 days of the date the institution determines the student is no longer enrolled or at the end of the term, whichever is earlier. For determining refunds for students who do not officially withdraw, the institution will use the student's last date of attendance or the date of the last documented academically-related activity. All book charges, fees and unpaid balances shall be deducted from the refund.

Amounts to be refunded to Federal Financial Aid programs are returned in a specific order of priority prescribed by Federal regulations. The school's return of funds may not deviate from this order. A portion of the refund can be paid to the student only if funds remain after all funds due have been returned to the Student Financial Aid Programs. Refunds to Federal Programs must be distributed in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Perkins Loans
4. Federal PLUS Loans
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Assistance

Individual Course Refunds
Midstate College will make a partial refund of tuition paid by students who OFFICIALLY WITHDRAW from individual courses based on the following schedule:

1. Withdrawal during the first week of classes entitles the student to a 100% refund for the course.
2. Withdrawal during the second week of classes entitles the student to a 50% refund for the course.
3. Withdrawal during the third week of classes entitles the student to a 25% refund for the course.
4. Withdrawal during the fourth week of classes or after, no refund.

Courses must be officially dropped by completing a withdrawal form which can be obtained through Student Records. We highly recommend students considering withdrawing seek the advice of their program director and/or instructor(s) and financial assistance prior to making a final decision. Non-attendance does NOT constitute an official withdrawal.

Refund Policy for Veterans
Midstate College will refund to any eligible person receiving veterans' benefits according to the institutional refund policy in this catalog.

Catalog 2007-2008
Academics

ACADEMIC COMMITMENT

Each student attending Midstate College has the potential for growth and development in knowledge and skill areas. At Midstate, a partnership approach between faculty, students, and administrators underlies the quest for achievement by the student. Some students may be better suited for other educational areas; academic counseling is available. Supplemental assistance will be provided by faculty members for those students requiring it. Students who find personal problems hindering their educational progress will find the Midstate faculty and administration willing to help. Achievement levels will vary from high scholastic marks to low ones; progress will depend upon student effort, and academic ratings will be necessary for relative measurement of student competency.

CLASSIFICATION OF STUDENTS

The normal academic year is divided into four quarters containing twelve weeks of study. Mini-term sessions are six weeks in length. New students may begin classes at the beginning of any quarter or mini-term. All credits are expressed in quarter hours. A quarter hour of credit is equivalent to twelve hours of instruction with appropriate homework and study. Students are classified as sophomores when they have completed 48 quarter hours, juniors when they have completed 92 quarter hours, and seniors when they have completed 140 quarter hours. The accumulated hours must be transferable into the designated program. Students enrolled in diploma programs are classified as freshmen for the length of the program.

CLASS SCHEDULING AND REGISTRATION

After the initial registration, students arrange their schedules with the director of their department each quarter. The Chief Academic Dean supervises registration and is available to counsel students regarding their academic progress. In order for the scheduling process to be complete, all fees and tuition must be paid and clearance issued from the Accounting Department.

MICROSOFT IT ACADEMY PROGRAM

Midstate College has partnered with the Microsoft® IT Academy Program to provide students the opportunity to earn academic credit while pursuing the most current IT certifications. Microsoft® IT Academy members are

distinguished as Microsoft-approved providers of technology training. Students that value that distinction look to IT Academy schools as a quality choice for IT education and training.

The Microsoft® IT Academy Program is tied closely to Microsoft certification, a leading credential that validates experience and skill set to prospective employers. Many companies use the certification benchmark to aid in hiring, promoting, and planning employee career paths, or outsourcing services and development.

Students seeking IT career training have the support offered through an academic institution in the form of training on technical and "soft" skills, mentoring, and career planning and placement. Midstate College provides students with an education on the most up-to-date technologies in a delivery format that promotes the highest retention of information.

Midstate College provides students with an opportunity to gain hands-on skills in a student-centered environment mentored by a Microsoft Certified Trainer. This environment allows students to grow into competent, mature IT professionals with the necessary knowledge base to succeed.

"Microsoft is a registered trademark of Microsoft Corporation in the United States and other countries."

eLEARNING COURSES

eLearning is an interactive mode of learning where students and instructors share information and a high level of interaction online. The ANGEL system provides a robust learning platform for an interactive online learning environment. The instructor provides weekly lectures and course content while facilitating the learning process of the group. Even though students attend through their home computers, it is a very interactive learning environment. Midstate College is committed to providing a quality learning experience for students that is equivalent to the quality instruction they would receive in a traditional classroom.

Online students need to be proficient in the Windows environment and emailing. The technology involved is not overly complex. Students need a reliable connection to the Internet to participate in the online classes. eLearning requires students to be self-disciplined and motivated in the pursuit of their academic goals. Online education is by no means "easier" than traditional classroom-based learning. Students are expected to produce a substantial amount of quality work while maintaining a high level of interaction in the virtual classroom.

NON-TRADITIONAL DELIVERY

Arranged Study - Students who must complete certain subjects during terms when they are not offered, may study courses outside the regular class schedule provided certain guidelines are met and prior approval is granted by the Chief Academic Dean. The requirements and assignments must equal or exceed the requirements for the structured classroom course and be substantially fulfilled to the satisfaction of the instructor. Students are expected to meet with the instructor on a weekly basis. Midstate College does not recommend that students take more than 25 percent of the total classes in their program on an arranged basis.

COURSE PLACEMENT/PROFICIENCY

Credit granted by examination, proficiency, or life experience is limited to 25 percent of the total credit earned at Midstate College.

Credit By Examination (CLEP) - Midstate College awards credit for college-level academic competence as proved by acceptable scores achieved through the College Level Examination Program (CLEP). Credit is awarded to those students presenting acceptable CLEP scores, including IAI approved courses.

Credit by Departmental Proficiency Examination - Midstate College grants credit for college-level academic competence as proven by acceptable performance in written examinations. Students apply for Credit by Proficiency Examination through the Chief Academic Dean by formal written application. The application is then reviewed by the Department Director. Credit by examination is not permitted for a course when a student has earned college credit for more advanced courses in the same area, nor after a student has begun classes in the course which the examination is designed to evaluate. Proficiency must be completed prior to the beginning of the quarter. ALL proficiencies must be completed prior to the last quarter. NO proficiencies will be allowed the last quarter of any program. Any exceptions to this policy must be approved by the Chief Academic Dean. Students may not proficiency more than 25 percent of the total courses taken at Midstate College. All courses are not approved for proficiency credit. Credit granted through Midstate College faculty-prepared examinations carries an application fee of $25 and a fee of $125 for each course if the student passes the examination with a "B" or better and receives credit through proficiency.

Life Experience Credit Policy - Credit may be granted for documented experiential learning, that is, those life and work experiences distinctive from formal contact with an institution of higher education. Credit for experiential

learning is recommended for electives only. Credit for experiential learning is acceptable only when the application documents learning equivalent to courses listed in the current Midstate College catalog.

Students can petition to have their prior learning evaluated through various methodologies: the proficiency examination procedure, the non-collegiate instructional evaluation procedure (using credit recommendations from recognized directories), and experiential learning assessment through the portfolio method. In each case the purposes of the evaluation will be: (a) to determine if the learning is representative of college learning, and (b) to award appropriate credit. The maximum number of prior learning credits allowable in the program will be no more than 25 percent. The college plans to apply rigorous standards in this area; therefore, the student should not expect that 100% of the life experience credit for which they petitioned will result in acceptable credit toward the program.

Prior experience credit may not duplicate credits already on the student's transcript or those earned in the major. A review committee, comprised of faculty from several disciplines, monitors and assesses the work of those involved in experiential learning. Credit granted through Midstate College for life experience carries an application fee of $50 for each course.

Courses Approved for Proficiency:			**Quarter Hours:**
KEY	107	Beginning Keyboarding	4
KEY	109	Keyboarding Applications	4
MAT	110	Business Mathematics	4
ENG	116	Composition	4
ACC	101	Financial Accounting I	4
(if student has had 2 years of high school accounting and is not an accounting major)			
ACC	100	Modern Office Accounting	4
CIS	114	Computer Usage and Software Applications	4
(student has to prove proficiency with the software Midstate College utilizes)			
AH	110	Medical Terminology	4
AH	120	Human Anatomy and Disease	4

Courses Approved for Advanced Placement:			**Quarter Hours:**
KEY	107	Beginning Keyboarding	4
KEY	109	Keyboarding Applications	4
MAT	110	Business Mathematics	4
ENG	116	Composition	4
ACC	100	Modern Office Accounting	4
ACC	101	Financial Accounting I	4
CIS	114	Computer Usage and Software Applications	4

midstate college

GRADING SYSTEM

Midstate College adheres to the following grading system:

Letter Grade:	Definition:	Grade Points:
A	Excellent	4.00
B	Good	3.00
C	Average	2.00
D	Poor	1.00
F	Failure	0.00
W	Withdrew by end of sixth academic week	0.00
WP	Withdrew after the sixth and prior to the end of the ninth academic week and was passing the course at the time of withdrawal.	0.00
WF	Withdrew after the sixth and prior to the end of the ninth academic week and was failing the course at the time of withdrawal.	0.00
I	Incomplete	0.00
CR	Credit for Proficiency	0.00
S	Satisfactory grade - midterm report	0.00
U	Unsatisfactory grade - midterm report	0.00
TR	Transfer credit – no grade	0.00
NCP/NP	Non-credit Passing	0.00
NCF/NF	Non-credit Failing	0.00
NR	Non-reported	0.00
AUD/AU	Audited	0.00

Grade Point Average
The cumulative grade point average for candidates of degrees and diplomas is based on all courses completed at Midstate College and applicable to the program in which the student is enrolled. The grade point average is determined by multiplying the number of grade points by the number of quarter hours for each course and dividing by the total number of quarter hours.

WITHDRAWALS AND INCOMPLETES

Any student who withdraws from a class after the ninth academic week will receive an "F" for the course. Incomplete grades, "I", may be given by an instructor when, in the opinion of the instructor, extreme circumstances beyond the control of the student have made it impossible for that student to complete the required examinations, materials, and projects in a given course. In the event that an "I" is awarded, the student receiving the "I" will have four academic weeks from the end of the term in which he/she received the "I" to complete the work. The instructor may, at his/her discretion, extend

that time period to a maximum of one academic quarter if the instructor feels that circumstances warrant such an extension. Under no circumstances shall more than one academic quarter be allowed to make up incomplete work. In the event that incomplete work is not completed within the prescribed time, the "I" grade will automatically be changed to an "F" grade.

REPEATING COURSES

Students may repeat any course attempted at Midstate College for which they received a "D" or "F" grade. Permission must be obtained from the Chief Academic Dean prior to repeating a class for the third time. Students may not repeat courses in which they earned an "A", "B", or "C" grade. The original "D" or "F" will remain on the transcript, but will not be included in the calculation of the cumulative grade point average if the course is retaken.

ACADEMIC HONORS

Dean's List - Full-time students who earn a grade point average of 3.5 or above are named to the Dean's List each quarter.

Graduation Honors - Candidates for a bachelor, associate degree or diploma will graduate "with Honors" if they have earned a cumulative GPA of 3.50 - 3.74 for all courses taken at Midstate College; those with a cumulative GPA of 3.75 or above will graduate "with High Honors."

ACADEMIC STATUS

To remain in good standing a student must maintain a cumulative grade point average of 2.0 ("C") or higher. Any student who fails to maintain a cumulative grade point average of 2.0 or who fails to earn at least a 2.0 in any academic quarter will be placed on academic probation. Students on academic probation may not continue their academic program without prior approval of the Chief Academic Dean. Students who are denied such continuance will be considered academically suspended. The following circumstances may result in academic suspension from Midstate College:

1. Students on academic probation who were denied continuation in their academic program. (The Veterans Administration will be notified that the student is not making satisfactory progress.)

2. Students on academic probation for two consecutive quarters. (The Veterans Administration will be notified that the student is not making satisfactory progress.)

3. Students who do not earn at least a 1.0 in any academic quarter. (The Veterans Administration will be notified that the student is not making satisfactory progress.)

APPEAL PROCESS - SUSPENSION/DISMISSAL

A student who has been suspended may appeal the Academic Committee through the President for conditional reinstatement under truly exceptional circumstances under which the student was suspended. Some examples of extreme hardship affecting student progress would be serious illness which has abated, extreme family problems which have been solved or other situations which have improved. Students who have been academically suspended may:

Apply for re-admission after one quarter;

-or-

Petition the Dean to continue their academic program. No student may be awarded a degree or diploma from Midstate College without a cumulative grade point average of at least 2.00.

ADMINISTRATIVE DISMISSAL

Midstate College reserves the right to administratively dismiss students at the discretion of the administration. Reasons for administrative dismissal may include, but are not limited to, behavior which endangers themselves or others, criminal activity, a financial reason, excessive absenteeism, and the like. A student may appeal administrative dismissal. All appeals must be in writing to the Dean within a six-week period following the end of the term in which the student was dismissed.

GRADE APPEAL POLICY

Students may appeal a grade by completing an Application for Grade Appeal form available from the front office. All appeals must be in writing and received within a six-week period following the end of the term. A committee of administrators and faculty will then review the appeal. The decision of the committee is final.

STUDENT GRIEVANCES

Students expressing a grievance about the application of college policy, academic or non-academic, shall attempt to seek informal resolution of the matter with the faculty or staff member involved, or if necessary, with the help of the immediate supervisor of the faculty/staff member. If such informal procedures do not effect a resolution of the matter in an equitable manner, the student may submit a written, signed complaint to the President of the College.

NORMAL PROGRESS

Students are fully responsible for making normal progress toward their degree and for meeting the graduation requirements of their program. A student may carry no less than 12 quarter hours to be classified as a full-time degree candidate in a twelve-week quarter. During a mini-term a student may carry 6 quarter hours to be classified as a full-time student. Students may carry above 20 quarter hours with the approval of the Dean. [See Satisfactory Academic Progress Chart] The Veterans Administration shall be notified within a reasonable period of time, normally within one week of interruption, termination or change in the Veteran's rate of pursuit. Notification shall be via VA Form 22-1999b.

ASSESSMENT

The assessment program at Midstate College is campus wide and measures student progress toward educational goals, determines academic progress, improves teaching and learning, and evaluates institutional effectiveness.

Several instruments of assessment are utilized at various times of the student's enrollment beginning with an entrance examination to a personal interview prior to graduation. Graduates are surveyed to ascertain their perceptions of the effectiveness of their curricula in preparing them for post-graduate study and/or work experience. Employers of graduates are surveyed to ascertain their evaluations of the effectiveness of the curriculum in preparing graduates for training-related work.

As part of graduation requirements, students must complete the assessment process of their department prior to graduation.

ATTENDANCE REQUIREMENTS

Midstate College feels that regular class attendance is essential to satisfactory academic progress. A student is considered excessively absent if he/she misses three or more consecutive classes or has been absent more than ten percent of the total scheduled class sessions. Excused absences are granted only in the case of prolonged illness. Students who are excessively absent will be referred to the Chief Academic Dean and may be administratively dropped from the class or classes in which their absenteeism has been excessive. Students so dropped will be charged the regular tuition rate to repeat the class.

LEAVE OF ABSENCE

An approved leave of absence is when the school administrators determine that the student cannot reasonably be expected to attend classes due to a serious illness, a serious health condition of an immediate family member, a birth or placement for adoption or foster care of a son or daughter and to care for a newborn child, or a death of an immediate family member. Additional approved leave of absences may be granted for jury duty, military duty, and other unforeseen special circumstances determined by administration.

The student must fill out a written, signed, and dated form with the Student Records Office requesting the leave of absence. Midstate College administrators will then determine if there is a reasonable expectation that the student will return to school.

If the student is a Title IV program loan recipient, the student needs to see a financial aid counselor prior to taking the leave of absence, if possible, to be advised of the effect a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

If the student does not resume attendance at Midstate College on or before the end of a leave of absence, it will be considered as an administrative withdrawal.

WITHDRAWAL PROCESS

Courses must be officially dropped by completing a withdrawal form which can be obtained at the front desk. We highly recommend students considering withdrawing seek the advice of their program director and/or instructor(s) prior to making a final decision. Non-attendance does NOT constitute an

official withdrawal. Midstate College has a fair and equitable refund policy for students who completely withdraw from classes (see Tuition, Fees, and Refund Policy).

GRADUATION

All candidates for graduation must complete the minimum requirements as stated in their program. Transfer students must earn one-third of their quarter hours from Midstate College. Transfer students must complete their last quarter in residence to receive a degree from this institution. Any exceptions to this policy must be approved by the Dean.

Students enrolled in a diploma program must complete the stated number of hours required by the curriculum. Students attending Midstate in a diploma program may only transfer credits to Midstate for classes taken at other institutions prior to their entrance at Midstate. Any exceptions to this policy must be approved by the Chief Academic Dean.

Graduation ceremonies are held for those students who have satisfactorily met the requirements of their program and the College. If a graduate has not completed the academic requirements by the end-of-the-term date for which they applied, the graduation date will be set for the following quarter. Degrees and diplomas are presented by the President or Vice President of the College.

To be eligible for graduation, students must have a cumulative grade point average of 2.00; and tuition, books, and other fees must be paid. All borrowed library materials must be returned and lost books and outstanding fines paid in full. In addition to the academic requirements, all graduating students must satisfactorily complete the assessment process, submit a resume, complete a graduation interview with the Student Affairs Department, complete the college exit examination, and an exit interview with the College's administrators.

RELEASE OF EDUCATIONAL RECORDS

Midstate College complies with the Family Educational Rights and Privacy Act of 1974 which includes the statement that a student's transcript cannot be released to a third party without the written consent of the student. Academic records are maintained in the student records office. Students may examine their personal records upon request with confirmed identification and with 24-hour notice. Records are not released without the student's written permission. Exceptions to this policy are granted to administrative and faculty personnel within the College who have a need to know.

The College considers only the following items public knowledge:

- Student's full name

- Affirmation of student enrollment and class level

- Dates of attendance, graduation degree(s) or diploma(s) earned and honors received

- Pertinent information relating to participation in officially recognized activities

Without the student's consent, a military recruiter is entitled only to the information below, under certain circumstances.

- Student's full name, address, and telephone listing

- Student's age or year of birth

- Educational major, level of education (e.g. freshman, sophomore, or degree awarded)

If a student believes their educational records contain information that is inaccurate, misleading, or in violation of the student's rights of privacy, he or she may request, in writing, the institution to amend the record.

TRANSCRIPT OF CREDITS

A fee of $5.00 for each official transcript (imprinted with the College seal) ordered is payable in advance. No student who is indebted to the College in any way will be issued a transcript until the debt is cleared by the Accounting Department. Moreover, no student will be issued a transcript if they are not in compliance with the Federal regulations as dictated by the Federal authorities.

TWO-PLUS-TWO AGREEMENT

Midstate College has established a 2 + 2 agreement with Spoon River College, Canton, Illinois. A baccalaureate degree can be achieved at Midstate College with only two additional years of college work with no loss of credit from the articulated associate degree program. Students are encouraged to contact Admissions for transfer information.

ILLINOIS ARTICULATION INITIATIVE

Midstate College is a participant in the Illinois Articulation Initiative (IAI). The General Education Core Curriculum (GECC) became effective for entering students as of the summer of 1998. This agreement benefits the students who transfer credit in from other institutions; in that, all transcripts marked with the IAI seal will be accepted as equivalent to the GECC here at Midstate; therefore, students will not be required to retake such courses. This initiative additionally allows for transfer of credit from Midstate College to any college or university that is also approved. Students wishing to certify that their general education curriculum has met the IAI's GECC need to request documentation by completing the GECC application form which may be obtained from their program director.

- GECC requirements are specific to each program. A minimum of 25 percent of the student's coursework will be in courses that reflect general education objectives.

- Midstate College will only accept individual IAI GECC courses with a grade of "C" or better. Any courses with IAI approval will apply to Midstate's general education requirements.

- Any student who transfers "in good standing" with a completed Associate of Arts, Associate of Science, or Associate of Arts and Sciences degree from an Illinois college under the ECC requirements in force since the summer of 1998, would be approved as having satisfied his/her lower division General Education requirements at Midstate College.

- GECC courses must be completed prior to transfer of credit to be accepted by Midstate.

- When a course being transferred meets Midstate College's requirements with a "C" or better, Midstate will accept GECC courses from non-IAI affiliated institutions.

- We are continually striving to ease the transfer of credits for our students. For more information about the Illinois Articulation Initiative, go to www.itransfer.org.

GENERAL EDUCATION PHILOSOPHY

Midstate College is dedicated to the preservation of the free enterprise system and realizes that critical thinking, integration of knowledge, understanding of scientific processes and technology, and an awareness of our social, political, and cultural heritage are valuable beyond the immediate experience. Committed

to the education of the total individual, Midstate College requires, within most of the degree programs, a minimum of 25 percent of the student's coursework to be in courses that reflect general education objectives. Substantial opportunities to develop, perfect, and polish skills in oral and written communication are offered within the area of general education. A primary objective of Midstate College is to encourage students to become active participants in the process of inquiry and to develop an ongoing process for the acquisition and integration of information for practical and creative application throughout their lives.

General Education Courses

Group I Communication:			IAI Approval Code:
ENG	109	Principles of Speech	C2 900
ENG	111	Business Communications	
ENG	116	Composition	C1 900R
ENG	120	Interpersonal Communications	
ENG	117	Advanced Composition	C1 901R
ENG	310	Technical Writing	

Group II Humanities:			IAI Approval Code:
ENG	185	Introduction to Literature	H3 900
ENG	230	Masterpieces of Literature	H3 906
ENG	300	Introduction to Non-fictional Prose	
ENG	319	Survey of American Literature I	
ENG	320	Survey of American Literature II	H3 915
ENG	330	Creative Writing: Fiction	
ENG	331	Creative Writing: Literary Non-fiction	
ENG	340	The American Short Story	H3 901
FA	300	20th Century American Fine Arts	HF 900
FA	301	20th Century American Fine Arts	HF 900
HUM	110	Human Potential	
HUM	200	International Studies	
HUM	300	Human Relations Issues	
PHI	101	Introduction to Philosophy	H4 900
PHI	220	Ethics	H4 904

Group III Social and Behavioral Sciences:			IAI Approval Code:
BUS	201	Professional Development	
ECO	144	Introduction to Macroeconomics	S3 901
ECO	145	Introduction to Microeconomics	S3 902
GEO	140	World Regional Geography	S4 900N
HIS	120	Western Civilization I	S2 902
HIS	121	Western Civilization II	S2 903
HIS	122	Women in American History	
HIS	300	Contemporary World History	
PSC	110	Introduction to American Government	S5 900
PSY	140	Introduction to Psychology	S6 900
SOC	100	Introduction to Sociology	S7 900
SOC	300	Social Psychology	S8 900
SOC	310	Racial and Ethnic Relations	S7 903D

Group IV Sciences and Technology: **IAI Approval Code:**

AH	120	Human Anatomy and Disease	
BIO	110	Anatomy and Physiology I	
BIO	120	Anatomy and Physiology II	
BIO	300	Microbiology	
BUS	232	Business Statistics	
CHE	105	Introduction to Chemical Principles (6 hr)	P1 902L
CHE	106	Introduction to Chemistry (4 hr)	P1 902
CIS	114	Computer Usage and Software Applications	
GEO	142	Environmental Issues	L1 905
LS	110	Concepts of Biology	L1 900
MAT	110	Business Mathematics	
MAT	130	Introduction to Algebra	
MAT	138	Intermediate College Algebra	
MAT	140	College Algebra	
MAT	150	Pre-Calculus	
MAT	160	Calculus for Business and Social Sciences	M1 900-B
MAT	170	Calculus I	M1 900-1
MET	101	Principles of Weather	P1 905L

MATHEMATICS SEQUENCE

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                    ┌─────────────────┐
                    │    MAT 101      │
                    │ Fundamentals of │
                    │   Mathematics   │
                    └─────────────────┘
         ┌───────────────────┼───────────────────┐
┌─────────────────┐ ┌─────────────────┐ ┌─────────────────┐
│    MAT 110      │ │    MAT 130      │ │    AH 155       │
│   Business      │ │ Introduction to │ │ Mathematics for │
│  Mathematics    │ │    Algebra      │ │   Medications   │
└─────────────────┘ └─────────────────┘ └─────────────────┘
                            │
                    ┌─────────────────┐
                    │    MAT 138      │
                    │  Intermediate   │
                    │ College Algebra │
                    └─────────────────┘
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                    │    MAT 140      │
                    │ College Algebra │
                    └─────────────────┘
            ┌───────────────┤
            │       ┌─────────────────┐
            │       │    MAT 150      │
            │       │  Pre-calculus   │
            │       └─────────────────┘
┌─────────────────┐ ┌─────────────────┐
│    MAT 160      │ │    MAT 170      │
│ Calculus for    │ │   Calculus I    │
│ Business and    │ │                 │
│ Social Science  │ │                 │
└─────────────────┘ └─────────────────┘
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Catalog 2007-2008
Programs Offered

midstate college

PROGRAMS

Each course listed within a diploma or degree program offered at this institution is acceptable for credit toward the Bachelor of Business Administration Degree, Bachelor of Science Degrees in Accounting and Management Information Systems, and Associate of Applied Science Degrees at Midstate College. The number of courses accepted for transfer will be determined at the discretion of the Chief Academic Dean.

BACHELOR OF BUSINESS ADMINISTRATION DEGREE

The Bachelor of Business Administration Degree is designed to prepare students for successful careers in a complex business environment. It is the philosophy of the Midstate College Business Administration Department that success in business generally depends on specialized skills, adaptability, leadership, healthy self-esteem, competency in problem solving, and the ability to communicate effectively. The baccalaureate degree offers individuals opportunities for advancement or entry-level management positions in skilled areas of employment. The classes and coursework are designed to address learning and scheduling needs of full-time and part-time students including employed adults who desire to earn a baccalaureate degree while remaining employed.

Graduation Requirements:
All required course work and a minimum of 185 quarter hours of coursework must be completed with a cumulative GPA of 2.0 or better on a 4.0 scale in order to be eligible for graduation from the Bachelor of Business Administration degree. Students transferring in upper-level credits must register for a minimum of 32 quarter hours of upper-level business coursework. A grade of "C" or better must be achieved in all core courses, English, and math to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. understand economic institutions and the complex relationship between business, government, and consumers.
2. understand the functional areas of business, including aspects of the complex workplace.
3. perform tasks utilizing strategic planning and entrepreneurial capabilities.
4. acquire an appreciation of people and their cultural, racial, and geographical diversity.
5. participate effectively in group processes.
6. apply analytical skills necessary to identify, formulate, and solve business problems.
7. demonstrate the technological skills necessary in a complex workplace environment.
8. communicate effectively in a variety of professional settings.
9. integrate business ethics into the business decision-making process.
10. combine intellectual curiosity and creativity, and develop independent thought and action.

Major:			Quarter Hours:
ACC	101	Financial Accounting I	4
ACC	105	Financial Accounting II	4
ACC	213	Managerial Accounting	4
BUS	107	Business Law I	4
BUS	108	Business Law II	4
BUS	204	Principles of Management	4
BUS	232	Business Statistics	4
CIS	114	Computer Usage and Software Applications	4
CIS	116	Spreadsheet Applications	4
ACC	300	Managerial Cost Accounting I	4
BUS	300	Advanced Business Communications	4
BUS	310	Quantitative Analysis (Advanced Statistics)	4
BUS	315	Business Ethics	4
BUS	340	Organizational Theory	4
BUS	370	International Business	4
FIN	300	Managerial Finance	4
MGT	350	Human Resource Management	4
MGT	360	Operations Management	4
MGT	375	Leadership and Motivation	4
MGT	400	Project Management in Business	4
MKT	305	Marketing Management	4
BUS	390	Business Strategies and Policies	4
BUS	395	Business Research Project	
		-or-	4
BUS	495	Applied Study/Internship	
		Total Hours	*92*

General Education:			Quarter Hours:
ENG	109	Principles of Speech	
		-or-	4
ENG	120	Interpersonal Communications	
ENG	116	Composition	4
ENG	117	Advanced Composition	4
MAT	140	College Algebra	4
SOC	100	Introduction to Sociology	
		-or-	4
PSY	140	Introduction to Psychology	
ECO	144	Introduction to Macroeconomics	4
ECO	145	Introduction to Microeconomics	4
Electives:		Life Science	5
		Physical Science	4
		Humanities	12
		Social Science	8
		Total Hours	*57*

Total Hours Before Electives   **149**

Students must take 12 hours of the following 300-level business electives as part of their program. An additional 24 quarter hours of upper-level electives can be selected according to the interest and needs of the student. The following courses are offered as 300-level business electives:

300-Level Business Electives:			Quarter Hours:
ACC	313	Managerial Cost Accounting II	4
ACC	315	Tax Accounting II	4
ACC	321	Intermediate Accounting I	4
ACC	322	Intermediate Accounting II	4
ACC	323	Intermediate Accounting III	4
BUS	320	International Law	4
BUS	325	Advanced Customer Satisfaction Strategies	4
CIS	318	Data Communications	4
CIS	320	Java Programming and Web Design	4
CIS	325	Internet Communications	4
CIS	328	Database Management I: Disaster Recovery	4
CIS	350	Information Technology	4
ECO	350	Money and Banking	4
FIN	308	Financial Management of Healthcare Organizations	4
MGT	308	Principles in Healthcare Management	4
MGT	320	Labor-Management Relations	4
MGT	330	Compensation Management	4
MGT	340	Advanced Financial Institutions Management	4
MGT	345	Small Business Management	4
MGT	370	Quality Management	4
MGT	380	Entrepreneurship	4
MGT	388	Healthcare Policies	4
		Total Hours	*12*

Electives:	Quarter Hours:
Choose 24 hours of electives	24
Total Hours	*24*

Total Hours Required for B.B.A. Degree　　　　　　　　　　**185**

ACCOUNTING
Bachelor of Science Degree

The baccalaureate degree in accounting is designed to prepare students for successful careers in the field of accounting. The program offers a strong foundation in accounting principles, procedures and theory. In addition, this program will provide students with the opportunity to develop practical skills in the area of business administration and computer applications to expand their awareness and understanding beyond the field of accounting.

The Midstate College program offers the accounting program in two tracks. Track One is for students who desire to work in the private sector of accounting. This program requires the satisfactory completion of 188 quarter hours of credit. Track Two is designed for students who desire to enter the profession of public accounting and sit for the Certified Public Accounting (CPA) examination upon completion of the program. The Track Two program requires the completion of 228 quarter hours of credit. With the completion of the Track Two option, the student will be qualified and prepared to sit for the CPA exam.

Graduation Requirements:
All required coursework, either 188 quarter hours credit for Track One or 228 quarter credit hours credit for Track Two, must be completed with a cumulative GPA of 2.00 or better on a 4.0 scale in order to be eligible for graduation. Students transferring in upper-level credits must register for a minimum of 32 quarter hours of upper-level accounting coursework. A grade of "C" or better must be achieved in all core courses, English, and math to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

Program Objectives:
Upon the completion of the program, the student will be able to:
1. prepare financial statements of a business enterprise and effectively communicate this information to appropriate readers.
2. compile understandable cost information for manufacturing and non-manufacturing decision makers.
3. combine computer and accounting skills to improve efficiency in any accounting environment.
4. work effectively in teams to apply accounting principles and tax to multiple discipline projects.
5. synthesize and evaluate accounting information to be able to create meaningful proforma management projections.
6. develop analytical skills to effectively interpret, change and manage accounting systems.
7. develop a set of ethical values that will enhance the student's ability to cope with real world business problems.
8. develop a foundation for applying accounting analysis to the auditing process.
9. demonstrate knowledge and skills necessary for advanced studies in accounting-related fields.
10. communicate effectively in small and large group settings presenting well-prepared information in an organized format (verbal, written and/or multi-media).

Major - Accounting Track One: **Quarter Hours:**

ACC	101	Financial Accounting I	4
ACC	105	Financial Accounting II	4
ACC	110	Computerized General Ledger	4
ACC	213	Managerial Accounting	4
ACC	215	Tax Accounting I	4
ACC	300	Managerial Cost Accounting I	4
ACC	313	Managerial Cost Accounting II	4
ACC	315	Tax Accounting II	4
ACC	321	Intermediate Accounting I	4
ACC	322	Intermediate Accounting II	4
ACC	323	Intermediate Accounting III	4
ACC	400	Advanced Accounting I	4
ACC	405	Auditing I	4
ACC	406	Auditing II	4
ACC	409	Controllership	4
BUS	107	Business Law I	4
BUS	108	Business Law II	4
BUS	204	Principles of Management	4
BUS	310	Quantitative Analysis	4
BUS	315	Business Ethics	4
BUS	370	International Business	4
BUS	390	Business Strategies and Policies	4
CIS	114	Computer Usage and Software Applications	4
CIS	116	Spreadsheet Applications	4
		Total Hours	*96*

General Education: **Quarter Hours:**

BUS	201	Professional Development	
		-or-	4
BUS	350	Professional Advancement	
BUS	232	Business Statistics	4
ENG	109	Principles of Speech	
		-or-	4
ENG	120	Interpersonal Communications	
ENG	116	Composition	4
ENG	117	Advanced Composition	4
ECO	144	Introduction to Macroeconomics	4
ECO	145	Introduction to Microeconomics	4
MAT	140	College Algebra	4
PSY	140	Introduction to Psychology	
		-or-	4
SOC	100	Introduction to Sociology	
Electives:		Life Science with lab	6
		Physical Science with lab	6
		Social Science	8
		Humanities	12
		Total Hours	*68*

General Electives: **Quarter Hours:**

Select 12 hours of General Electives.			12
		Total Hours	*12*

Students must take three of the following upper-level electives.

Upper Division Electives: **Quarter Hours:**

BUS	300	Advanced Business Communications	4
BUS	340	Organizational Theory	4
ECO	350	Money and Banking	4
FIN	300	Managerial Finance	4
MGT	360	Operations Management	4
MKT	305	Marketing Management	4
		Total Hours	*12*

Total Track One Requirements   **188**

Accounting Track Two - CPA: **Quarter Hours:**

ACC	411	Advanced Accounting II	4
ACC	412	Advanced Accounting III	4
ACC	482	Advanced Auditing Issues	4
ACC	490	CPA Review I	4
ACC	491	CPA Review II	4
ACC	492	CPA Review III	4
BUS	320	International Law	4
		Electives*	12
		Total Hours	*40*

*Note: Business Electives or ACC 499 as approved by the Director of the Accounting Department.

Total Track Two Requirements   **228**

HEALTH SERVICES MANAGEMENT
Bachelor of Science Degree

The baccalaureate degree in Health Services Management is designed to prepare students for a successful career in entry-level management or supervisory positions in healthcare. Students with associate degrees from a variety of backgrounds such as dental hygiene, nursing, medical assisting, health information, respiratory technology, occupational therapy, and activity therapy will be served with the opportunity to obtain an advanced degree. Specialized skills in problem solving, communication, finance, law, business and management will prepare these students to make sound leadership decisions in the evolving healthcare arena. Students from a business or accounting background will gain insight into the unique aspects of providing healthcare services to society and the effect of the disease process and illness on the individual healthcare consumer.

The Health Services Management Degree pairs the health curriculum with a business administration focus. The resulting program examines the use, cost, quality, accessibility, delivery, organization, financing, and outcomes of healthcare services. Today's managed care environment requires professionals to study utilization of services, clinical management trends, demand and delivery of services, and legal and ethical issues. The goal of this program is to teach individuals how to organize and deliver healthcare in a cost effective, clinically sound manner.

The Health Services Manager works in clinics, hospitals, health departments, insurance companies, managed care companies, mental health and rehabilitation facilities, and long-term care facilities. A combination of management skills and clinical knowledge enables the graduate to move into a leadership role as a department manager, trainer, or supervisor.

Admission Requirements:
Each candidate for admission is considered individually on merit and potential. In addition to the admission requirements stated in the College Catalog, it is recommended that candidates for the Health Services Management program have a Wonderlic Scholastic Level score of 25 or an associate degree with at least one year of experience in the healthcare field.

Graduation Requirements:
General graduation requirements are listed in the Midstate College Catalog. A grade of "C" or better in all courses must be achieved to be eligible to graduate. A test of general knowledge and the College exit interview must be completed.

Program Objectives:

Upon completion of the program, the student will be able to:

1. discuss the unique conflicts when serving business interests and offering compassionate, humane patient care.
2. understand the basics of marketing, human resource development, leadership, motivation, finance and strategic planning for healthcare providers.
3. perform tasks necessary to communicate effectively through written and spoken word.
4. describe a variety of complementary and alternative healthcare options and discuss the viability of incorporating them into Western medicine.
5. discuss the accessibility of healthcare and obstacles that make it difficult for patients to obtain healthcare.
6. apply analytical skills to billing, financial management and budgetary issues.
7. apply legal and ethical principles to the managing of a healthcare organization and the delivery of patient care.
8. recognize the services necessary within a community to effectively meet mental and physical health needs and education.
9. recognize the variety of needs generated by diversity of culture, race, religion, age, sex and specific illness.
10. be familiar with current healthcare issues affecting the provision of care and compliance of patients.

Major:			Quarter Hours:
AH	110	Medical Terminology	4
AH	120	Anatomy and Disease	4
AH	200	Medical Office Procedures III	4
AH	220	Medical Office Procedures IV	4
BUS	204	Principles of Management	4
BUS	340	Organizational Theory	4
ENG	310	Technical Writing	4
HSM	300	Human Disease	4
HSM	310	Principles of Community Health	4
HSM	320	Healthcare of Aging	4
HSM	375	Healthcare Sociology	4
HSM	400	Healthcare Law and Ethics	4
HSM	410	Principles and Practices of Alternative and Complementary Healthcare	4
HSM	420	Healthcare Marketing	4
HSM	430	Basics of Healthcare Finance	4
HSM	440	Current Issues & Healthcare Capstone	4
MGT	308	Principles of Healthcare Management	4
MGT	350	Human Resource Management	4
MGT	375	Leadership and Motivation	4
MGT	388	Healthcare Policies	4
		Total Hours	*80*

General Education: **Quarter Hours:**

ACC	100	Modern Office Accounting	4
BIO	300	Microbiology	4
BUS	106	Introduction to Business	4
BUS	201	Professional Development	
		- or -	4
BUS	350	Professional Advancement	
ECO	144	Introduction to Macroeconomics	4
ENG	109	Principles of Speech	
		- or -	4
ENG	120	Interpersonal Communications	
ENG	116	Composition	4
ENG	117	Advanced Composition	4
HUM	110	Human Potential	4
MAT	130	Introduction to Algebra	4
PSY	140	Introduction to Psychology	4

Electives: Choose 3 general education courses. One must
be 300-level. No more than one course may be
selected from any one of the following disciplines:
English, Humanities, Fine Arts, History, Sociology   12

Total General Education Electives   *56*

HSM Electives: **Quarter Hours:**

Electives: Electives suggested, but not limited to the following.
Select an additional 48 hours in courses that support
knowledge of health, health services, business and
leadership. Suggested course work includes: AH140, AH160,
AH185, CIS114, CIS115, CIS116, FIN 200, FIN 300, PSC110,
SOC100, SOC300, MGT370.

Total Hours   *48*

Total Hours Required for Degree   **184**

MANAGEMENT INFORMATION SYSTEMS
Bachelor of Science Degree

The baccalaureate degree in Management Information Systems is designed to provide students with a strong background in Computer Information Systems and prepare the students for successful careers in the field of management in areas of computer technology ranging from network management, web design and software development departments, to help desk and software support divisions.

Students in this program will develop or expand their technical skills to a level where they will be able to professionally and accurately manage departments in all areas of information technology. Additionally, they will have a background to understand marketing, operations management, and financial considerations to make intelligent business decisions related to the constantly evolving field of computers.

The students will be well grounded in management theory, accounting, communication and ethical reasoning. Furthermore, they will be provided a general education background that will enhance their quality of life as well as their professional skill levels.

Program Objectives:
Upon completion of this program the graduate will be able to:
1. demonstrate the technical knowledge and skills necessary for productive careers in computer information services.
2. communicate effectively in small and large group settings presenting well-prepared information in an organized format (verbal, written, and/or multi-media).
3. develop a set of ethical values that will enhance the student's ability to cope with real world business problems.
4. demonstrate an understanding of economical institutions and the complex relationship between business, government, and consumers.
5. apply analytical skills and software applications to identify, formulate, and solve business and computer-related problems.
6. demonstrate an understanding of the functional areas of business, including aspects of the global workplace.
7. demonstrate the knowledge and skills necessary for advanced study in management information systems.
8. develop a plan for applying the theories, design and technologies utilized in a business communications network.
9. demonstrate understanding of database administration and management.
10. blend business, computers and information technology to develop successful business applications using current technology.
11. manage vital information resources.

Graduation Requirements:

All required coursework, 188 quarter hours of credit, must be completed with a cumulative GPA of 2.00 or better on a 4.0 scale in order to be eligible for graduation. A total of sixty hours with thirty-two upper-level hours in Computer and Information Science 300- and 400-level courses must be completed at Midstate College for the baccalaureate degree. A grade of "C" or better must be achieved in all core courses, English, and math to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

Major:			**Quarter Hours:**
ACC	101	Financial Accounting I	4
ACC	105	Financial Accounting II	4
BUS	204	Principles of Management	4
BUS	300	Advanced Business Communications	4
BUS	310	Quantitative Analysis (Advanced Statistics)	4
BUS	315	Business Ethics	4
BUS	340	Organizational Theory	4
BUS	390	Strategies and Policies	4
CIS	111	Hardware and Operating Systems	4
CIS	112	Essentials of Information Technology	4
CIS	113	Introduction to Programming	4
CIS	118	Database Applications	4
CIS	202	Systems Analysis and Design	4
CIS	218	Network Communications	4
CIS	328	Database Management I: Disaster Recovery	4
CIS	340	File Organization and Management	4
CIS	350	Information Technology	4
CIS	400	Information Technology Management	4
FIN	300	Managerial Finance	4
MGT	360	Operations Management	4
MGT	400	Project Management in Business	4
		Total Hours	*84*

General Education:			**Quarter Hours:**
BUS	201	Professional Development	
		-or-	4
BUS	350	Professional Advancement	
ENG	109	Principles of Speech	
		-or-	4
ENG	120	Interpersonal Communications	
ENG	116	Composition	4
ENG	117	Advanced Composition	4
BUS	232	Business Statistics	4
ECO	144	Introduction to Macroeconomics	4
ECO	145	Introduction to Microeconomics	4
MAT	160	Calculus for Business and Social Sciences	4

PSY	140	Introduction to Psychology	
		-or-	4
SOC	100	Introduction to Sociology	
Electives:		Physical Science with lab	6
		Life Science with lab	6
		Humanities	12
		Social Science	8
		Total Hours	*68*

MIS Electives:			**Quarter Hours:**
Choose 16 hours from the following courses:			
CIS	302	Advanced Systems Analysis & Design	4
CIS	318	Data Communications	4
CIS	320	JAVA Programming and Web Design	4
CIS	325	Internet Communications	4
CIS	338	Database Management II: Security and Auditing	4
CIS	348	Database Management III: Management of	
		Information Security	4
MSE	260	Information Security Fundamentals	4
General CIS/MSE Electives			20
		Total Hours	*36*

Total Hours Required for Degree   188

REALTIME REPORTING
Bachelor of Science Degree

The Bachelor of Science degree in Realtime Reporting has been designed to meet the specified base of Judicial Reporting Program minimum standards as set out in the National Court Reporters Association Council on Approved Student Education's *General Requirements and Minimum Standards* and all requirements set forth in the Captioning and CART (Communication Access Realtime Translation) Standards Options for those concentrations in relation to machine shorthand, English, terminology, specified knowledge base, procedures, technology, current events, and internship.

The specific institutional standards related to realtime reporting include instruction in the specified knowledge base for each concentration; writing the spoken word with punctuation by means of an NCRA-approved realtime translation theory system to provide instantaneous realtime translation of specified material; the ability to write prefixes and suffixes, all necessary alphabets, and production of numbers with review and line-by-line edit/analysis of shorthand notes; with special emphasis on dictionary building, maintenance, and management, utilizing all available resources for research and preparation. Students are required to choose a concentration in order to focus their studies and skills toward the highly specialized and technical professional and academic objectives. The three concentrations are as follows: Broadcast Captioning, CART (Communication Access Realtime Translation) Reporting, and Judicial Reporting.

Concentrations:
A broadcast captioner possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of live broadcasts utilizing realtime translation software and the procedures applicable to this specific realtime environment. Our graduates are qualified to sit for state and national certification tests. Upon certification, when required, graduates are qualified to work as broadcast captioners.

A CART reporter (provider) possesses the knowledge, skill, and ability to provide accurate, simultaneous , assistive realtime translation in order to help individuals who are deaf and hard of hearing as required by the ADA (Americans with Disabilities Act), at secondary, college, and university levels and in other settings. Our graduates are qualified to sit for state and national certification tests. Upon certification, when required, graduates are qualified to work as CART providers.

A judicial reporter (see Judicial Reporting A.A.S. program description) possesses the knowledge, skill, and ability to produce accurate, simultaneous realtime translation in official judicial settings in the courts and/or in freelance judicial settings, such as depositions. Our graduates are qualified to sit for state and national certification tests. Upon certification, when required, graduates are qualified to work as official and/or freelance judicial reporters.

Program Objectives:

Upon completion of this program, the graduate will be able to:

1. write an NCRA-approved realtime translation theory system.
2. read aloud from shorthand notes, quickly locating portions to be read, maintaining composure while reading, reading distinctly and with authority.
3. demonstrate ability to apply the rules of grammar, spelling, punctuation, and capitalization to sentences, paragraphs, and transcripts through systematic testing and/or projects.
4. demonstrate an understanding and application of law and legal terminology; anatomy and medical terminology.
5. apply the NCRA *Code of Professional Ethics* in simulated situations and case studies.
6. identify the appropriate reference sources used in transcript preparation.
7. produce salable transcripts of at least ten pages on a computer-aided transcription system from the student's own stenographic notes, including all appropriate pages.
8. produce a five-page, first-pass transcript with a goal of 95% translation rate.
9. demonstrate understanding and application of the body of knowledge required in technology through systematic testing and/or projects.
10. demonstrate understanding of current events.
11. demonstrate knowledge of and the ability to perform the basic setup, hardware care and maintenance of realtime reporting equipment in regard to concentration.
12. build and maintain a realtime dictionary.
13. complete at least 40 verified hours of actual writing time during internship.

    a. Upon completion of the Broadcast Captioning Concentration, the graduate will be able to:
       14. develop speed and accuracy measured by random sampling of Total Error Rates (TERs).
       15. write two five-minute, 180 wpm literary takes with a first-pass translation rate of 96% accuracy.
       16. prepare a captioned or realtime translation of one hour of captioning services for course evaluation taken from the internship experience.
       17. demonstrate knowledge of, and be able to pass written exams in history, culture, terminology, broadcast news production, prescripting, psychology of on-air captions, FCC regulations, and Deaf culture.

b. Upon completion of the CART Concentration, the graduate will be able to:
   14. develop speed and accuracy measured by random sampling of Total Error Rates (TERs).
   15. write two five-minute, 180 wpm literary takes with a first-pass translation rate of 96% accuracy.
   16. prepare a captioned or realtime translation of one hour of captioning or CART services for course evaluation taken from the internship experience.
   17. paraphrase in realtime.
   18. accurately fingerspell words.
   19. use phonetic translator.
   20. demonstrate knowledge of the *CART Provider's Manual*.
   21. demonstrate knowledge of the role of sign language interpreters and oral interpreters.
   22. demonstrate knowledge of the *Guidelines for Professional Practice for CART Providers.*

c. Upon completion of the Judicial Reporting Concentration, the graduate will be able to:
   14. pass at 97% accuracy: two 5-minute tests of two-voice testimony material dictated at 225 wpm; two 5-minute tests of jury charge/legal opinion material at 200 wpm; and two 5-minute tests of literary material at 180 wpm while writing realtime.
   15. pass at 95% accuracy: one 5-minute test of two-voice testimony material dictated at 225 wpm; one 5-minute test of jury charge/legal opinion material at 200 wpm; and two 5-minute tests of literary material at 180 wpm while writing realtime.
   16. transcribe a simulated RPR skills test at RPR speed levels in 3.75 hours.
   17. assume the role of the realtime reporter through simulated trials and depositions in performing all required functions.
   18. prepare 40 pages of salable transcript for course evaluation taken from the freelance, the official, or the realtime reporting internship.
   19. achieve a QWERTY keyboarding speed of 65 wpm with 5 or fewer errors.

Graduation Requirements:
General graduation requirements are listed in the Midstate College Catalog. A grade of "C" or better in all courses must be achieved to be eligible to graduate.

The following core courses are required for all concentrations:

Major:			Quarter Hours:
AH	110	Medical Terminology	4
CIS	115	Word Processing Applications	4
LEG	100	Introduction to Law	4
PSY	305	Psychology of Deaf People and Their Culture	4
RR	114	Theory of Machine Shorthand I	4
RR	115	Theory of Machine Shorthand II	4
RR	125	English for Realtime Reporters	4
RR	176	Advanced Vocabulary Development	4
RR	206	Computer Transcription & Technology	4
RR	220	Realtime Reporting Machine Shorthand I (60/80)	4
RR	240	Realtime Reporting Machine Shorthand II (100)	4
RR	260	Realtime Reporting Machine Shorthand III (120)	4
RR	280	Realtime Reporting Machine Shorthand IV (140)	4
RR	310	Realtime Reporting Machine Shorthand V (160)	4
RR	315	Medical Dictation	4
RR	320	Internet Research Techniques for Realtime Reporters	4
RR	330	Realtime Applications for CART/Captioning	4
RR	340	Dictionary Development & Management	4
		Total Hours	*72*

General Education:			Quarter Hours:
ACC	100	Modern Office Accounting	4
AH	121	Human Anatomy & Disease for Realtime Reporters	4
BUS	350	Professional Advancement	4
CIS	114	Computer Usage and Software Applications	4
ENG	116	Composition	4
ENG	117	Advanced Composition	4
GEO	140	World Regional Geography	4
PHI	220	Ethics	4
PSC	110	Introduction to American Government	4
Electives:		History	4
		Humanities	4
		Literature	4
		Physical or Life Science with lab	6
		Sociology or Psychology	4
		Total Hours	*58*

Total Hours Before Electives or Concentration: **130**

Electives:	Quarter Hours:
Choose 12 hours of upper-level business or general education electives.	
Total Hours	*12*

Broadcast Captioning Concentration: **Quarter Hours:**

BC	345	Broadcast Captioning Technology	4
BC	350	Introduction to Broadcast Production	4
BC	360	Introduction to Broadcast Captioning	4
BC	390	Multi-Voice Speaker Designation for Broadcast Captioning	4
BC	430	Broadcast Captioning I – News	4
BC	440	Broadcast Captioning II – Sports	4
BC	450	Broadcast Captioning Internship	4
ENG	310	Technical Writing	4
RR	350	Realtime Reporting 140 Literary	4
RR	365	Realtime Reporting 160 Literary	4
RR	375	Realtime Reporting 180 Literary	4
		Total Hours	*44*

CART Reporting Concentration: **Quarter Hours:**

ASL	100	Introduction to American Sign Language	4
CT	345	CART Technology	4
CT	350	Deaf Sensitivity Training	4
CT	360	Introduction to CART Reporting	4
CT	390	Multi-Voice Speaker Designation for CART	4
CT	400	CART Reporting Practicum	4
CT	450	CART Reporting Internship	4
ENG	310	Technical Writing	4
RR	350	Realtime Reporting 140 Literary	4
RR	365	Realtime Reporting 160 Literary	4
RR	375	Realtime Reporting 180 Literary	4
		Total Hours	*44*

Judicial Reporting Concentration: **Quarter Hours:**

JR	210	Judicial Reporting Procedures	4
JR	220	Judicial Reporting Practicum	4
RR	316	Freelance Reporting Procedures	
		-or-	4
RR	317	Official Reporting Procedures	
RR	355	Realtime Reporting Machine Shorthand VI (180 wpm)	
RR	360	Realtime Reporting Question & Answer (180 wpm)	4
RR	370	Realtime Reporting Machine Shorthand VII (200 wpm)	4
RR	380	Realtime Reporting Machine Shorthand VIII (225 wpm)	4
RR	390	Multi-Voice Speaker Designation for Judicial Reporting	4
RR	420	Realtime Reporting Question & Answer (200 wpm)	4
RR	445	Realtime Reporting Question & Answer (225 wpm)	4
RR	450	Judicial Reporting Internship	4
		Total Hours	*44*

Total Hours Required for Degree   **186**

ADMINISTRATIVE PROFESSIONAL
Associate of Applied Science Degree

The Administrative Professional is qualified to work in a large variety of offices such as insurance, manufacturing, real estate, advertising, publishing, radio and television, public utilities, financial institutions, government, education, airlines, and travel agencies. He/she has a mastery of office skills, demonstrates the ability to assume responsibility without direct supervision, exercises initiative and good judgment within the scope of assigned authority, and has good human relations skills. Administrative Professionals are an essential part of the management team and often become office managers. Their knowledge assists them in managing time, paper, equipment, and people. New technologies and modern business environments provide further challenges for this exciting career. With work experience, the Administrative Professional is prepared to handle independent projects and assume a supervisory position. This program provides a career of distinction in the future for the responsible student today.

Prerequisite:
KEY107 Beginning Keyboarding or 45 wpm keyboarding speed on 5-minute timed writing with 5 or fewer errors.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. perform administrative and support duties.
2. apply business concepts and ethics appropriately.
3. display professionalism in attitude and appearance.
4. utilize professional communication skills.
5. demonstrate knowledge of management principles.
6. utilize fiscal management principles.
7. use popular computer software effectively for word processing, transcription, and data entry.
8. type a minimum of 65 wpm with 5 or fewer errors.

Major:			Quarter Hours:
ACC	100	Modern Office Accounting	4
AP	112	Office Skills	4
AP	208	Integrated Office Systems	4
AP	209	Administrative Office Procedures	4
BUS	106	Introduction to Business	4
BUS	107	Business Law I	4
BUS	204	Principles of Management	4
CIS	115	Word Processing Applications	4
CIS	116	Spreadsheet Applications	4
CIS	118	Database Applications	4
CIS	210	Desktop Publishing	4
KEY	109	Keyboarding Applications	4
ANY		keyboarding speed and accuracy improvement (KEY 111, 121, 131, 141)	4
MAT	110	Business Mathematics	4
		Total Hours	*56*

General Education: **Quarter Hours:**

BUS	201	Professional Development	4
CIS	114	Computer Usage and Software Applications	4
ENG	116	Composition	4
ENG	109	Principles of Speech	4
ENG	111	Business Communications	4
HUM	110	Human Potential	4
		Total Hours	*24*

Choose 12 hours of electives.   **Quarter Hours:**

Recommended:

AP	100	Speedwriting Shorthand Theory	4
BUS	206	Externship	4
CIS	117	Presentation Applications	4
HUM	200	International Studies	4
		Total Hours	*12*

Total Hours Required for Degree   **92**

A grade of "C" or better must be achieved in all major core courses, English, and math to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

BUSINESS ADMINISTRATION
Associate of Applied Science Degree

The Associate of Applied Science Degree in Business Administration is designed to prepare students for entry-level management positions in business. This program develops communication, math, and computer skills that are essential in business. It provides business education and training in diverse fields of the business discipline including accounting, computer and information science, financial institutions management, and healthcare services. This program can also serve as a foundation for baccalaureate level studies in business.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. employ the functions of marketing, finance, and accounting.
2. discuss the relationship between business and its environment including legal, ethical, and social responsibilities.
3. demonstrate professional-level oral and written communication skills.
4. demonstrate computer software application skills.
5. demonstrate math and basic quantitative skills.

Major:			Quarter Hours:
ACC	101	Financial Accounting I	4
ACC	105	Financial Accounting II	4
ACC	213	Managerial Accounting	4
BUS	106	Introduction to Business	4
BUS	107	Business Law I	4
BUS	108	Business Law II	4
BUS	200	Principles of Marketing	4
BUS	204	Principles of Management	4
BUS	232	Business Statistics	4
CIS	114	Computer Usage and Software Applications	4
CIS	116	Spreadsheet Applications	4
FIN	200	Principles of Finance	4
MAT	110	Business Mathematics	4
		Total Hours	*52*

General Education:			Quarter Hours:
BUS	201	Professional Development	4
ECO	144	Introduction to Macroeconomics	4
ENG	109	Principles of Speech	
		-or-	4
ENG	120	Interpersonal Communications	
ENG	116	Composition	4
ENG	117	Advanced Composition	4
HUM	110	Human Potential	4

MAT	138	Intermediate College Algebra	4
PSY	140	Introduction to Psychology	
		-or-	4
SOC	100	Introduction to Sociology	
		Total Hours	*32*

Total hours before electives   **84**

Electives:	**Quarter Hours:**
Choose 8 hours of electives	8
Total Hours	*8*

Total Hours Required for Degree   **92**

A grade of "C" or better must be achieved in all major core courses, English, and math to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

BUSINESS COMPUTER ACCOUNTING
Associate of Applied Science Degree

The Associate of Applied Science Degree in Business Computer Accounting curriculum is designed to prepare students for entry-level accounting positions in private or public accounting. Graduates of this program will be able to create, maintain, and provide financial information for many different organizational needs. Graduates will have the ability to compile and communicate accounting information for the purposes of planning, control, analysis, performance evaluation, and various other internal and external uses. Graduates will be qualified to work in general accounting, budgeting, cost accounting, and as paraprofessionals in public accounting.

Prerequisite:
ACC 100 Modern Office Accounting may be required as a prerequisite for ACC 101 Financial Accounting I.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. prepare the financial statements of a business enterprise and effectively communicate this information.
2. accumulate cost information for business enterprises and provide information for management decision-making.
3. use the computer in the process of communicating information in various forms and formats.
4. identify types of costs incurred and their impact upon the success of the enterprise in achieving business objectives.
5. prepare financial reports as required to monitor, control, and evaluate performance in meeting enterprise objectives.

Major:			Quarter Hours:
ACC	101	Financial Accounting I	4
ACC	105	Financial Accounting II	4
ACC	110	Computerized General Ledger	4
ACC	213	Managerial Accounting	4
ACC	215	Tax Accounting I	4
BUS	106	Introduction to Business	4
BUS	107	Business Law I	4
BUS	108	Business Law II	4
BUS	204	Principles of Management	4
CIS	114	Computer Usage and Software Applications	4
CIS	116	Spreadsheet Applications	4
BUS	232	Business Statistics	4
FIN	200	Principles of Finance	4
		Total Hours	*52*

General Education: **Quarter Hours:**

ECO	144	Introduction to Macroeconomics	4
MAT	138	Intermediate College Algebra	4
MAT	140	College Algebra	4
ENG	109	Principles of Speech	
		-or-	4
ENG	120	Interpersonal Communications	
ENG	116	Composition	4
ENG	117	Advanced Composition	4
HUM	110	Human Potential	4
BUS	201	Professional Development	4
		Total Hours	*32*

Electives: **Quarter Hours:**

Choose 8 hours of electives	8
Total Hours	*8*

Total Hours Required for Degree   **92**

A grade of "C" or better must be achieved in all core courses, English, and math to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

COMPUTER AND INFORMATION SCIENCE
Associate of Applied Science Degree

The Associate of Applied Science Degree in Computer and Information Science prepares graduates for entry-level positions in the specialized areas of these rapidly developing technical fields. Concentrations in applications programming, World Wide Web development, and network support offer students the opportunity to focus on the area of their interest and skills.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. demonstrate computer literacy to function in a business environment using office productivity software.
2. understand, install, and maintain computer hardware.
3. display professionalism and understand basic business principles.
4. demonstrate professional oral and written communication skills.
5. differentiate between structured and object-oriented programming.
   a. Upon completion of the Applications Programming Concentration, the graduate will be able to:
      6. identify several of the most prominent programming languages.
      7. characterize stages of the Software Development Life Cycle (SDLC).
      8. apply principles of good design and documentation when developing software applications.
      9. demonstrate the fundamentals of logical problem solving and quantitative skills, understand advanced programming techniques and object-oriented programming techniques including creating objects and classes.
   b. Upon completion of the Network Support Concentration, the graduate will be able to:
      6. use troubleshooting strategies and techniques (including using research tools) to fix computer hardware and software problems.
      7. install and configure both client and server network operating systems.
      8. operate networks effectively.
      9. describe various network operating systems and network components including protocols, topologies and standards.
   c. Upon completion of the Web Development Concentration, the graduate will be able to:
      6. design, create, and maintain standards compliant web-pages using web programming languages and design tools.
      7. evaluate a website using principles of good format, structure, and design.
      8. implement accessibility features in web-site development.
      9. utilize graphics and animation tools for visually appealing web design.

The following core courses are required for all concentrations:

Major:			Quarter Hours:
BUS	106	Introduction to Business	4
BUS	201	Professional Development	4
CIS	111	Hardware and Operating Systems	4
CIS	112	Essentials of Information Technology	4
CIS	113	Introduction to Programming	4
CIS	114	Computer Usage and Software Applications	4
CIS	118	Database Applications	4
ENG	109	Principles of Speech	4
ENG	116	Composition	4
ENG	117	Advanced Composition	4
HUM	110	Human Potential	4
KEY	107	Beginning Keyboarding	4
MAT	140	College Algebra	4
		Total Hours	*52*

Total Hours Before Electives or Concentration   **52**

Applications Programming Concentration:			Quarter Hours:
CIS	130	Visual Basic Programming I	4
CIS	155	Java Programming I	4
CIS	160	C++ Programming I	4
CIS	202	Systems Analysis and Design	4
CIS	208	Database Management	4
CIS	230	Visual Basic Programming II	4
CIS	250	Data Structures	4
CIS	255	Java Programming II	4
CIS	290	Object-Oriented Programming	4
		CIS Elective	4
		Total Hours	*40*

Networking Support Concentration:			Quarter Hours:
CIS	151	Introduction to Operating Systems	4
CIS	161	Linux Operating System I	4
CIS	171	Desktop Troubleshooting	4
CIS	218	Network Communications	4
MSE	110	Windows Desktop Operating System	4
MSE	115	Windows Server Administration	4
MSE	210	Windows Network Infrastructure	4
MSE	215	Windows Active Directory	4
MSE	218	Managing a Windows Environment	4
		CIS Elective	4
		Total Hours	*40*

Web Development Concentration:			Quarter Hours:
CIS	120	Web Design I	4
CIS	121	Web Design II	4
CIS	125	Web Design III	4
CIS	155	Java Programming I	4
CIS	215	Web Graphics I	4
CIS	216	Web Graphics II	4
CIS	220	Web Programming I	4
CIS	221	Web Programming II	4
CIS	248	Web Databases	4
		CIS Elective	4
		Total Hours	*40*

Total Hours Required for Degree　　　　　　　　　　　　**92**

A grade of "C" or better must be achieved in all classes in order to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

HEALTH INFORMATION TECHNOLOGY
Associate of Applied Science Degree

The student is prepared for a position as a Health Information professional working in an acute care hospital, long-term care, psychiatric, drug rehabilitation, ambulatory care facility or other organizations where health information is maintained. Included in the program are such functions as assembling and analyzing records; coding, statistical analysis, and verifying health data. Applying specialized health information computer software; complying with regulations and standards for health information, coding of diagnoses and procedures; quality assurance, utilization management, performance improvement, and reimbursement are emphasized.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. define professionalism as applied to health information technology professionals.
2. communicate in a professional manner both orally and in writing.
3. use appropriate health information technology-related terminology.
4. identify and apply legal and ethical principles to health information technology, maintain compliance with standards and regulations regarding health information..
5. define and apply appropriate computerized and manual record management techniques for the maintenance of a quality health information system ensuring that health information is complete, accurate, and accessible to appropriate users..
6. collect and analyze information related to health care delivery.
7. code, classify, and index diagnoses and procedures using ICD-9-CM, CPT, and HCPCS.
8. identify and apply management techniques appropriate to health information technology.
9. demonstrate math and basic quantitative skills applicable to health information technology.

Major:			Quarter Hours:
AH	210	Pharmacology	4
BIO	110	Anatomy and Physiology I	4
BIO	120	Anatomy and Physiology II	4
CIS	115	Word Processing Applications	4
HI	100	Medical Terminology for Health Information	4
HI	140	Principles of Health Information I	4
HI	161	Computers in Health Information	4
HI	215	ICD-9-CM Coding	4
HI	220	Health Information Law and Ethics	4
HI	230	Principles of Health Information II	4
HI	235	CPT and HCPCS Coding	4
HI	240	Statistics for Health Information	4

HI	250	Management for Health Information	4
HI	260	Alternate Healthcare Settings	4
HI	290	Health Information Professional Practice Experience	4
		Total Hours	*60*

General Education:			Quarter Hours:
BUS	201	Professional Development	4
CIS	114	Computer Usage and Software Applications	4
ENG	116	Composition	4
ENG	117	Advanced Composition	4
ENG	109	Principles of Speech	
		-or-	4
ENG	120	Interpersonal Communications	
HUM	110	Human Potential	4
MAT	130	Introduction to Algebra	4
PSY	140	Introduction to Psychology	
		- or -	4
SOC	100	Introduction to Sociology	

Electives:

Select one elective	4
Total Hours	*36*

Total Hours Required for Degree   **96**

Health Information Program Requirements:

1. Students must achieve a grade of "C" or better in all course work.
2. Students must pass all competency exams with a "C" or better.
3. Students must have a keyboarding speed of 35 wpm with 5 or fewer errors.
4. Students must take a final assessment examination at the conclusion of the practicum.
5. Students must satisfactorily complete the department assessment process, the college exit examination and exit interview.

JUDICIAL REPORTING/LEGAL TRANSCRIPTION
Associate of Applied Science Degree

The Judicial Reporting program is approved by the Council on Approved Student Education of the National Court Reporters Association and has met the *General Requirements and Minimum Standards* established by said Council which include instruction in machine shorthand, keyboarding, English, law, legal terminology, anatomy, medical terminology, judicial reporting procedures, technology, and internship. Our graduates are qualified to sit for national and state certification tests. Upon certification, when required, our graduates are qualified to work as official judicial reporters in the courts, or as freelance judicial reporters. In addition, the Judicial Reporting/Legal Transcription Program includes much of the knowledge and many of the skills necessary to become broadcast captioners and CART providers. The training for judicial reporters integrates the use of computer-aided transcription and realtime skills as part of the program. Training in the use of computer-aided transcription and realtime skills makes a graduate's professional career highly successful.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. display professional and ethical behavior.
2. write a conflict-free realtime translation theory.
3. read, translate, and edit verbatim proceedings using a computer-aided transcription (CAT) system to produce a salable transcript.
4. display accurate proofreading skills, accurately spell a variety of words used in oral communication, and properly punctuate the spoken word.
5. pass at 97 percent accuracy: two 5-minute tests of two-voice testimony material dictated at 225 wpm; two 5-minute tests of jury charge/legal opinion material at 200 wpm; and two 5-minute tests of literary material at 180 wpm.
6. pass at 95 percent accuracy: one 5-minute test of two-voice testimony material dictated at 225 wpm; one 5-minute test of jury charge/legal opinion material at 200 wpm; and one 5-minute test of literary material at 180 wpm.
7. demonstrate knowledge of legal terminology, basic legal precepts, the judicial system, and the judicial reporter's role in the judicial system.
8. demonstrate realtime capabilities including setup and maintenance of computer hardware, correctly utilize CAT software, dictionary maintenance, and the special preparation needed to accurately write a proceeding.
9. utilize all available research tools, reference materials and legal citations in order to produce an accurate verbatim transcript.
10. demonstrate knowledge of the basic realtime translation services available for the deaf and hard-of-hearing community including Communication Access Realtime Translation (CART) and broadcast captioning.
11. demonstrate the ability to accurately and rapidly read, translate, and edit verbatim medical proceedings and dictation.

Major:			Quarter Hours:
AH	110	Medical Terminology	4
CIS	115	Word Processing Applications	4
JR	116	Machine Shorthand I (60/80 wpm)	4
JR	117	Machine Shorthand II (100 wpm)	4
JR	118	Machine Shorthand III (120 wpm)	4

JR	120	Machine Shorthand IV (140 wpm)	4
JR	121	Machine Shorthand V (160 wpm)	4
JR	211	Machine Shorthand VI (180 wpm)	4
JR	212	Question and Answer (180 wpm)	4
JR	210	Judicial Reporting Procedures	4
JR	220	Judicial Reporting Practicum	4
LEG	100	Introduction to Law	4
LEG	123	Legal Word Processing and Terminology	4
RR	114	Theory of Machine Shorthand I	4
RR	115	Theory of Machine Shorthand II	4
RR	125	English for Realtime Reporters	4
RR	206	Computer Transcription and Technology	4
		Total Hours	*68*

General Education: **Quarter Hours:**

AH	121	Human Anatomy and Disease for Realtime Reporters	4
BUS	201	Professional Development	4
CIS	114	Computer Usage and Software Applications	4
ENG	116	Composition	4
HUM	110	Human Potential	4
		Choose 4 hours of elective literature course	4
		Total Hours	*24*

Hours Required for A.A.S. Degree in Legal Transcription   92

A.A.S. Judicial Reporting: **Quarter Hours:**

ACC	100	Modern Office Accounting	
		-or-	4
ACC	110	Computerized General Ledger	
JR	213	Machine Shorthand VII (200 wpm)	4
JR	214	Machine Shorthand VIII (225 wpm)	4
JR	216	Question and Answer (200 wpm)	4
JR	217	Question and Answer (225 wpm)	4
JR	218	Realtime Applications	4
JR	225	Judicial Reporting Internship	4
		Total Hours	*28*

Hours Required for A.A.S. Degree in Judicial Reporting   120

Speed building labs and specialized machine shorthand electives are available to build speeds for competency level progression. Students may substitute electives for Machine Shorthand V, VI, and Question and Answer (180 wpm) for the Legal Transcription Degree only. Electives can be chosen from general education, business, paralegal, or medical curricula. Students must have achieved a keyboarding speed of 65 wpm with 5 or fewer errors to graduate from Judicial Reporting and/or Legal Transcription. This must be documented by two tests and will appear on the grade transcript. A grade of "C" or better in all course work must be achieved to be eligible to graduate. Students shall complete at least 40 verified hours of actual writing during internship to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

MEDICAL ASSISTANT
Associate of Applied Science Degree

The Midstate College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www. caahep.org), upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE) and prepares the student for work in physicians' offices, clinics, and other health care settings. The curriculum offers training in medical office administration and clinical tasks with a substantial base in general education subjects. Medical office administrative topics include reception management, telephone procedures, appointment scheduling, bookkeeping, billing and collection, banking procedures, insurance claim processing using correct CPT and ICD-9-CM codes, and maintenance of medical records, some of which are computerized. Clinical topics include but are not limited to: vital signs; patient preparation for exams; assisting the physician with examinations, treatments and surgeries; use of sterile techniques; electrocardiography; care of instruments and equipment; compliance with OSHA regulations; health provider CPR and first aid; wound dressing; specimen collection including venipuncture and capillary sticks, urinalysis, and other diagnostic tests in compliance with CLIA regulations. General education topics include oral and written communications, introductory psychology, computer applications, mathematics, and development of job seeking skills.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. define professionalism.
2. demonstrate correct grammar, spelling, and computational math skills.
3. perform medical office administrative duties.
4. perform medical office clinical duties following OSHA guidelines.
5. describe ethical and legal issues related to healthcare.
6. provide healthcare instructions to patients.
7. demonstrate understanding of medical practice reimbursement.
8. keyboard at 35 wpm with 5 or fewer errors.

Major:			Quarter Hours:
ACC	100	Modern Office Accounting	4
AH	110	Medical Terminology	4
AH	120	Human Anatomy and Disease	4
AH	140	Medical Office Procedures I	4
AH	145	Clinical Procedures I	4
AH	160	Medical Office Procedures II	4
AH	165	Clinical Procedures II	4
AH	185	Legal and Ethical Issues in Healthcare	4
AH	200	Medical Office Procedures III	4
AH	205	Clinical Procedures III	4

AH	210	Pharmacology	4
AH	220	Medical Office Procedures IV	4
AH	225	Clinical Procedures IV	4
KEY	109	Keyboarding Applications	4
CIS	115	Word Processing Applications	4
AH	250	Medical Assistant Externship	4
		Total Hours	*64*

General Education: **Quarter Hours:**

AH	155	Mathematics for Medications	4
BUS	201	Professional Development	4
CIS	114	Computer Usage and Software Applications	4
ENG	109	Principles of Speech	
		-or-	4
ENG	120	Interpersonal Communications	
ENG	116	Composition	4
ENG	111	Business Communications	4
PSY	140	Introduction to Psychology	4
HUM	110	Human Potential	4
		Total Hours	*32*

Total Hours Required for Degree   **96**

Medical Assistant Program Requirements:

1. Students are admitted on a quarterly basis. An official high school transcript or GED is required. Admission test scores must show a Wonderlic score of 20 or a combined reading and computational score of 10.

2. Official transcripts from any college, university, or school attended are required. Students seeking to transfer credit from a non-accredited Medical Assisting program into the Midstate College Medical Assistant A.A.S. degree program accredited by CAAHEP (Committee on Allied Health Education Programs), will need to demonstrate that they meet the competency requirements of the courses that are transferred. Midstate College abides by the CAAHEP Academic Credit Transfer Policy: In order to be eligible for the AAMA CMA Certification/ Recertification Examination based on academic credit transfer from a program not accredited by CAAHEP or ABHES, the following criteria must be met:

   a. The medical assisting academic credits received at such non-accredited programs must fall within the 36 month period prior to the date of graduation from the accredited program.

   b. Fifty (50) percent of the required medical assisting academic credit from the accredited program must be acquired from the accredited program granting the diploma/certificate/degree.

   c. The requirements of the externship must be met as a graduating student through the accredited program granting the diploma/ certificate/degree.

   d. The externship requirement must be excluded in the academic credit transfer of fifty (50) percent. The externship requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.

3. Medical Assisting students must be able to meet all the technical standards for functioning of a medical assisting student as described in the Medical Assisting Handbook to complete competency based educational goals required by CAAHEP. Written request for accommodation must be made to Midstate College.

4. Health Documentation Requirements will be required prior to clinical involving invasive procedures. These include a current physical exam and TB skin test. If TB skin test is positive, a chest x-ray follow-up is required. Three Hepatitis B vaccine injection and MMR vaccination or rubella titer unless born before 1958. These are all at the student's expense.

5. Clinical Procedures and Medical Office Procedures classes have a professional dress code and minimum attendance requirement which students must follow to pass the course.

6. Externship experiences may require that students complete drug testing and/or background check at the student's own expense. Students should expect to sign and uphold confidentiality statements. Hours & site of externship cannot be guaranteed. The college exit examination and interview must be satisfactorily completed.

7. All Medical Assistant A.A.S. Degree students will be offered enrollment as a student member in the American Association of Medical Assistants (AAMA). The dues can be incorporated into the student's financial aid package. Questions should be directed to the Department Director.

8. Graduation Requirements:
   a. A grade of "C" or better must be maintained in all course work.
   b. Students must have a keyboarding speed of 35 wpm with 5 or fewer errors.
   c. Proof of current CPR and First Aid training, keyboarding competency, and satisfactory health status must be verified to complete externship. The externship requires a Mock Certification exam.

9. Graduates of the A.A.S. in Medical Assistant are eligible for the certification examination (CMA) conducted by the AAMA. Questions should be directed to the AAMA Chicago office 800.228.2262. Students must have completed their formal education and externship to take the Certification exam. Certification examinations are given three times a year.

10. Students re-entering the program may be required to take AH 248 and/or AH 249 if it has been more than two years since completing Medical Office Procedures or Clinical Laboratory Procedures courses.

PARALEGAL SERVICES
Associate of Applied Science Degree

The primary goal of the Paralegal Services program at Midstate College is to educate students to become career paralegals who can perform effectively in a variety of legal settings and can adapt to changes in the legal environment and law practice. The program will prepare students for careers as paralegals working under the supervision of lawyers in the public and private sectors, including private law firms of all sizes, corporations and businesses, legal aid organizations and governmental agencies. The program is designed to provide students with the knowledge, skills, values and attitudes they need to become competent and ethical professional paralegals working in the delivery of legal services.

Recommendation:
With computer usage a vital aspect of the paralegal profession, students are encouraged to have a keyboarding speed of 45 wpm with 5 or fewer errors. Students unfamiliar with the keyboard or who need to improve keyboarding speed and accuracy should plan to take additional keyboarding courses.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. demonstrate an understanding of the emerging role of the paralegal and the place of the paralegal in expanding the delivery of legal services.
2. build a framework for professional and ethical decision making in the legal environment by examining the rules of professional conduct governing lawyers and their application to paralegals and demonstrate values of ethical conduct, competence, and professionalism.
3. demonstrate an understanding of the court system and the process of civil litigation from the inception of a case through trial and post-trial matters.
4. utilize technology, including the use of computers for data and word processing, analysis, and legal research.
5. engage in legal and factual investigation and research using traditional and technology-based tools.
6. demonstrate an understanding of the process of interviewing clients and communicating effectively with all persons in the legal environment.
7. identify alternatives to litigation, including mediation and arbitration.
8. demonstrate organizational skills as they are applied in the legal setting, including categorizing and organizing documents, calendaring, prioritizing work, managing time and using standard forms and checklists.
9. draft legal documents and handle legal procedures in at least three areas of law practice.
10. exhibit analytical and judgmental abilities and utilize methods of deductive and inductive reasoning that are used in the application of legal principles to factual situations that pose legal problems.

Major Legal Specialty Courses: **Quarter Hours:**
(Four (4) Legal Specialty Courses must be taken through traditional classroom instruction or the equivalent.)

LEG	102	Criminal Law	4
LEG	104	Wills, Trusts, Estates	4
LEG	107	Family Law	4
LEG	116	Legal Research I	4
LEG	117	Civil Procedure	4
LEG	203	Discovery and Investigation	4
LEG	209	Legal Research II	4
		Total Hours	*28*

Major Courses: **Quarter Hours:**

BUS	107	Business Law I	4
BUS	108	Business Law II	4
BUS	201	Professional Development	4
CIS	114	Computer Usage and Software Applications	4
CIS	115	Word Processing Applications	4
LEG	100	Introduction to Law	4
LEG	213	Law Office Management	4
		Total Hours	*28*

Choose 8 hours of legal electives: **Quarter Hours:**

LEG	115	Torts and Worker's Compensation	4
LEG	123	Legal Word Processing and Terminology	4
LEG	207	Real Estate Law	4
LEG	210	Paralegal Internship	4
		Total Hours	*8*

General Education: **Quarter Hours:**

ENG	109	Principles of Speech	4
ENG	116	Composition	4
ENG	117	Advanced Composition	4
MAT	140	College Algebra (or higher)	4
PSY	140	Introduction to Psychology	4
SOC	100	Introduction to Sociology	4
Electives:		Choose 4 hours of electives (Humanities elective recommended)	4
		Total Hours	*28*

Total Hours Required for Degree   **92**

A grade of "C" or better must be achieved in all course work to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

MEDICAL CODING SPECIALIST
Diploma Program

This program prepares the student for an entry-level position as a coder in a healthcare setting. The curriculum provides a basis in medical, pharmacologic, diagnostic and procedural terminology, human anatomy and diseases, followed by the review and analysis of healthcare records, assignment of diagnosis and procedure codes, and the reporting of data to insurance companies and the government for reimbursement. Information and coding experience for CPT/HCPCS (Current Procedural Terminology/Health Care Financing Administration Common Procedure Coding System), ICD-9-CM (International Classification of Diseases 9th Revision Clinical Modification) coding systems are included.

Program Objectives:
Upon completion of the program, the graduate will be able to:
1. define professionalism.
2. assign diagnosis and procedure codes based on healthcare record documentation.
3. communicate appropriately within the healthcare setting and with external organizations.
4. describe legal and ethical issues related to healthcare.
5. recognize and spell medical words and diseases.

Major:			Quarter Hours:
AH	210	Pharmacology	4
AH	220	Medical Office Procedures IV	4
BIO	110	Anatomy and Physiology I	4
BIO	120	Anatomy and Physiology II	4
BUS	201	Professional Development	4
CIS	114	Computer Usage and Software Applications	4
ENG	116	Composition	4
HI	100	Medical Terminology for Health Information	4
HI	190	Medical Coding Practical Experience	
		-or-	4
HI	191	Medical Coding Practicum	
HI	215	ICD-9-CM Coding	4
HI	220	Health Information Law and Ethics	4
HI	235	CPT and HCPCS Coding	4
HI	260	Alternate Healthcare Settings	
		-or-	4
AH	160	Medical Office Procedures II	
HUM	110	Human Potential	4

Total Hours Required for Diploma   **56**

Medical coding Specialist Program Requirements:

1. A grade of "C" or better must be maintained in all course work in order to graduate.
2. Students must pass all competency exams with a "C" or better.
3. Students must have a keyboarding speed of 35 wpm with 5 or fewer errors. Students must test for proficiency or enroll in a keyboarding class.
4. Students must take a final assessment examination at the conclusion of the practicum.
5. The department assessment process, the college exit examination and interview must be satisfactorily completed.

MEDICAL TRANSCRIPTION
Diploma Program

This diploma program is designed for the person interested in learning the skills necessary to transcribe medical reports in a hospital, medical practice, clinic, or other healthcare setting. The curriculum offers transcription training with tapes/CDs, including natural background disturbances, foreign accents, and continual refinement of grammar, punctuation, and spelling skills. Development of a medical vocabulary is supported by terminology, anatomy, and pharmacology courses.

Prerequisite:
A keyboarding speed of 45 wpm with 5 or fewer errors, above average verbal skills, and computer literacy are recommended. Entrance into the Medical Transcription program may be granted with fewer than the above skills only with approval of the Chief Academic Dean. Students with skills below the prerequisite will be required to take additional training to meet the required entrance levels for this program.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. define professionalism.
2. recognize medical terminology and diseases.
3. describe legal and ethical issues related to medical transcription.
4. perform medical transcription.
5. demonstrate correct spelling, grammar, and punctuation skills.
6. use medical research/resource materials.
7. keyboard at 65 wpm with 5 or fewer errors.

Major:			**Quarter Hours:**
AH	210	Pharmacology	4
BIO	110	Anatomy and Physiology I	4
BIO	120	Anatomy and Physiology II	4
BUS	201	Professional Development	4
CIS	114	Computer Usage and Software Applications	4
CIS	115	Word Processing Applications	4
ENG	116	Composition	4
HI	100	Medical Terminology for Health Information	4
HI	150	Medical Transcription I	4
HI	170	Medical Transcription II	4
HI	195	Medical Transcription Externship	
		-or-	4
HI	200	Medical Transcription III	
HI	220	Health Information Law and Ethics	4
HUM	110	Human Potential	4
		Keyboarding Applications or Speed and Accuracy Improvement (KEY 109, 111, 121, 131, 141)	4
Electives:		Select two (8 quarter hours) courses	8

Total Hours Required for Diploma   **64**

Medical Transcription Program Requirements:

1. A grade of "C" or better must be maintained in all course work in order to graduate.
2. Students must pass all competency exams with a "C" or better.
3. Students must have a keyboarding speed of 65 wpm with 5 or fewer errors.
4. Students must take a final assessment examination at the conclusion of the program.
5. The department assessment process, the college exit examination and interview must be satisfactorily completed.

OFFICE ASSISTANT
Diploma Program

This program offers a career course of study that will prepare the student for a supportive role in performing the many duties necessary to assure the successful operation of a business office.

Program Objectives:
Upon completion of this program, the graduate will be able to:
1. type a minimum of 55 wpm with 5 or fewer errors with a goal of improvement to facilitate office productivity requirements.
2. use popular computer software effectively for word processing, transcription, and data entry.
3. generate and maintain documents in a manner acceptable in the office environment.
4. utilize time management, reasoning, concentration, interpersonal skills, and other professional strategies to complete support tasks in a timely and correct manner.

Major:			Quarter Hours:
AP	112	Office Skills	4
BUS	201	Professional Development	4
CIS	114	Computer Usage and Software Applications	4
CIS	115	Word Processing Applications	4
ENG	100	Basic English Skills	
		-or-	4
ENG	116	Composition	
ENG	111	Business Communications	4
HUM	110	Human Potential	4
KEY	109	Keyboarding Applications	4
MAT	101	Fundamentals of Mathematics	
		-or-	4
MAT	110	Business Mathematics	
		Total Hours	*36*

Choose 1 of the following options:

Undeclared Concentration:	Quarter Hours:
Students are not required to select a concentration. If the student does not declare a concentration, he/she should select 16 hours of general electives to complete the graduation requirements.	
Total Hours	*16*

Administrative Services Concentration:			Quarter Hours:
ACC	100	Modern Office Accounting	4
AP	209	Administrative Office Procedures	4
BUS	106	Introduction to Business	4
CIS	118	Database Applications	4
		Total Hours	*16*

Computer Applications Concentration:			Quarter Hours:
CIS	116	Spreadsheet Applications	4
CIS	118	Database Applications	4
		Choose 2 electives. Recommended:	
CIS	117	Presentation Applications	4
CIS	210	Desktop Publishing	4
		Total Hours	*16*

Healthcare Services Concentration:			Quarter Hours:
AH	110	Medical Terminology	4
AH	120	Human Anatomy and Disease	4
AH	140	Medical Office Procedures I	4
AH	160	Medical Office Procedures II	4
		Total Hours	*16*

Legal Services Concentration:			Quarter Hours:
BUS	107	Business Law I	4
LEG	100	Introduction to Law	4
LEG	213	Law Office Management	4
		Choose 1 of the following electives:	
LEG	102	Criminal Law	4
LEG	104	Wills, Trusts, and Estate Administration	4
LEG	107	Family Law	4
LEG	115	Torts and Worker's Compensation	4
LEG	207	Real Estate Law	4
		Total Hours	*16*

Total Hours Required for Diploma   **52**

A grade of "C" or better must be achieved in English and math to be eligible to graduate. The department assessment process, the college exit examination and interview must be satisfactorily completed.

Catalog 2007-2008
Course Descriptions

ACCOUNTING

ACC 100 Modern Office Accounting - 4 Hrs.
An introduction to standard accounting procedures as they apply to personal, professional or small business entity records. Course covers the accounting cycle; including T accounts, the preparation of journal entries, the use of special journals, the trial balance, adjusting and closing entries; and preparation of financial statements.

ACC 101 Financial Accounting I - 4 Hrs.
Prerequisite: High school accounting and/or bookkeeping experience, or ACC 100 Modern Office Accounting
An introduction to accounting and its fundamental principles as applied to a sole proprietorship. Included is the theory of double-entry bookkeeping (debits & credit mechanics, journal entry preparation, adjusting and closing journal entries) leading to the preparation of financial statements. Also included will be discussions of merchandising, cash receivables accounting and the use of special journals to streamline accounting systems. (Formerly Principles of Accounting I)

ACC 105 Financial Accounting II - 4 Hrs.
Prerequisite: ACC 101 Financial Accounting I or approval of Department Director
A continuation of principles and concepts developed in ACC 101 with emphasis on the corporate form of organization. This course should provide the basis for more advanced studies in accounting. The student will apply the basic accounting principles to transactions within the corporate entity. Topics include all remaining assets, liabilities, and ownership equity accounts not covered in ACC 101. Emphasis on inventories, bonds, stockholder's equity, long term assets, and an introduction to cash flow statements and financial ratio analyses. (Formerly Principles of Accounting II)

ACC 110 Computerized General Ledger - 4 Hrs.
Prerequisite: Completion of ACC 101 Financial Accounting I is recommended
A course to introduce the student to an off-the-shelf General Ledger (G/L) software system to be run on a microcomputer. QuickBooks is designed for small to medium sized businesses as a stand-alone accounting system. This course should enable students to perform most of the accounting functions that had been performed manually. Students will prepare both manual & QuickBooks software problems to ensure that QuickBooks satisfies our needs and provides the same solutions. Students will prepare financial statements and other accounting functions such as maintaining the control account & subsidiary ledger for accounts receivable, accounts payable, inventory and payroll.

ACC 213 Managerial Accounting - 4 Hrs.
Prerequisite: ACC 105 Financial Accounting II, CIS 116 Spreadsheet Applications (or concurrent enrollment)
An introduction and application of managerial accounting principles in a manufacturing entity. The course includes a study of primary product full-absorption

costing systems (job-order and process costing) and their many variations. It includes expanded and alternate uses of the primary systems (Variable costing and Standard costing) and analyzes how these might affect decision-making and control. It explores short-term and long-term decision-making models such as CVP Analyses, Relevant Costs, Discounted Cash Flow (DCF) Models - NPV and IRR - and how these inputs fit into overall business forecasting. Finally, it includes Responsibility Accounting and Segment Reporting and where/how these fit into a Profit-Planning model. (Formerly Principles of Accounting III)

ACC 215 Tax Accounting I - 4 Hrs.
Prerequisite: ACC 101 Financial Accounting I
An introduction to income tax fundamentals in accordance with the latest amendments to the Internal Revenue Service (IRS) code and regulations. This course examines the practical aspects of filling out simple and complex 1040 forms. Topics covered include taxable income, exclusions, deductions, employee business expenses, retirement accounts, gains and/or losses, AMT, simple Schedules C (self-employed) and E for rental property and passive activities, various tax credits, and estimated taxes.

ACC 300 Managerial Cost Accounting I - 4 Hrs.
Prerequisite: ACC 213 Managerial Accounting and CIS 116 Spreadsheet Applications (or concurrent enrollment)
A study of management accounting principles, various costing systems and approaches, decision-making tools and methodologies, and problem-solving projects/cases. Included are job costing, process costing, variable costing, an introduction to standard costing, cost-volume-profit analysis, relevant cost and discounted cash flow (DCF) decision-making models. One or more case studies utilizing Excel will be required.

ACC 313 Managerial Cost Accounting II - 4 Hrs.
Prerequisite: ACC 300 Managerial Cost Accounting I
A continuation of the techniques and approaches used in ACC 300 with a focus on evaluating the information required for management planning and control systems. Additional case studies will be required as well as DCF analyses. Added topics include further study into standard costing, ABC costing, transfer pricing models, internal budgeting, department service costs, and evaluating management processes.

ACC 315 Tax Accounting II - 4 Hrs.
Prerequisite: ACC 215 Tax Accounting I (or concurrent enrollment)
Tax Accounting II is a continuation and expansion of Tax Accounting I with focus on business entities taxation. This course will emphasize individual (Schedule C), real estate (Schedule E), corporate (C & S corporations - Form 1120 & 1120 S) partnerships (Form 1065) and other entity taxation in accordance with the latest Internal Revenue Service (IRS) code. This course will also examine such concepts as AMT (Alternative Minimum Tax), Stock Options as well as Schedule F, Farming Income, and Hobby Losses. The course will delve into tax Administration, tax planning and research.

ACC 321 Intermediate Accounting I - 4 Hrs.
Prerequisite: ACC 213 Managerial Accounting with B or higher grade is highly recommended
The conceptual bases of accounting theory and practice of accounting for corporations are covered. Topics such as the application of those concepts to income statements, balance sheets and statements of cash flows reporting, complex issues involving cash and receivables, as well as revenue recognition issues, including long-term construction contracts will be covered.

ACC 322 Intermediate Accounting II - 4 Hrs.
Prerequisite: ACC 321 Intermediate Accounting I
This course is a continuation of ACC 321 and includes inventories and their estimating techniques, debt financing, equity financing, fixed and intangible assets, as well as investments in debt and equity securities. Emphasis is on the corporate form of organization and the complex reporting issues faced by contemporary entities.

ACC 323 Intermediate Accounting III - 4 Hrs.
Prerequisite: ACC 322 Intermediate Accounting II
The last course in the intermediate sequence includes research on accounting issues, lease accounting by lessor and lessee, tax allocation employee compensation (including pensions and postretirement benefits), derivatives, business segments and interim reporting, complex earnings per share reporting, accounting changes and analyses of financial statements. Throughout the course domestic and international reporting requirements are reviewed.

ACC 400 Advanced Accounting I - 4 Hrs.
Prerequisite: ACC 323 Intermediate Accounting III
Study of accounting for combined corporate entities and consolidation of subsidiaries. Course also includes basic consolidation routines (elimination of intercompany transactions, cash flows and Goodwill) and accounting for equity investments and leveraged buy-outs.

ACC 405 Auditing I - 4 Hrs.
Prerequisite: ACC 323 Intermediate Accounting III
Study of the CPA profession and their professional ethics and legal liability issues. The course examines generally accepted auditing standards, types of evidential matter, internal controls, audit programs and procedures, and issuance of audit opinions.

ACC 406 Auditing II - 4 Hrs.
Prerequisite: ACC 405 Auditing I
Continuation of ACC 405 Auditing I examining additional issues of assessing risk, statistical sampling techniques and an introduction to internal auditing.

ACC 409 Controllership - 4 Hrs.
Prerequisite: Consent of Program Director
Issues in managing an accounting department within a corporation (personnel training, hiring and motivation) and dealing with external entities e.g. capital markets, IRS, governmental bodies, acquisitions and shareholders.

ACC 411 Advanced Accounting II - 4 Hrs.
Prerequisite: ACC 400 Advanced Accounting I
Continuation of Advanced Accounting I and topics include international accounting issues, foreign currency transactions and translation, and partnership accounting.

ACC 412 Advanced Accounting III - 4 Hrs.
Prerequisite: ACC 411 Advanced Accounting II
Course examines governmental and not-for-profit accounting. It also includes fiduciary accounting, debt restructuring, corporate reorganizations and liquidations.

ACC 482 Advanced Auditing Issues - 4 Hrs.
Prerequisite: ACC 406 Auditing II
Continuation of internal auditing and control procedures. Course also examines the integration of computer software-based audit techniques and procedures.

ACC 490 CPA Review I - 4 Hrs.
Prerequisite: Four year degree or approval of Accounting Department
Advanced topics in financial accounting preparatory to sitting for the CPA exam.

ACC 491 CPA Review II - 4 Hrs.
Prerequisite: ACC 490 CPA Review I or approval of Accounting Department
Continuation of ACC490 to extend study of financial reporting, managerial and tax accounting topics typically on CPA exam.

ACC 492 CPA Review III - 4 Hrs.
Prerequisite: ACC 491 CPA Review II or approval of Accounting Department
Continuation of ACC491 to cover auditing and business law topics typically on CPA exam.

ACC 499 Accounting Internship - 12 Hrs.
Prerequisite: Consent of Accounting Department Director
Internship experience approved by Department Director to substitute for coursework as determined by department.

ALLIED HEALTH

AH 110 Medical Terminology - 4 Hrs.
Medical Terminology is a study of the basic structure of medical words, including prefixes, suffixes, word roots, combining forms, singulars and plurals. The student will be able to recognize, spell, pronounce and define medical words by combining prefixes, suffixes, and roots.

AH 120 Human Anatomy and Disease - 4 Hrs.
This course is designed to introduce the student to basic human anatomy and the common diseases associated with each body system. Included are an overview of the anatomy of each body system, common symptoms and signs of disease, routine diagnostic tests, and common therapies associated with the system. The etiology of disease, common childhood diseases, genetic and developmental disorders, the effects of aging on the body, neoplasms, immune system diseases, and common mental health diseases and disorders are covered topics.

AH 121 Human Anatomy and Disease for Realtime Reporters - 4 Hrs.
This is a course designed to introduce the student to basic human anatomy and the common diseases associated with each body system. Included are an overview of the anatomy of each body system and its functions, common symptoms and signs of psychological and physical diseases, routine diagnostic tests, and common therapies associated with the body system including drugs. The etiology of disease, common childhood diseases, genetic and developmental disorders, the effects of aging on the body, neoplasms, and immune system diseases are covered topics. Methods of researching medical information, including the *PDR*, will also be covered.

AH 140 Medical Office Procedures I - 4 Hrs.
Prerequisite: MAT 101 Fundamentals of Mathematics or Entrance Examination placement at MAT 110 Business Mathematics level.
The student studies the administrative and clerical aspects of a medical office. The course includes the principles and applications of medical and financial records management, lawful practice, avoidance of negligence suits, ethical issues, and the role of the allied health professional in the front office. The student will develop skills and meet competencies in reception techniques, appointment scheduling, clerical duties, filing procedures, preparation of a medical record, and operation of a pegboard financial system for both accounts receivable and payable**.**

AH 145 Clinical Procedures I - 4 Hrs.
Prerequisite: AH 110 Medical Terminology and AH 120 Human Anatomy and Disease, or permission of the Department Director
The student will learn the theory and basic techniques utilized in a physician's office and other health care facilities. Emphasis is placed on the theory, applicable legal and ethical issues, cultural diversity and techniques employed

in assisting with general patient examinations including medical asepsis, vital signs and statistics, positioning and draping, obtaining symptoms, completing the health history, preparing the patient for the physical examination and other specialty procedures**.**

AH 155 Mathematics for Medications - 4 Hrs.
Prerequisite: MAT 101 Fundamentals of Mathematics or placement at MAT 110 Business Mathematics level
This course contains only a brief review of basic math skills. The focus of this course is on metric, apothecary and household measurements and using dimensional analysis to convert between systems. Calculation of oral and parenteral medication for adults, children, and special populations are covered. Reading labels and medication orders, creating solutions, and IV therapy, infusion rates and infusion times are covered topics.

AH 160 Medical Office Procedures II - 4 Hrs.
Prerequisites: CIS 114 Computer Usage and Software Applications
The student will practice writing letters for the medical office including responding to patient initiated concerns and another in collecting an overdue account.   Students will also use a computer-based billing, appointment scheduling, insurance processing, and income analysis program necessary in the management of a computerized medical office.

AH 165 Clinical Procedures II - 4 Hrs.
Prerequisite: AH 110 Medical Terminology and AH 120 Human Anatomy and Disease, or permission of the Department Director
The student will learn the theory, techniques, legal and safe practices for first aid, CPR, electrocardiography, special x-ray procedures, and procedures applicable to medical specialties such as pediatrics, obstetrics and gynecology, and radiology. Skills acquired include emergency management techniques, first aid, correct bandaging, application of heat and cold therapies, and CPR.

AH 185 Legal and Ethical Issues in Healthcare - 4 Hrs.
Prerequisite: ENG 116 Composition
This course is designed to provide general legal and ethical information for the employment in and delivery of health care in medical and dental offices, clinics, and emergency care facilities. Legal topics include health care business structures and workplace regulations; HIPAA regulations, privacy, security & confidentiality guidelines, retention of medical records, obtaining consent and release of information, advanced directives and public health reports. The ethical implications of assisted conception, human experimentation, institutional review boards, abortion, gene therapy and genetic engineering, organ transplantation, euthanasia and assisted suicide, living wills and advanced directives. Competency in release of information, understanding of professionalism, and recognition of the differences between law and ethics is required.   A Bioethical research paper is required.

AH 200 Medical Office Procedures III - 4 Hrs.
Prerequisite: AH 110 Medical Terminology and AH 120 Human Anatomy and Disease
Students are introduced to the fundamentals of assigning International Classification of Diseases (ICD-9-CM) codes, Current Procedural Terminology (CPT) codes, and Health Care Financing Administration Common Procedure Coding System (HCPCS) Level II codes. The history of coding, coding conventions, pertinent legal and ethical issues in coding, Medicaid and Medicare fraud, hospital billing and DRGs, and coding and billing issues will be covered.

AH 205 Clinical Procedures III - 4 Hrs.
Prerequisite: AH 145 Clinical Procedures I and AH 165 Clinical Procedures II, all health requirements completed, or permission of the Department Director
The student will develop skills for infection control, gloving and assisting with minor surgery, assisting with application of artificial supports, dressing change, administration of medications. Emphasis is placed upon theory of disease transmission, AIDS, applicable legal and ethical issues, the processes and techniques of safe practice in the medical office**.**

AH 210 Pharmacology - 4 Hrs.
Pharmacology studies medicines. Types and classes of drugs, their effects, usages, dosages, contraindications, and side effects are discussed. Drug standards, use of drug guides, legislation and enforcement of drug laws, and common medical abbreviations are examined. Special emphasis will be placed on becoming familiar with the most commonly prescribed medications.

AH 220 Medical Office Procedures IV - 4 Hrs.
Prerequisite: AH 200 Medical Office Procedures III or Department Director Approval
This course exposes the student to government regulations and procedures for claims filed with Medicare, Medicaid, commercial and private health insurance, managed care systems, Worker's Compensation, and disability benefit programs. The student also learns fee schedule usage, claim-filing processes, tracing delinquent claims, computer/electronic filing, and completion of paper claims.

AH 225 Clinical Procedures IV - 4 Hrs.
Prerequisite: AH 145 Clinical Procedures I and AH 165 Clinical Procedures II or permission of the Department Director
The student will perform laboratory procedures and meet predetermined competencies in collection, transport, handling, and disposal of specimens, hematology, and urinalysis testing. Special time and consideration is allotted for presentation of the theory, and legal and safe practice in this area of the medical office.

AH 248 Clinical Skills Review - 4 Hrs

Prerequisites: AH145, AH165, AH205, AH225 or permission of Director of Allied Health Department

This is a review of the theory and skills taught in clinical procedures classes to prepare the student to practice safely in the outpatient office and successfully pass the medical assisting certification exam. The student will perform clinical procedures and meet predetermined competencies in any of the clinical areas.

AH 249 Administrative Skills Review - 4 Hrs

Prerequisites: AH140, AH160, AH200, AH220, or permission of Director of Allied Health Department

This is a review of the administrative skills and competencies that prepare the student to practice legally and ethically in the outpatient office and successfully pass the medical assistant certification exam. The student will perform administrative procedures and meet predetermined competencies in any of the administrative areas.

AH 250 Medical Assistant Externship - 4 Hrs.

Prerequisite: Satisfactory completion of classroom course requirements, current CPR certification, and up-to-date health data.

The Medical Assistant student will perform administrative and clinical procedures, without payment, under the direction of a licensed health care worker in an ambulatory medical facility. This 160-hour experience will provide the student with direct patient contact, the opportunity to gain insight into the role of the MA in a health care team, and the opportunity to become competent and confident in the performance of tasks for which they have been trained. Specific arrangements must be made with the department director and/or program coordinator during the quarter preceding the planned externship experience. At the conclusion of this course, the student will take a comprehensive final assessment exam which will constitute part of the externship grade. **The student will not replace an employee and should not expect to be offered employment after the externship.**

ADMINISTRATIVE PROFESSIONAL

AP 100 Speedwriting Shorthand Theory - 4 Hrs.

The student will be introduced to this easy to learn, read, and write method of shorthand based on familiar letters and sounds of the alphabet. Results are so effective that students should be able to respond to dictated material at 50 - 60 words per minute upon completion of the course.

AP 112 Office Skills - 4 Hrs.

The student will be introduced to the working environment of an entry-level office position to assist management. Human relations, basic oral and written communications (mail handling, filing, telephone usage, appointment

scheduling, and greeting visitors), and administrative support services (banking transactions and basic letter composition) are integral components of the course.

AP 208 Integrated Office Systems - 4 Hrs.
Prerequisite: CIS115 Word Processing Applications, CIS116 Spreadsheet Applications, CIS118 Database Applications and CIS210 Desktop Publishing
Students will coordinate the day-to-day operation of a small business in a hypothetical work experience. Students will use application skills mastered in word processing, spreadsheet, and database courses to "manage" the work environment in a cost effective and productive manner. This learning experience involves total hands-on experience of commercial application software packages.

AP 209 Administrative Office Procedures - 4 Hrs.
Prerequisite: KEY 109 Keyboarding Applications or 45 wpm keyboarding speed
This course stresses the changing organizational pattern of work and the administrative professional's role in the total office environment. Subjects covered are work and time management, advanced composition and proofreading, word processing, modern office technology, travel arrangements, meeting and conference planning, working with business data, and legal and ethical responsibilities in the office. Employment opportunities are explored, and techniques used in the job search are studied. The essentials for achieving professional status and the potential for professional growth are examined. Upon completion of this course, students will be qualified to work in positions as administrative professionals in business, industry, government, and legal or medical offices.

AMERICAN SIGN LANGUAGE

ASL 100 Introduction to American Sign Language - 4 Hrs.
This course is designed to give a basic knowledge of the language of sign and finger spelling for communication with the Deaf. Basics of the following subject matter will be covered: laws affecting individuals who are deaf, the sign language continuum, history of sign language, education of deaf students, Deaf Community and Deaf culture, audiological information, and careers utilizing sign language. The course is directed to persons working with the Deaf, particularly CART providers, employers or employees, or those who have family member(s) who are deaf or hard of hearing.

BIOLOGY

BIO 110 Anatomy and Physiology I - 4 Hrs.
This course is designed to introduce the student to the examination of the structure and function of body parts. Included are an introduction to the chemical basis of life, cells and tissues. Body systems studied in depth include the integumentary, skeletal, muscular, nervous and endocrine systems. Signs of psychological and physical diseases, routine diagnostic tests, and common therapies associated with each system will be investigated. The etiology of disease, common childhood diseases, genetic and developmental disorders, and the effects of aging on the body are covered topics.

BIO 120 Anatomy and Physiology II - 4 Hrs.
This course is designed to introduce the student to the examination of the structure and function of body parts. Included is an in-depth study of the blood, cardiovascular system, lymphatic system, digestive system, respiratory system, urinary tract, and reproductive systems. Associated subjects such as immunity, nutrition, water and electrolyte balance, genetics, pregnancy, growth and development will be discussed. Signs of psychological and physical diseases, routine diagnostic tests, and common therapies associated with each system will be investigated. The etiology of disease, common childhood diseases, genetic and developmental disorders, and the effects of aging on the body are covered topics.

BIO 300 Microbiology - 4 Hrs.
Introduction to the world of microbes. Study will include the physiology, ecology, and the identification of microorganisms through a series of investigations. The fundamentals of pathogenic viruses, bacteria and fungi; morphology, virulence, diagnosis and chemotherapy will also be studied.

BROADCAST CAPTIONING

BC 345 Broadcast Captioning Technology - 4 Hrs.
Prerequisites: RR 206 Computer Transcription & Technology, RR 310 Machine Shorthand V (160), RR 330 Realtime Applications for CART/Captioning or demonstrated skill or consent of Program Director
The student will receive comprehensive instruction in a captioning on-line translation system, the basic care and maintenance of the computer hardware data input device, and basic setup and maintenance of broadcast captioner's captioning equipment and how to obtain system support. Emphasis will be placed on the basics of broadcast news production preparation, prescripting, psychology of on-air captioning (verbatim, word substitutes, and finger spelling).

BC 350 Introduction to Broadcast Production - 4 Hrs.
The student will receive instruction in broadcast media through the medium of television production, specifically the "live to tape" format. Emphasis is placed on practical experience in operations, management and performance environments of broadcasting, including news and various other live studio program formats. Students will receive instruction in ancillary personnel and coordinating support staff; available hardware and software technology; newsroom systems/interfaces; public relations; prenews/program preparation; quality control; off-line/post production; broadcast production preparation format, materials and equipment; radio; Webcasting; and audience. The student will witness the production of a live television program and write a paper on the experience and how broadcast production relates specifically to broadcast captioning.

BC 360 Introduction to Broadcast Captioning - 4 Hrs.
Prerequisites: RR 350 Realtime Reporting 140 Literary; BC 320 Internet Research Techniques for Captioning; RR 340 Dictionary Development and Management or consent of Program Director
An introduction to the profession of broadcast captioning and the broadcast industry with special emphasis on the history of captioning, FCC regulations, on-line translation, caption placement, parameters, presentation and style guidelines, speaker IDs, chevrons, brackets, musical notes, blanking, and sound descriptors. The course includes practical application, realtime quality evaluation and improvement methods as well as hands-on practicum in simulated broadcast studio. The course emphasizes the basics of broadcast production, research and preparation, ongoing dictionary evaluation and improvement and the changes involved in transitioning from judicial reporting into the broadcast captioning field.

BC 390 Multi-Voice Speaker Designation for Broadcast Captioning - 4 Hrs.
Prerequisites: RR 350 Realtime Reporting 140 Literary; RR 330 Realtime Applications for CART/Captioning; RR 320 Internet Research Techniques for Realtime Reporting; RR 340 Dictionary Development & Management or consent of Program Director
The student will caption multi-voice material of various program types, including medical and technical material, at speeds between 160 – 200 wpm. This course emphasizes all elements and use of multi-voice speaker designation in regard to the broadcast captioning industry and environments to include the writing of chevrons and environmental sounds descriptors. Realtime accuracy will be charted and analyzed for improvement. Portions of realtime writing will be graded utilizing captioning psychology with a goal Total Error Rate (TER) of 95% or higher.

BC 430 Broadcast Captioning I – News - 4 Hrs.
Prerequisites: BC 360 Introduction to Broadcast Captioning
The student will learn through heavy simulation in a broadcast captioning studio the practical application of writing weather, local and world news programs including news production, weather terminology, IDs, caption placement, briefs and research sites. The student will practice writing news and weather programs utilizing the latest captioning learning tools and realtime quality evaluation forms to record their captions for review and improvement.

BC 440 Broadcast Captioning II – Sports - 4 Hrs.
Prerequisites: BC 430 Broadcast Captioning I – News or consent of Program Director
The student will learn through heavy simulation in a broadcast captioning studio the practical application of writing sports programs with special emphasis on technical information; sports research, terminology and briefs; style and placement parameters, and rosters. The student will practice writing sports programs utilizing the latest captioning learning tools and realtime quality evaluation forms to record their captions for review and improvement.

BC 450 Broadcast Captioning Internship - 4 Hrs.
Prerequisites: Students must have completed the 160 wpm literary requirement and all other Broadcast Captioning core course work.
Internship will include a minimum of 40 hours of captioning under the supervision of a practicing captioner or institutional instructor. The institution will be responsible for this arrangement. Students shall not serve in the capacity of the actual captioner during participation in the internship. The student will produce an unedited captioned translation of one hour of captioning services for educational and grading purposes only and shall not be sold. Records will be maintained to verify the internship experience including such things as a diary, new terminology encountered, new experiences, and activities/ processes observed, as well as a signed internship verification form. Students will be required to study for and participate in at least one mock CBC (Certified Broadcast Captioner) examination.

BUSINESS

BUS 106 Introduction to Business - 4 Hrs.
An introductory survey of American business wherein students examine and gain an understanding of the various types of business organization. Also discussed is the nature and form of long- and short-term financing and the selection and motivation of personnel. In addition, the management and marketing functions will be discussed. The course will emphasize business ethics, accounting concepts, quality management, investments, and successful entrepreneurship.

BUS 107 Business Law I - 4 Hrs.
An examination of the nature and role of the law in our society with emphasis on the legal environment in which business operates and the application of legal principles relative to commercial transactions. Students will gain an understanding of the U.S. legal system, the law of contracts, and the Uniform Commercial Code regulating the sale of goods and commercial paper.

BUS 108 Business Law II - 4 Hrs.
Prerequisite: BUS 107 Business Law I or permission of Department Director
A continuance of the legal concepts included in Business Law I, BUS 107, with an emphasis on the application of ethics and legal principles in the legal and social environment of business. The student will gain an understanding of agency and employment law, the forms of business organizations, real and personal property, bailments, insurance, wills and estates, and protection of the consumer, creditor, and debtor.

BUS 200 Principles of Marketing - 4 Hrs.
An analysis of the movement of goods from producers to consumers, stressing an understanding of channels of distribution, the various marketing functions, marketing management, and the solution of marketing problems. Students will gain an understanding of not only the role of marketing in the firm, but also the function that marketing serves for society in general.

BUS 201 Professional Development - 4 Hrs.
Prerequisite: Recommended last quarter of student's program
This course will assist students in preparing for the transition from college into their chosen career field. Students will learn to project a professional image to perspective employers by developing effective job search documents, refining interviewing skills, and learning to use a proactive job search approach. Students will also explore career field trends, gain knowledge of employer expectations, and explore personal career goals.

BUS 204 Principles of Management - 4 Hrs.
A study of the administration, staffing, ethics, and control techniques of modern business. Objectives, policies, functions, problems, and interpersonal relationships are studied to provide the student with an understanding of the nature of managerial work and the role of managers in today's business enterprise. An evaluation will be done of historical and modern day theories to help the student formulate his or her most effective management style.

BUS 206 Externship - 4 Hrs.
The purpose of this course is to closely associate the training of young business men and women with actual office experience and to help the student develop the personality and occupational intelligence needed to meet the requirements of business offices of the highest professional quality.

BUS 232 Business Statistics - 4 Hrs.
Prerequisite: MAT 138 Intermediate College Algebra
An introduction to the use of statistics in business, science, and everyday life; frequency distributions, probability, sample design, and statistical inference are among the topics discussed. Each student will learn how to process and evaluate quantitative data and apply such analysis to the solution of business and science problems.

BUS 240 Introduction to Financial Institutions Management - 4 Hrs.
Prerequisite: BUS 106 Introduction to Business and ACC 101 Financial
Accounting I
A study of the functions of management within financial institutions. Students
will understand the objectives, policies, functions, problems, and interpersonal
relationships as they relate to branch management.

BUS 245 Introduction to Customer Satisfaction Strategies - 4 Hrs.
Prerequisite: HUM 110 Human Potential
A study of the factors influencing consumer and organizational decision-
making based on customer satisfaction. Students will understand the costs
and benefits of effective customer satisfaction programs and model programs
that can be used to acquire and retain customers.

BUS 300 Advanced Business Communications - 4 Hrs.
Prerequisite: ENG 109 Principles of Speech, ENG 116 Composition, and
ENG 117 Advanced Composition
This course examines the role of communication within the modern organization
with emphasis on communication techniques for leadership and management.
Students will apply communication skills for business organizations with emphasis
on business proposals and report writing combined with oral presentation.

BUS 310 Quantitative Analysis (Advanced Statistics) - 4 Hrs.
Prerequisite: BUS 232 Business Statistics
An advanced application of hypothesis testing, multiple regression, analysis
of variance, nonparametrics, and business forecasting.

BUS 315 Business Ethics - 4 Hrs.
An investigation of the ethical dimensions of business decisions. Students will
apply ethical principles and theories to contemporary business issues to develop
ethical awareness and managerial decision-making skills. Fundamental issues
such as legality, responsibility, rights, and justice are examined.

BUS 320 International Law - 4 Hrs.
A study of the way nation states and international organizations develop and use
law in international politics. Topics include the principles, customs, and rules that
are recognized as effectively binding obligations by sovereign states and other
international entities in their mutual relationships. Current topics of the growing
dialogue between the developed world and the developing nations of the third
world regarding changing the international legal structure are covered.

BUS 325 Advanced Customer Satisfaction Strategies - 4 Hrs.
Prerequisite: BUS 245 Introduction to Customer Satisfaction Strategies
and BUS 310 Quantitative Analysis
The student will study the impact on customer satisfaction of industrial
standards and programs such as ISO programs, Demmings Award program,
etc. They will conduct primary research to develop an effective model for
measuring and controlling the qualitative issues of customer satisfaction.

BUS 340 Organizational Theory - 4 Hrs.

Prerequisites: BUS 204 Principles of Management and PSY 140 Introduction to Psychology or SOC 100 Introduction to Sociology

This course is an in-depth study of the organization and its many contributing parts. The course will examine interpersonal, informational, and decisional functions of organizational behavior. The course approach will utilize text readings, case studies, group projects, and additional outside reading. The application of organizational theory will be practiced and observed within various groups.

BUS 350 Professional Advancement - 4 Hrs.

A course designed to sharpen career management skills through hands-on projects, role-playing assignments, and face-to-face interaction. Topics will include interview styles, professional image, business etiquette, job search documents and methodologies, career advancement, assertive communication skills, and other career success strategies.

BUS 370 International Business - 4 Hrs.

Prerequisites: ACC 101 Financial Accounting I, ACC 105 Financial Accounting II, and ECO 144 Introduction to Macroeconomics

A study of the problems and possibilities of doing business in an international context. Topics include possible forms of foreign business involvement; the international monetary system and foreign exchange markets; multinational firm strategies related to finance, marketing, personnel, and production; the impact of cultural and political differences on the business environment.

BUS 390 Business Strategies and Policies - 4 Hrs.

Prerequisite: All core courses completed or permission of Program Director

A capstone course in analysis of business problems from the senior management point of view by integrating and applying previous coursework in marketing, finance, operations, and management. Through case studies, research, and business simulations, the student will develop strategic plans and policies for specific companies.

BUS 395 Business Research Project - 4 Hrs.

Prerequisite: All core courses completed or permission of Program Director

The research project is designed to enhance knowledge in an area related to one's work and to provide research skills to assist in effective decision-making. Students will choose a topic, locate the resources, and conduct interviews. Students will report on the knowledge gained from the synthesis of the research on the chosen topic. The project will provide an opportunity to improve research skills, gather data, and synthesize that data toward workable conclusions. The student will complete a research project related to his/her employment environment. Statistical analysis concepts and methods will be utilized in data collection and measurement of results. The project will be monitored by the course instructor and will involve 160 clock hours. An oral report of the project findings will be given by each student to a Business Department faculty panel.

BUS 495 Applied Study/Internship - 4 Hrs.
Prerequisite: BUS 390 Business Strategies & Policies and major core courses completed.
This course provides students the opportunity to apply their business administration skills and knowledge in an organizational setting. It includes both seminar and actual field experience and is recommended for business administration majors who elect to take an internship in the areas of management, finance, marketing, and/or operations. All internships are supervised by a faculty coordinator and an executive in a business firm. A minimum of 160 hours is required.

CHEMISTRY

CHE 105 Introduction to Chemical Principles - 6 Hrs. (IAI P1 902L)
A one-quarter introductory chemistry course with a laboratory component for non-science majors. In general, emphasis will be placed on elementary concepts, dimensional analysis, and problem-solving skills. In particular, emphasis will be placed on atomic structure, molecular structure, bonding, stoichiometry, chemical calculations, states of matter, gas laws, acids, bases, and salts.

CHE 106 Introduction to Chemistry - 4 Hrs. (IAI P1 902)
A one-quarter introductory chemistry course for non-science majors. In general, emphasis will be placed on elementary concepts, dimensional analysis, and problem-solving skills. In particular, emphasis will be placed on atomic structure, molecular structure, bonding, stoichiometry, chemical calculations, states of matter, gas laws, acids, bases, and salts.

CHE 107 Introduction to Chemical Principles Laboratory- 2 Hrs.
A one-quarter introductory chemistry laboratory course for non-science majors to be taken concurrently with CHE 106 Introduction to Chemistry. In general, emphasis will be on laboratory techniques. Each laboratory includes, but is not limited to, the investigation of physical and chemical properties, density, chemical reactions, acids, bases, and pH.

COMMUNICATION ACCESS REALTIME TRANSLATION (CART)

CT 345 CART Technology - 4 Hrs.
Prerequisites: RR 206 Computer Transcription & Technology, RR 310 Machine Shorthand V (160), RR 330 Realtime Applications for CART/ Captioning or demonstrated skill or consent of Program Director.
The student will receive comprehensive instruction in the basic care and maintenance of the steno machine data input device, the basic setup of the computer hardware and realtime peripherals, how to obtain system support, the application of computer functions and the application of CAT functions in relation to CART reporting through reference to the current CART Provider's Manual. The student will become familiar with communication devices to include hearing aids, TTY access, sound amplifiers and assistive listening devices.

CT 350 Deaf Sensitivity Training - 4 Hrs.

This course includes a review of ADA guidelines and types and degrees of hearing loss. The course will include instruction in the Telecommunications Act; related association acronyms, e.g. SHHH, ALDA, ALDAcon, IDHHC, RID, and IDEA; assistive listening devices; TTY access, social and educational aspects from past to present; oral and manual communication modes of the Deaf; and guidelines for communicating with the Deaf are covered. Role-playing activities and group discussion foster awareness and understanding of the Deaf Community to promote effective communication.

CT 360 Introduction to CART Reporting - 4 Hrs.

The student will receive review of realtime terminology. Special emphasis is placed on the CART Provider's Manual; ADA guidelines; the differences among Deaf: deaf, late-deaf, oral deaf, and hard of hearing, for the Deaf culture's needs; types and degrees of hearing loss; ear anatomy; cochlear implants; sign interpreters, oral interpreters, and transliterators; environments where CART may be used; and Guidelines for Professional Practice for CART Providers.

CT 390 Multi-Voice Speaker Designation for CART - 4 Hrs.

Prerequisites: RR 410 Realtime Reporting 160 Literary; RR 330 Realtime Applications for CART/Captioning; RR 320 Internet Research Techniques for Captioning; RR 340 Dictionary Development & Management or consent of Program Director.

The student will write multi-voice material of various types, including medical and technical material, utilizing realtime principles specific to CART at speeds between 160 – 200 wpm. This course emphasizes all elements and use of multi-voice speaker designation in regard to the CART industry and environments to include classroom and convention reporting. Realtime accuracy will be charted and analyzed for improvement. Portions of realtime writing will be graded utilizing captioning psychology with a goal Total Error Rate (TER) of 95% or higher.

CT 400 CART Reporting Practicum - 4 Hrs.

The student will put into practice the culmination of all CART principles in the following areas: research preparation, dictionary building and management, realtime writing of typical CART material, review and line-by-line edit/analysis of realtime writing utilizing a Realtime Accuracy Evaluation Form (RAEF) for improvement. Total Error Rates (TERs) will be tracked. The student will act as CART-provider for the day. Special emphasis will be placed on speaker identification, sounds descriptors, numbers, punctuation, and the accurate writing of technical terminology, including math and scientific vocabulary.

CT 450 CART Reporting Internship - 4 Hrs.

Prerequisites: Students must have completed all CART Reporting core course work.

Internship will include a minimum of 40 hours of captioning under the supervision of a practicing CART provider or institutional instructor. The institution will be responsible for this arrangement. Students shall not serve in

the capacity of the actual CART provider during participation in the internship. The student will produce an unedited translation of one hour of CART services for educational and grading purposes only and shall not be sold. Records will be maintained to verify the internship experience including such things as a diary, new terminology encountered, new experiences, and activities/ processes observed, as well as a signed internship verification form. Students will be required to study for and participate in at least one mock CCP (Certified CART Provider) examination.

COMPUTER AND INFORMATION SCIENCE

CIS 110 Introduction to Windows - 4 Hrs.
This course covers the basics of computer usage from turning the computer on and working in the Windows operating system to surfing the Internet with ease. Topics include starting Windows and using Windows Explorer to move, copy, delete, and manage file storage, Control Panel customization, built-in utilities, how to install and uninstall programs under Windows, and how to run Windows applications. Advanced topics include using Internet Explorer to navigate the World Wide Web, using Outlook Express to communicate via email and newsgroups, customizing and fine tuning Windows, running multiple applications, and sharing data between Windows applications.

CIS 111 Hardware and Operating Systems - 4 Hrs.
This course covers the underlying components of the microcomputer. Topics include the various hardware elements and the software that operates the computer. The main focus is the desktop computer.

CIS 112 Essentials of Information Technology - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications
Students will be taught skills relevant to all computer careers. The course begins with a look at the history and evolution of the Internet. Topics such as compression, etiquette, and the File Transfer Protocol will be investigated. Also, numbering systems including binary, hexadecimal and octal will be covered. At the conclusion of the course, students will be able to perform common Internet tasks that will be useful in any computer-related endeavor.

CIS 113 Introduction to Programming - 4Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications, MAT 138 Intermediate College Algebra or higher
Each student will learn programming concepts and logic through hands-on instruction. Students will be introduced to programming constructs and data representation, flowcharting concepts and techniques, proper documentation techniques, and debugging techniques. This class will be taught using a lecture and lab format.

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CIS 114 Computer Usage and Software Applications - 4 Hrs.
Prerequisite: CIS 110 Introduction to Windows or demonstration of proficiency in Windows operating system
Students will be given the opportunity to gain a comprehensive understanding of the current Windows operating system, Internet and World Wide Web, and Microsoft Office suite of application software in a primarily lecture/lab environment. This approach allows the student to move from one application software package to another within the Microsoft Windows environment to develop the necessary skills to acquire successful employment in the professional work environment.

CIS 115 Word Processing Applications - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications or Proficiency Exam
The student will learn to create documents using the current version of Microsoft Word. Students will learn the principles of word processing to produce and revise a variety of business documents including brochures, flyers, memoranda, and newsletters. These papers will include tables, graphics, and custom formatting to effectively convey written information. Integration with other Microsoft Office applications is also included. Students will be prepared to attempt the Microsoft Office Specialist Word certification upon successful completion of this course.

CIS 116 Spreadsheet Applications - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications or Proficiency Exam, MAT 138 Intermediate College Algebra or higher
The student will learn to develop spreadsheets using the current version of Microsoft Excel. Students will learn how to use the principles of spreadsheet applications to solve a variety of financial, marketing, manufacturing, and business problems. This course will include hands-on instruction regarding how to use formulas to analyze data and generate documents using charts and graphs focusing on appearance and effectiveness of conveying information. Integration with other Microsoft Office applications is also included. Students will be prepared to attempt the Microsoft Office Specialist Excel certification exam upon successful completion of this course.

CIS 117 Presentation Applications - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications or Proficiency Exam
The student will learn to create multimedia presentations using the current version of Microsoft PowerPoint. Integration with other Microsoft Office applications is also included.

CIS 118 Database Applications - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications or Proficiency Exam, MAT 138 Intermediate College Algebra or higher
The student will learn to develop database applications using the current version of Microsoft Access. Students will learn to use the principles of

database applications to solve a variety of business problems. The student will learn how to design tables, create forms and queries to display and analyze data, and generate reports focusing on appearance and effectiveness of conveying information. Integration with other Microsoft Office applications is also included. This course uses a hands-on approach where students learn by completing each project following the step-by-step instructions. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 120 Web Design I - 4 Hrs.
Prerequisite: CIS 112 Essentials of Information Technology.
This course includes designing pages and sites for the World Wide Web. Students enrolled in this course will learn to create and edit web pages by hand-coding XHTML (eXtensible Hypertext Markup Language). Additional topics include, but are not limited to, building efficient site architectures based upon the principles of hierarchy, developing efficient navigational structures in the interest of usability, and proper site maintenance techniques for both local sites and remote servers.

CIS 121 Web Design II - 4 Hrs.
Prerequisite: CIS 120 Web Design I
This course covers advanced concepts of standards compliant web design and controlled layout. Students enrolled in this course will learn to create compliant web pages and sites through the use of hand-coding CSS (Cascading Style Sheets). Additional topics include, but are not limited to, web browser compatibility, client system considerations, and an introduction to WYSIWYG editing with Macromedia Dreamweaver.

CIS 125 Web Design III - 4 Hrs.
Prerequisite: CIS 121 Web Design II, MAT 138 Intermediate College Algebra
Web Design III includes advanced layout and design for web development. Students enrolled in this course will learn advanced skills in web page layout and design using the industry standard in web development software, Macromedia Dreamweaver. Additional topics include the integration of graphics development, web standard compliance, browser compatibility, site architecture, navigational structure, and web scripting.

CIS 130 Visual Basic Programming I - 4 Hrs.
Prerequisite: CIS 113 Introduction to Programming
Each student will learn programming concepts and logic through hands-on instruction using the current version of Microsoft Visual Basic. Students will be introduced to flowcharting concepts and techniques, proper documentation techniques, and debugging techniques. A short lecture at the beginning of class will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 151 Introduction to Operating Systems - 4 Hrs.
Prerequisite: CIS 112 Essentials of Information Technology, CIS 114
Computer Usage and Software Applications
This course introduces the students to the fundamentals of computer operating systems. The Microsoft Disk Operating System (MS-DOS) will be used as a tool to teach operating system installation and command line skills. The experience gained in this course will be applicable to other, more complex operating systems.

CIS 155 Java Programming I - 4 Hrs.
Prerequisite: CIS 113 Introduction to Programming
This course provides a foundation for programming in Java. The elements of the language are covered as well as compiling, methods and classes. Techniques used for implementing applications are also discussed.

CIS 160 C++ Programming I - 4 Hrs. (IAI CS 911)
Prerequisite: CIS 113 Introduction to Programming
The student will learn intermediate programming and problem solving techniques using C++. Students will interface design, built-in and user defined data types; structured types, data abstraction and classes; arrays of records and class objects; array processing and array based lists; pointers, dynamic data and reference types; linked structures and recursion. Object-oriented programming techniques will be introduced in this course. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 161 Linux Operating System I - 4 Hrs.
Prerequisite: CIS 151 Introduction to Operating Systems
This course serves as an introduction to the Linux operating system. Students will begin with the installation of a popular Linux distribution. Then they will learn the basics of file management, shell scripting, and the boot process. Students will also explore network configuration and security. By the end of the course, students will be able to use command line tools to perform common tasks.

CIS 171 Desktop Troubleshooting - 4 Hrs.
Prerequisite: MSE 110 Windows Desktop Operating System
Students will learn to methodically diagnose and repair problems with computer systems. Computer setup, driver installation, and troubleshooting strategies are emphasized. They will also learn how to ask questions and successfully interact with end users.

CIS 202 Systems Analysis and Design - 4 Hrs.
Prerequisite: CIS 113 Introduction to Programming
Students will learn structured Systems Analysis and Design Techniques. Students will be introduced to the five high level functions in the modern systems development life cycle. This course will cover Systems Planning, Systems Analysis, Systems Design, Systems Implementation, and Systems Support. Students will learn these functions by applying the techniques studied to a real-world model or case study selected by the instructor.

CIS 208 Database Management - 4 Hrs.
Prerequisites: CIS 118 Database Applications, CIS 202 Systems Analysis and Design
This course investigates advanced database concepts such as database administration, technologies, and the selection and acquisition of DBMS (Database Management Systems). The student will study data modeling and system development in a database environment. This course will review data flow diagramming, context diagrams, and entity-relationship models. Students will learn these models by applying the techniques studied to a real-world model or case study selected by the instructor.

CIS 210 Desktop Publishing - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications or Proficiency Exam
Students will be introduced to key desktop publishing concepts and develop the skills required to produce professional-looking documents using desktop publishing software. Through lectures and demonstrations students will become familiar with image acquisition, copyright practices, typography, proof of print process, to help create appealing publications for a variety of media. A lecture period at the beginning of class will be followed by instructor-assisted lab time providing students with hands-on learning experience.

CIS 215 Web Graphics I - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications
This course is a comprehensive introduction to the creation and optimization of resolution dependent raster graphics. Using the industry standard in raster graphics development, Adobe Photoshop, students enrolled in this course will learn the concepts of creating graphical images for the Web. Additional topics include, but are not limited to, image acquisition, color modes, resolutions, web compatible file formats, and file size optimization.

CIS 216 Web Graphics II - 4 Hrs.
Prerequisite: CIS 215 Web Graphics I
This course is a comprehensive introduction to vector motion graphics for the Web. Students enrolled in this course will learn to create animated vector graphics using the industry standard in web animation, Macromedia Flash. Additional topics include principles of animation, vector design and drawing tools, and scripting within the animated environment.

CIS 218 Network Communications - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications or Proficiency Exam, CIS 151 Introduction to Operating Systems
This course is designed to teach the student computer networking concepts. The information presented includes how to configure and operate a variety of networking products. Topics include networking media, topologies, protocols, standards and IP subnetting.

CIS 220 Web Programming I - 4 Hrs.
Prerequisite: CIS 120 Web Design I and CIS 113 Introduction to Programming
This course is an in-depth introduction to client-side scripting for the World Wide Web. Students enrolled in this course will learn to utilize JavaScript to enable dynamic content within HTML (Hypertext Markup Language) web pages. Additional topics include, but are not limited to, forms, functions, properties, events, variables, and arrays.

CIS 221 Web Programming II - 4 Hrs.
Prerequisite: CIS 220 Web Programming I
This course provides an overview of server-side scripting. Students will be given a broad overview of technologies such as PHP, ASP, and server-side includes, along with their interaction with specific web server software. More in-depth work will focus on building software to accomplish simple tasks, such as a form mailer.

CIS 226 Web Graphics III - 4 hrs.
Prerequisite: CIS 216 Web Graphics II
This course is a comprehensive introduction to resolution independent vector graphics. Through the use of the industry standard in vector drawing, Adobe Illustrator, students enrolled in this course will learn to create, and rasterize vector drawings for use on the Web. Additional topics include principles of graphic design and typography.

CIS 228 Database Applications Development - 4 Hrs.
Prerequisite: CIS 118 Database Applications and CIS 130 Visual Basic Programming I
Database Applications Development utilizes Microsoft Access 2000 and features hands-on projects, a step-by-step methodology, and extensive exercises focusing on the programming behind developing database applications with Microsoft Access. A second course in Microsoft Access 2000, this course covers VBA fundamentals and explores data access pages in great detail. With an enhanced review of Access tables, queries, forms, and report fundamentals, applications development in Microsoft Access will prepare students to become successful database programmers. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 230 Visual Basic Programming II - 4 Hrs.
Prerequisite: CIS 130 Visual Basic Programming I
The student will learn advanced programming techniques using the current version of Microsoft Visual Basic. Students will learn one-dimensional and two-dimensional arrays and object-oriented programming techniques while creating objects and classes. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 236 Computer Forensics - 4 Hrs.
Prerequisite: CIS 111 Hardware and Operating Systems, CIS 151 Introduction to Operating Systems, CIS 161 Linux Operating System I
This course is an introduction to the history of computer forensics and the many tools used in computer investigations. Students will engage in discussions involving the functions of computer forensic workstations and software, recognize the physical layout of a computer forensics lab, determine reasonable expectations of forensics tools, identify the significance of digital evidence, discuss the goals of the Honeynet Project and recognize the roles of the client and server in email. Projects utilizing the information presented will be completed in a secured lab environment.

CIS 238 Web Interconnectivity - 4 Hrs.
Prerequisite: CIS 120 Web Design and CIS 218 Network Communications
This course is a comprehensive introduction to World Wide Web servers, starting with the basics. Students will learn what web servers are, what they do, and options for getting connected to the Web. The course walks students through installing and configuring popular web servers for UNIX and Windows. Students will receive guidance on making web pages attractive and useful and making them compatible with different browser software. Topics covered include ways to publicize web sites, make them more interactive, keep them secure, and well maintained. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 240 Visual C++ Programming I - 4 Hrs.
Prerequisite: CIS 230 Visual Basic Programming II
The student will learn basic programming techniques using the current version of Microsoft Visual C++. Students will learn C++ syntax and semantics; the program development process; numeric types, expressions, and program output; program input and the software design process; conditions, logical expressions, and selection control structures; looping techniques and functions. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 245 Visual C++ Programming II - 4 Hrs.
Prerequisite: CIS 240 Visual C++ Programming I
The student will learn intermediate programming and problem solving techniques using the current version of Microsoft Visual C++. Students will interface design, built-in and user defined data types; structured types, data abstraction and classes; arrays of records and class objects; array processing and array based lists; pointers, dynamic data and reference types; linked structures and recursion. Object-oriented programming techniques will be introduced in this course. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 248 Web Databases - 4 Hrs.
Prerequisites: CIS 221 Web Programming II and CIS 118 Database Applications
This course integrates server-side scripting with SQL. Students will learn to use scripts to write information to and extract it from databases. At the conclusion of this course, students will be able to write simple web applications.

CIS 250 Data Structures - 4 Hrs.
Prerequisite: CIS 160 C++ Programming I
This course is an introduction to the concepts of various data representation techniques. Topics include data structures such as the stack, queue, linked list, and binary tree. Students will learn to implement various search and sort techniques and determine when each is appropriate. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 255 Java Programming II - 4 Hrs.
Prerequisite: CIS 155 Java Programming I
This class builds on the foundation of Java programming learned in Java I. It includes swing class introduction to provide programs with graphical elements including menus, toolbars, and dialogs.

CIS 261 Linux Operating System II - 4 Hrs.
Prerequisite: CIS 161 Linux Operating System I
The course will show students how Linux systems are used for firewalls, FTP servers, DNS servers, and file sharing. Students are also introduced to the Apache World Wide Web server. Other topics include kernel compilation and the X server. Students will learn how to apply the skills obtained in CIS 161 to perform real-world tasks.

CIS 280 Visual Basic Programming III - 4 Hrs.
Prerequisite: CIS 230 Visual Basic Programming II
The student will learn advanced programming techniques using the current version of Microsoft Visual Basic. Students will expand their knowledge of object-oriented programming techniques. Topics will include advanced data handling, ActiveX controls, DLL Procedures, OLE Objects, and interfacing with Microsoft Office applications. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 290 Object-Oriented Programming - 4 Hrs.
Prerequisite: CIS 160 C++ Programming I
Students will expand their knowledge of object-oriented programming techniques. Topics will include class methods and reusing classes, Function Templates and Class Templates, and stream input and output. An introduction to Microsoft Foundation Classes is also included in this course.

CIS 302 Advanced Systems Analysis and Design - 4 Hrs.
Prerequisite: CIS 202 Systems Analysis and Design
Methodology of building a complete computer based information system including techniques and tools of system specification and development. Students will complete a real-world case study to gain practical experience in using the Systems Development Life Cycle to build a computer-based information system.

CIS 318 Data Communications - 4 Hrs.
Data Communications covers the theories, designs, and technologies utilized in current data communication networks. The students will study the functions, performance and capacity, and management of multiple network architectures. Upon completion of this course, students will have an understanding of current data communication techniques.

CIS 320 Java Programming and Web Design - 4 Hrs.
Prerequisite: CIS 220 Web Programming I
This course is an introduction to Java Programming. The students will learn Internet and web-based applications, design and development of multimedia systems, user interface design, Gateway interface scripting (CGI), and VRML. A lecture period will be followed by instructor-assisted lab time to provide students with hands-on learning experience.

CIS 325 Internet Communications - 4 Hrs.
Prerequisite: CIS 125 Web Page Layout and Design and CIS 218 Network Communications
This course is an overview of Internet communications. Topics covered include website design, Internet application development, and web server administration. The student will have an understanding of the general concepts involved in taking a website from inception to completion. A lecture period will be followed by instructor-assisted lab time to provide students with a hands-on learning experience.

CIS 328 Database Management I: Disaster Recovery - 4 Hrs.
This course introduces key concepts for developing disaster recovery procedures. Discussions on how an organization develops a disaster recovery philosophy, organizes a planning team, assesses risks, develops and documents policies and procedures, selects and trains emergency response teams and tests their effectiveness in live simulations. Case projects are included as students engage in several exercises.

CIS 338 Database Management II: Security and Auditing - 4 Hrs.
Prerequisite: CIS 328 Database Management I: Disaster Recovery
This course is designed to provide the student with an understanding of security concepts and practices in general and those specific to database security in a highly detailed implementation. The student will be shown how to develop database applications embedding from simple to sophisticated security and auditing models.

CIS 340 File Organization and Management - 4 hrs

Prerequisite: Concurrent enrollment or completion of CIS 250

This course is an introduction to file organizations and access methods. Topics include sorting and merging operations as well as hashing schemes for storage and retrieval. Projects involve data validation, data creation and updating of files; simulation and/or implementation of direct and indexed files.

CIS 348 Database Management III: Management of Information Security - 4 Hrs.

Prerequisite: CIS 328 Database Management I: Disaster Recovery

This course is designed to provide the student with an opportunity to gain insight into several of the many aspects of the field of information security management. Case readings provide a mixture of material that offers advice about management practices that are founded on solid theoretical structure. Both academic and practical treatment will be given to the material presented.

CIS 350 Information Technology - 4 Hrs.

A study in the management of information technology resources and the effects of information technology on organizations. Current trends in information technology, including competitive and strategic uses of information, and identifying and accessing information sources will be utilized to provide students with an understanding of this rapidly changing environment.

CIS 400 Information Technology Management - 4 Hrs.

Prerequisite: All CIS core courses completed

Examination of client/server concepts, components, and operations as related to the business environment. This course will provide students with an opportunity to improve research skills, gather data, and synthesize that data toward workable conclusions. The student will complete a real-world project related to his/her employment environment. Statistical analysis concepts and methods will be utilized in data collection and measurement of results. Topics include major business operating system platforms, relational database designs, structured query language, trends in database products and applications, and local and wide area networking technologies utilized in business.

ECONOMICS

ECO 144 Introduction to Macroeconomics - 4 Hrs. (IAI S3 901)

This course introduces the student to the nature of macroeconomics. The course considers concepts of scarcity and the world of trade-offs, supply and demand, the macro economy, measuring the economy's performance, economic growth, classical and Keynesian macro analyses, consumption, income and the multiplier effect, and issues related to the global economy.

ECO 145 Introduction to Microeconomics - 4 Hrs. (IAI S3 902)
Prerequisite: ECO 144 Introduction to Macroeconomics
This course introduces the student to the nature of microeconomics. The course considers concepts of scarcity and the world of trade-offs, supply and demand, consumer choice, demand and supply elasticity, the firm, perfect competition, monopoly, and environmental economics.

ECO 325 The Federal Reserve and Financial Institutions - 4 Hrs.
Prerequisite: ECO 144 Introduction to Macroeconomics and ECO 145 Introduction to Microeconomics
A study of the foundations of the Federal Reserve System, the regulations that support this system, and the role it plays in supporting and controlling financial institutions.

ECO 350 Money and Banking - 4 Hrs.
Prerequisite: ECO 144 Introduction to Macroeconomics and ECO 145 Introduction to Microeconomics
A study of the theory of money and banking, factors influencing demand and supply of money, analysis of current policy issues, operations of commercial banks and the Federal Reserve System.

ENGLISH

ENG 100 Basic English Skills - 4 Hrs.
A focus on the development of knowledge and skills necessary for success in composition and other courses which require written language skills. English grammar, punctuation, capitalization, spelling, and paragraph construction receive primary attention.

ENG 109 Principles of Speech - 4 Hrs. (IAI C2 900)
A study of and participation in oral communication processes, including the self as a communicator, verbal and nonverbal communication, cultural expectations, cooperation, and conflict resolution. Experiential exercises encourage understanding and interpretation of the student's own and other people's attempts at communication. Students will be required to deliver a minimum of three substantial speeches extemporaneously.

ENG 111 Business Communications - 4 Hrs.
A study of the uses of writing and other aspects of communication in business and industry. The principles of grammar and composition are applied to the writing of business letters and reports. Students also develop useful skills which will increase their ability to write brief, expository papers, free from grammatical errors.

ENG 116 Composition - 4 Hrs. (IAI C1 900R)
Prerequisite: A score of 38 or better on written communication portion of the entrance examination, CIS 114 Computer Usage and Software Applications
A course designed to perfect composition skills with competencies in critical thinking and integration of knowledge with accurate usage, vocabulary, spelling, grammar, and punctuation. Throughout the course, students are exposed to self-discovery and source writing. A research paper is required.

ENG 117 Advanced Composition - 4 Hrs. (IAI C1 901R)
Prerequisite: ENG 116 Composition
An advanced composition course designed to improve composition skills through writing essays that persuade and present an argument. The course also includes writing essays that analyze argumentative and persuasive essays. A research paper is required.

ENG 120 Interpersonal Communications - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications or consent of Program Director
A study of and participation in communication processes, including the self as a communicator, verbal and nonverbal communication, cultural expectations, cooperation, and conflict resolution. Experiential exercises encourage understanding and interpretation of the student's own and other people's attempts at communication. At least one face-to-face presentation with visual aids is required.

ENG 185 Introduction to Literature - 4 Hrs. (IAI H3 900)
An introductory course to the major literary genre: prose, poetry and drama, exposing students to the characteristics, terminology and elements of each. Students will read examples of the various types of literature from a variety of historical and thematic perspectives. Students will be expected to demonstrate understanding of the material through a variety of written assignments including but not limited to personal essays, critical reviews, comparisons and analyses of assigned readings.

ENG 230 Masterpieces of Literature - 4 Hrs. (IAI H3 906)
Prerequisite: ENG 117 Advanced Composition
Masterpieces of Literature is a survey course covering great drama, poetry, and fiction selections. This course will concentrate on Masterpieces of the Ancient World, including selections from Homer, Plato, Aristotle, Virgil, and the New and Old Testaments; Masterpieces of the Middle Ages, including The Divine Comedy, Sir Gawain and the Green Knight, and The Canterbury Tales; and Masterpieces of the Renaissance, including selections written by Christopher Marlowe (1564-1593), William Shakespeare (1564-1616), John Donne (1572-1631), and John Milton (1608-1674).

ENG 300 Introduction to Non-fictional Prose - 4 Hrs.
Prerequisite: ENG 117 Advanced Composition
Reading and analysis of non-fictional prose in a variety of forms and from a variety of periods, including approaches to determining literary meaning, form and value.

ENG 310 Technical Writing - 4 Hrs.
Prerequisite: ENG117 Advanced Composition
Introduction and practice in editing, proposals, and analytical writing; attention given to style manuals, research writing, technical terminology, and (as needed) publication. Computer assisted.

ENG 319 Survey of American Literature I - 4 Hrs.
Prerequisite: ENG 117 Advanced Composition
A study and analysis of representative texts of literature in the United States from its beginnings to the realistic period.

ENG 320 Survey of American Literature II - 4 Hrs. (IAI H3 915)
Prerequisite: ENG 117 Advanced Composition
A study and analysis of selected writings by the major authors of American literature. The course encompasses the ideas and artistic expression of American prose from the realistic period to the present.

ENG 330 Creative Writing: Fiction - 4 Hrs.
Prerequisite: ENG 117 Advanced Composition
Students will understand the structure and elements of fiction and the writing process, produce fully developed works of fiction, and demonstrate an understanding of the critical terminology of the creative writer. A minimum of 45 pages of original work is recommended. Journals, a midterm, and a final exam are also required.

ENG 331 Creative Writing: Literary Non-fiction - 4 Hrs.
Prerequisite: ENG 117 Advanced Composition
Students will understand the structure and elements of literary non-fiction and the writing process, produce fully-developed works of non-fiction, and demonstrate an understanding of the critical terminology of the creative writer. A minimum of 45 pages of original work is recommended. Journals, a midterm, and a final exam are also required.

ENG 340 The American Short Story - 4 Hrs. (IAI H3 901)
Prerequisite: ENG 117 Advanced Composition
A study of the shaping and development of the modern short story as a literary form by American writers, from the early 19th century to the present. Analysis will include determining literary meaning, form, and value.

FINE ARTS

FA 300 20th Century American Fine Arts I - 4 Hrs. (IAI HF 900)
Prerequisite: English 117 Advanced Composition
This course is a chronologically organized interdisciplinary survey of the significant intellectual, literary, philosophical, visual art, music and other performing arts expressions from the major epochs of the early American 20th Century (1900 - 1950).

FA 301 20th Century American Fine Arts II - 4 Hrs. (IAI HF 900)
Prerequisite: English 117 Advanced Composition
This course is a chronologically organized interdisciplinary survey of the significant intellectual, literary, philosophical, visual art, music and other performing arts expressions from the major epochs of the late American 20th Century (1950 - 2000).

FINANCE

FIN 200 Principles of Finance - 4 Hrs.
Prerequisite: ACC 101 Financial Accounting I, ACC 105 Financial Accounting II, MAT 130 Introduction to Algebra or higher
An analysis of the factors governing financial management. The course examines the management of short-term assets, the sources and cost of long-term capital investment, and investment decision-making factors.   Students acquire a knowledge of how to utilize accounting data from financial statements in financial analysis by deriving cash and capital budgets, forecasting sales and expense, and discounting capital investments. Students gain an understanding of the role of financial management for both domestic and international firms. In addition, the students will study the role of the Federal Reserve in the U.S. economic system.

FIN 300 Managerial Finance - 4 Hrs.
Prerequisite: ACC 213 Managerial Accounting, ECO 144 Macroeconomics or ECO 145 Microeconomics, MAT 130 Introduction to Algebra or higher
An analysis of financial operations, decision processes, and analytic tools used in the financial management of business enterprises. Special attention is applied to areas of capital budgeting, cost of capital, ethical issues, investment decisions, and working capital management.

FIN 308 Financial Management of Healthcare Organizations - 4 Hrs.
Prerequisite: ACC 105 Financial Accounting II
This course provides a foundation for financial analysis by managers in the healthcare industry. Students will apply accounting and financial principles including financial statement analysis, valuation of assets, cash flow analysis, and capital budgeting as it relates specifically to the healthcare industry. In addition, students will strengthen their analytical and critical thinking skills through related case studies and/or projects.

GEOGRAPHY

GEO 140 World Regional Geography - 4 Hrs. (IAI S4 900N)
This course covers the study of each geographic location of the world and how the environmental human equation, poverty and wealth, politics and culture unite to affect the lifestyles of individuals in the industrialized, developing, and third world countries. By analyzing these patterns, each country's dominance is determined.

GEO 142 Environmental Issues (LAB) - 6 Hrs. (IAI L1 905)
Environmental Issues is a course designed to study various ecosystems of the earth and the effects of humans on them. This course will include an introduction of the scientific method to help evaluate, interpret, and critique writings on environmental issues. Discussions will include environmental changes, their causes and effects, as well as preventative and remedial measures that may be utilized to allow humans to live harmoniously with their ecosystem.

HEALTH INFORMATION TECHNOLOGY

HI 100 Medical Terminology For Health Information - 4 Hrs.
This course is a systematic study of medical terminology and abbreviations associated with body organization, the body systems, oncology, radiology, nuclear medicine, pharmacology, and other medical specialties. The student will be able to define, pronounce and spell medical terms using prefixes, suffixes, roots, and combining forms related to the anatomy and physiology of the human body. (Formerly AH 135 Medical Terminology II)

HI 140 Principles of Health Information I - 4 Hrs.
This course covers the basics of health information technology including function and content of the health record, data sets, data sources, clinical vocabularies, and reimbursement methodologies. (Formerly AH 141 Health Data and Content)

HI 150 Medical Transcription I - 4 Hrs.
Prerequisite: BIO 110 Anatomy and Physiology I, BIO 120 Anatomy and Physiology II, HI 100 Medical Terminology For Health Information, ENG 116 Composition, typing speed of at least 45 wpm with 5 or less errors, or permission of the Department Director

This course provides hands-on transcription training using a systems approach. Areas covered include anatomy and physiology, human disease and surgical procedures, laboratory procedures, medical science, medical terminology, pharmacology, professionalism and medicolegal issues as they relate to the fields of cardiology, dermatology, endocrinology, gastroenterology, neurology, obstetrics/gynecology, ophthalmology, orthopedics, otorhinolaryngology, pulmonary medicine, and urology. All competencies must be passed with a "C" or better to pass this course. (Formerly AH 150 Medical Transcription I)

HI 161 Computers in Health Information - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications, CIS 115 Word Processing
Computerized health information systems will be introduced in this course including definitions, electronic data collection, storage, and retrieval; how to implement, manage, and secure computer-based patient record systems. In addition, computer voice technology will be introduced. (Formerly AH 161 Computers in Health Information)

HI 170 Medical Transcription II - 4 Hrs.
Prerequisite: HI 150 Medical Transcription I, typing speed of at least 55 wpm with 5 or less errors, or permission of the Department Director
This course provides hands-on transcription training using a systems approach. Areas covered include anatomy and physiology, human disease and surgical procedures, laboratory procedures, medical science, medical terminology, pharmacology, professionalism and medicolegal issues as they relate to the fields of radiology, pathology, orthopedics, cardiology, and gastroenterology. All competencies must be passed with a "C" or better to pass this course. (Formerly AH 170 Medical Transcription II)

HI 190 Medical Coding Specialist Practical Experience - 4 Hrs.
Prerequisite: Satisfactory completion of core courses.
The student will complete a supervised practical experience intended to reinforce the student's skills in medical coding and insurance claim processing. A minimum of 160 clock hours is required and the student must meet entry-level requirements to pass this course. Specific arrangements for this experience must be made with the Department Director during the quarter preceding the practical experience. Professional dress is required. (Formerly AH 190 Medical Coding Specialist Practicum)

HI 191 Medical Coding Practicum - 4 Hrs.
Prerequisite: Satisfactory completion of core courses.
The student will complete a simulated work experience intended to reinforce the student's skills in medical coding and insurance claim processing for a variety of medical specialties. The student must meet entry-level requirements to pass this course. Specific arrangements for this experience must be made with the Department Director during the quarter preceding the practicum. Professional dress is required. (Formerly AH 190 Medical Coding Specialist Practicum)

HI 195 Medical Transcription Externship - 4 Hrs.
Prerequisites: Satisfactory completion of core courses
The student will perform medical transcription as assigned by the on-site supervisor for a minimum of 160 clock hours without payment. Specific arrangements must be made with the Department Director during the quarter preceding the planned externship experience. The student must meet entry-level requirements to pass this course. At the conclusion of this course, the student will take a comprehensive final assessment exam which will constitute part of the externship grade. (Formerly AH 195 Medical Transcription Externship)

HI 200 Medical Transcription III - 4 Hrs.

Prerequisite: HI 170 Medical Transcription II, typing speed of at least 60 wpm with 5 or less errors, or permission of the Department Director

The student is provided with experience in transcribing a variety of complex medical reports common to acute care facilities including some dictation from physicians of different nationalities. Transcription production accuracy and speed improvement are emphasized. All competencies must be passed with a "C" or better to pass this course. (Formerly AH 230 Medical Transcription III)

HI 215 ICD-9-CM Coding - 4 Hrs.

Prerequisite: HI 100 Medical Terminology for Health Information, BIO 110 Anatomy and Physiology I, BIO 120 Anatomy and Physiology II,

This course provides information about ICD-9-CM coding for inpatient and outpatient settings. Students will learn to utilize ICD-9-CM diagnosis and procedure codes.

HI 220 Health Information Law and Ethics - 4 Hrs

Prerequisite: ENG 116 Composition

This course is designed to provide legal and ethical information for students entering health information management careers. Legal topics include the legislative process; reimbursement and reporting requirements; current laws, policies and requirements regarding the collection, documentation and maintenance of health information in a variety of healthcare venues. Students will also study ethical issues related to the health information field such as living wills, advanced directives, and confidentiality of patient information. Research is required.

HI 230 Principles of Health Information II - 4 Hrs.

Prerequisite: HI 140 Principles of Health Information I

This course explores quality management, performance improvement, information systems, evolving technology, organization and supervision of health information functions.

HI 235 CPT and HCPCS Coding - 4 Hrs.

Prerequisite: HI 100 Medical Terminology for Health Information, BIO 110 Anatomy and Physiology I, BIO 120 Anatomy and Physiology II

This course provides information utilized for outpatient procedural billing. Students will learn to utilize CPT and HCPCS service and procedure codes. The course provides details to ensure in-depth knowledge and accuracy in code assignment and billing processes.

HI 240 Statistics for Health Information - 4 Hrs.

Prerequisite: MAT 130 Introduction to Algebra

This course introduces the student to statistical terms, definitions, and formulae utilized in health information. Data collection, measurement, and presentation techniques will be explored. Healthcare-specific statistical formulae (census data, percent of occupancy, miscellaneous rates, length of stay, etc.) will be presented. (Formerly AH 211 Statistics for Health Information)

HI 250 Management for Health Information - 4 Hrs.
This course presents management principles of planning, organizing, leading, and controlling as they relate to the Health Information profession. Additional issues including committees, time management, and change management are also addressed.

HI 260 Alternate Healthcare Settings - 4 Hrs.
This course explores healthcare settings in the United States and issues related to each. Changes in the healthcare settings will be addressed as well as regulatory issues, documentation requirements, reimbursement, funding, information management, data flow, coding, data sets, and trends.

HI 290 Health Information Professional Practice Experience - 4 Hrs.
Prerequisite: Satisfactory completion of core courses
The Health Information program student will perform procedures in a healthcare facility under the direction of a health information professional. This 160 hour experience will be provide the student with hands-on experience in applying their knowledge to technical procedures in health information systems, the opportunity to gain insight into the role of the health information professional, and the opportunity to become competent and confident in interactions with other professionals and consumers in the healthcare field. Experiences include admission and discharge procedures, collection of health and vital statistics information, coding and abstracting, following up on incomplete records, tumor registry, release of information, utilization review, patient care evaluation procedures. This experience may be located in one or more facilities such as long-term care, hospital, ambulatory care, psychiatric and/or drug rehabilitation. At the conclusion of this course, the student will take a comprehensive final assessment exam which will constitute part of the course grade. (Formerly AH 240 Health Information Practicum)

HISTORY

HIS 120 Western Civilization I - 4 Hrs. (IAI S2 902)
A preliminary survey of world history from Paleolithic man to the traditional world. This course deals with population expansion; the development of political freedom and constitutional government; relations among religion, society, and the state; the development of science and technology and their impact on thought and social institutions; and the major religious and intellectual currents that have shaped Western culture.

HIS 121 Western Civilization II - 4 Hrs. (IAI S2 903)
A continuation of Western Civilization I to the present. This course deals with population expansion; the development of political freedom and constitutional government; relations among religion, society, and the state; the development of science and technology and their impact on thought and social institutions; and the major religious and intellectual currents that have shaped Western culture.

HIS 122 Women in American History - 4 Hrs.
A study of America with emphasis on the importance of women of the period who have been instrumental in the shaping of America's past, present, and future.

HIS 300 Contemporary World History - 4 Hrs.
A study of the important events around the world since World War II and how these events are linked in a global framework. Common problems of today and possible future issues are also examined.

HEALTH SERVICES MANAGEMENT

HSM 300 Human Disease - 4 Hrs.
Prerequisites: AH 110 Medical Terminology I, AH 120 Human Anatomy and Disease or equivalent
This course is designed to give a basic knowledge of the diseases that commonly afflict mankind. Disease through the life stages will be examined. Health issues related to acute and chronic illness, occupational illness, and genetic illness will be examined.

HSM 310 Principles of Community Health - 4 Hrs.
Prerequisite: HSM 300 Human Disease
An introduction to the variety of health services required in the community including mental health, chemical dependency treatment, schools and public health departments. History, service and resources of major community health services will be addressed.

HSM 320 Healthcare of Aging - 4 Hrs.
A course designed to sharpen career skills by applying managerial knowledge to care of the elderly and aging patient. Physical, emotional and mental changes, finance, facilities/environment, regulations and organizations specific to aging are covered.

HSM 375 Healthcare Sociology - 4 Hrs.
Prerequisites: PSY 140 Introduction to Psychology or SOC 100 Introduction to Sociology
A course with a broad overview of the influence of role, values, culture and religious belief as it affects an individual's health, illness, and recovery. Sociological influences that drive the industry's accommodation of individual patient differences.

HSM 400 Healthcare Law and Ethics - 4 Hrs.
An examination of the law and legal system that regulates health services. Topics include: malpractice, confidentiality, HIPPA regulations, patient rights and risk management.

HSM 410 Principles and Practices of Alternative and Complementary Healthcare - 4 Hrs.

This course is a survey of the complementary and alternative treatment options that are available and selected by patients as treatment modalities. Topics include motivation for alternative treatment, risk and reimbursement. Recognizing that a growing percentage of Americans utilize unconventional healing therapies in addition to the advice of physicians, introduction to the philosophies, practitioners, techniques, and evidence of efficacy of complementary and alternative medicine.

HSM 420 Healthcare Marketing - 4 Hrs.

Prerequisite: MGT 308 Principles in Healthcare Management

Strategic planning and marketing services in relation to organizational mission are discussed. Methods for identifying, gathering, and utilizing data are discussed. Continuous quality improvement and quality assurance are discussed.

HSM 430 Basics of Healthcare Finance - 4 Hrs.

Prerequisites: BUS 204 Principles of Management

This course provides basic tools for non-financial managers involved in the healthcare industry. Topics covered include budgeting, inventory, assets, liabilities, net worth, benchmarking, forecasts, business loans, and capital expenditures. Practical applications to long-term care, home health agencies, and hospitals will help develop important concepts.

HSM 440 Current Issues & Health Service Management Capstone - 4 Hrs.

Prerequisites: Open to Healthcare Services Management majors only. All core courses completed or permission of Program Director.

A survey of current topics in the healthcare field, research, patient advocacy and politics will be identified and discussed. To complete the course, the student must do a final project to present to classmates and panel of healthcare givers. Critique of an 80-hour unpaid externship or an extensive research project will be expected.

HUMANITIES

HUM 110 Human Potential - 4 Hrs.

The purpose of this course is to provide an opportunity for students to learn and adopt methods to be successful both academically and personally. The course is designed to promote self-awareness, self-discipline, and self-motivation. Students participate in several projects that aid in behavior modification to develop self-confidence and self-esteem.

HUM 200 International Studies - 4 Hrs.
This course will include the study of various cultures, customs, languages, religions, and political systems of countries differing from the United States in order to promote an understanding of international relations.

HUM 300 Human Relation Issues - 4 Hrs.
Prerequisites: PSY 140 or SOC 100 or consent of program director
The student will research, analyze, and evaluate various intrapersonal and interpersonal topics to aid in personal reflection as well as group discussion. Categories include self-esteem, communication, conflict resolution, motivation, diversity, and other human relationship themes.

JUDICIAL REPORTING

JR 116 Machine Shorthand I (60/80 WPM) - 4 Hrs.
Prerequisite: RR 114 Theory of Machine Shorthand I or RR 115 Theory of Machine Shorthand II or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at each of the following: 40 wpm and 60 wpm jury charge/legal opinion material; 60 wpm and 80 wpm two-voice testimony material. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy, to read notes fluently, and acquire a first-pass translation rate of 95 percent while writing realtime drills.

JR 117 Machine Shorthand II (100 WPM) - 4 Hrs.
Prerequisite: JR 116 Machine Shorthand I (60/80 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 80 wpm on jury charge/legal opinion material and two five-minute tests at 100 wpm on two-voice testimony material. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

JR 118 Machine Shorthand III (120 WPM) - 4 Hrs.
Prerequisite: JR 117 Machine Shorthand II (100 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 100 wpm on jury charge/legal opinion material and two five-minute tests at 120 wpm on two-voice testimony material. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

JR 120 Machine Shorthand IV (140 WPM) - 4 Hrs.
Prerequisite: JR 118 Machine Shorthand III (120 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 100 wpm on literary material, 120 wpm on jury charge/legal opinion material and 140 wpm on two-voice testimony material. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

JR 121 Machine Shorthand V (160 WPM) - 4 Hrs.
Prerequisite: JR 120 Machine Shorthand IV (140 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 120 wpm on literary material, 140 wpm on jury charge/legal opinion material and 160 wpm on two-voice testimony material. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on jury charge/legal opinion, literary, medical, technical, and two- and four-voice testimony. Emphasis is also placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

JR 210 Judicial Reporting Procedures - 4 Hrs.
Prerequisite: JR 120 Machine Shorthand IV (140 WPM), RR 206 Computer Transcription and Technology or demonstrated skill
Course is designed to stimulate the thinking of judicial reporting students to provide them with practical applications that will help them in their chosen profession. The following applications will be covered: role of the reporter in trials, depositions and administrative hearings; marking and handling of exhibits; indexing and storage of notes; reporting techniques, researching citations; transcript preparation and production; reporting and transcription of jury selection; proofreading; interpreted proceedings; computer-aided transcription, and videotape technology.

JR 211 Machine Shorthand VI (180 WPM) - 4 Hrs.
Prerequisite: JR 121 Machine Shorthand V (160 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 140 wpm on literary material, 160 wpm on jury charge/legal opinion material and 180 wpm on two-voice testimony material. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on jury charge/legal opinion, literary, medical, technical, and two- and four-voice testimony. Emphasis is also placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

JR 212 Question and Answer (180 WPM) - 4 Hrs.

Prerequisite: JR 121 Machine Shorthand V (160 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests on two-voice testimony material at 180 wpm. Each test must be transcribed with 97 percent accuracy. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

JR 213 Machine Shorthand VII (200 WPM) - 4 Hrs.

Prerequisite: JR 212 Question and Answer (180 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 160 wpm on literary material, 180 wpm on jury charge/legal opinion material and 200 wpm on two-voice testimony material. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on jury charge/legal opinion, literary, medical, technical, and two- and four-voice testimony. Emphasis is also placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

JR 214 Machine Shorthand VIII (225 WPM) - 4 Hrs.

Prerequisite: JR 213 Machine Shorthand VII (200 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass three five-minute tests at 180 wpm on literary material, 200 wpm on jury charge/legal opinion material and 225 wpm on two-voice testimony material. Two tests must be transcribed with 97 percent accuracy, and one test must be transcribed with 95 percent accuracy, all within 75 minutes. STUDENT MUST PASS THE TESTS AS DESCRIBED ABOVE TO BE ELIGIBLE FOR GRADUATION. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction. This course is structured to prepare the student for the Illinois CSR and NCRA-RPR machine skills portion of these examinations. The student must transcribe a simulated RPR skills test at RPR in 3.75 hours to be eligible to graduate.

JR 216 Question and Answer (200 WPM) - 4 Hrs.

Prerequisite: JR 211 Machine Shorthand VI (180 WPM) and JR 212 Question and Answer (180 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests on two-voice testimony material at 200 wpm. Each test must be transcribed with 97 percent accuracy. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

JR 217 Question and Answer (225 WPM) - 4 Hrs.

Prerequisite: JR 213 Machine Shorthand VII (200 WPM) and JR 216 Question and Answer (200 WPM) or demonstrated skill

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass three five-minute tests on two-voice testimony material at 225 wpm. Two tests must be transcribed with 97 percent accuracy, and one test must be transcribed with 95 percent accuracy, all within 75 minutes. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

JR 218 Realtime Applications - 4 Hrs.

Prerequisite: JR 121 Machine Shorthand V (160 WPM) or demonstrated skill and RR 206 Computer Transcription and Technology

Upon successful completion of this course, the student will have built a conflict-free dictionary using computer-aided transcription. By using stenotype input, the student will develop the knowledge, skill, and ability to produce accurate simultaneous translation and display of live proceedings utilizing a computer-aided translation system. Emphasis will be placed on practical applications of this skill, such as steno captioning for the hearing-impaired, the role of the stenocaptioner in the educational field and related job opportunities. Students will participate in sensitivity training and preparation for working with the hearing-impaired community.

JR 220 Judicial Reporting Practicum - 4 Hrs.

Prerequisites: JR 121 Machine Shorthand V (160 WPM), RR 206 Computer Transcription and Technology, and JR 210 Judicial Reporting Procedures or consent of instructor

Students will participate in mock videotaped depositions. Transcripts will be prepared with the use of computer-aided transcription with emphasis on form, punctuation, vocabulary, accuracy, and overall appearance. Students will participate in a daily copy exercise. They will receive an overview of the use of video equipment in trials and depositions and of NCRA's Certified Legal Video Specialist (CLVS) program. Emphasis is placed on the practical application of judicial reporting as it applies to actual working conditions with training in discipline and endurance.

JR 225 Judicial Reporting Internship - 4 Hrs.

Prerequisite: Student must have completed the 200 wpm requirement on two-voice testimony material

Internship will include a minimum of 50 hours of participation under the guidance of experienced reporters, captioners, or Communication Access Realtime Translation (CART) reporters. A minimum of 40 hours of verified actual writing time will be assigned at deposition reporting, a judicial setting, and/or a realtime setting including the classroom, hearings, and various other procedures that may require the services of a realtime reporter, if possible. The remaining ten hours of participation may include research, transcription

formatting, setup of computer equipment, or various record-keeping duties as would be utilized in the several areas of electronic reporting. A 40-page salable transcript will be prepared. A narrative of the internship experience is required. All writing logs must be submitted for approval, and a resume will be prepared.

KEYBOARDING

KEY 107 Beginning Keyboarding - 4 Hrs.
Students will learn the standard keyboard and the 10-key numeric keypad and will understand the essentials of good technique for building speed and accuracy in keyboarding.

KEY 109 Keyboarding Applications - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications
Review of the keyboard, proofreading, and word processing techniques. Presentation of memorandums, email, business letters, envelopes, outlines, reports, manuscripts and tables.

KEY 111 Keyboarding Speed and Accuracy Improvement I (30 GWAM) - 4 Hrs.
Students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy.

KEY 121 Keyboarding Speed and Accuracy Improvement II (45 GWAM) - 4 Hrs.
Students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy.

KEY 131 Keyboarding Speed and Accuracy Improvement III (55 GWAM) - 4 Hrs.
Students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy.

KEY 141 Keyboarding Speed and Accuracy Improvement IV (65 GWAM) - 4 Hrs.
Students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy.

LEGAL

LEG 100 Introduction to Law - 4 Hrs.
This course provides a basic understanding of the American legal system from a variety of perspectives, both civil and criminal. The course focus includes the essential history and the working structure of government, procedural issues in the courts, specific concepts of basic categories of law (including contract, property, civil, business, estates and probate, criminal, and family),

the distinctive characteristics of criminal law and procedure, and finally, the roles of various legal professionals and the effect of legal ethics on the practice of law. It is intended that the course lay a solid foundation for those intending to pursue advanced legal courses and to provide a functional appreciation for students of other disciplines with regard to the impact of the legal system on those disciplines.

LEG 102 Criminal Law - 4 Hrs.

Prerequisite: Successful completion of LEG 100 Introduction to Law or permission of Department Director

Students will gain a working knowledge of the Illinois and Federal court systems, the sources of law, the stages of criminal litigation (including pre- and post-trial procedures), the rules of criminal procedure, criminal offenses, and constitutional issues affecting the criminal justice process.

LEG 104 Wills, Trusts, Estates - 4 Hrs.

Prerequisite: Successful completion of LEG 100 Introduction to Law or permission of Department Director

A study of both theoretical and procedural information involving wills, trusts, and estate administration. This course emphasizes the role of the paralegal in assisting clients plan their wills and trusts, drafting and executing these documents, and carrying out probate procedures. This course is designed to provide students with both theoretical and practical knowledge.

LEG 107 Family Law - 4 Hrs.

Prerequisite: Successful completion of LEG 100 Introduction to Law or permission of the Department Director

This course is an overview of the law (with an emphasis on Illinois law) relating to marriage, divorce, annulment, child custody and support, adoption, paternity, and other legal matters involving domestic relations. The student will be required to perform research and to draft necessary pleadings relative to the practice of family law.

LEG 115 Torts and Worker's Compensation - 4 Hrs.

Prerequisite: Successful completion of LEG 100 Introduction to Law or permission of Department Director

A general course in basic elements of torts and worker's compensation law for paralegals which shall encompass work-related injuries, personal injuries, and property damage resulting from negligence, strict liability, and willful and wanton conduct.

LEG 116 Legal Research I - 4 Hrs.

Prerequisite: LEG 100 Introduction to Law and LEG 117 Civil Procedure or permission of the Department Director

This course introduces the student to a variety of legal research tools and techniques. An emphasis is placed on legal analysis, proper citation form, and cite checking. The course includes a review of grammar basics, the

Association of Legal Writing Directors (ALWD) Citation Manual (A Professional System of Citation), and a series of written assignments ranging from simple case briefs to business letters. The students will be drafting legal documents during class and as outside homework assignments.

LEG 117 Civil Procedure - 4 Hrs.
Prerequisite: Successful completion of LEG 100 Introduction to Law or permission of Department Director
This course will examine the paralegal's role in handling civil cases and the means by which the objectives of litigation may be achieved. Strategy and mechanics of civil procedure will be explored in depth with an emphasis placed on Illinois law. The student will be required to prepare several writing projects including a complaint, answer, discovery requests, motion, and initial appellate documents.

LEG 123 Legal Word Processing and Terminology - 4 Hrs.
Prerequisite: Successful completion of KEY 109 Keyboarding Applications or demonstrated skill, CIS 115 Word Processing Applications or demonstrated skill, LEG 100 Introduction to Law, or permission of Department Director.
Various legal documents, forms, and correspondence are prepared by the student with an emphasis on legal terminology.

LEG 203 Discovery and Investigation - 4 Hrs.
Prerequisite: Successful completion of LEG 100 Introduction to Law and LEG 117 Civil Procedure or permission of Department Director
Students will gain a working knowledge of the Illinois and Federal court systems, the sources of law, the stages of civil litigation (including pre- and post-trial procedures), alternative dispute resolution, the rules of civil procedure, subject matter jurisdiction, personal jurisdiction, venue, statute of limitations, parties, and pleadings. Students will learn investigation skills in gathering information and evidence in a civil lawsuit. Students will gain a thorough understanding of the discovery process and will be able to prepare discovery devises and respond to discovery requests. Students will be required to draft complaints, answers, and motions. Students will be encouraged to develop a trial notebook and a settlement brochure.

LEG 207 Real Estate Law - 4 Hrs.
Prerequisite: Successful completion of LEG 100 Introduction to Law and LEG 104 Wills, Trusts and Estate Administration or permission of the Department Director
This course provides the student with an overview of the basic concepts of the law (emphasis on Illinois law) of real property with a focus on the role of the paralegal in performing connected duties in a law office, financial institution, or title company. The course includes an overview of landlord-tenant law, property interests, title searches, deeds, mortgaging, closing procedures, and zoning regulations.

LEG 209 Legal Research II - 4 Hrs.

Prerequisite: Successful completion of LEG 116 Legal Research I or permission of Department Director

This course provides a continuation of LEG 116 Legal Research I providing a more in depth, hands-on experience in the process of legal writing, research, and analysis. The student will continue to develop their analytical skills and their ability to conduct effective legal research. The student will be required to develop several writing projects, including a memoranda of law and an appellate brief.

LEG 210 Paralegal Internship - 4 Hrs.

Prerequisite: Successful completion of 32-quarter hours of legal courses (including LEG 116 – Legal Research I and LEG 213 – Law Office Management) and permission of Department Director.

The Paralegal Services Program internship is designed to provide the Paralegal Services' students with the opportunity to apply their formal education to actual work situations while providing the students with on-the-job experience in the paralegal arena. The student intern will work under the direct supervision of a practicing attorney or under the direct supervision of a practicing legal assistant/paralegal while under the overall supervision of a practicing attorney at the internship site provider location. The site provider may be a law firm, prosecutor's office, government agency, public defender's office, or legal department of a business. During the 12-week term, the student intern shall complete a minimum of 96 hours of work experience. The 96-hour work schedule needs to be arranged between the supervising attorney and the student intern. All internship sites must be approved by Paralegal Services Program Director prior to the commencement of the internship experience.

LEG 213 Law Office Management - 4 Hrs.

Prerequisite: Successful completion of LEG 100 Introduction to Law and LEG 117 Civil Procedure or permission of the Department Director

This course provides an introduction to the organization, technology, and management of a law office. An emphasis will be placed on the organization and management of a law office in personnel administration including fees, timekeeping, and billing procedures. Document preparation and litigation support including docket control and records management are also emphasized.

LIFE SCIENCE

LS 110 Concepts of Biology (Lab) - 5 Hrs. (IAI LI 900)

Concepts of Biology is an introductory course in the basic biological principles aimed at understanding life processes common to living things. Major areas of emphasis will include cellular biochemistry, cell structure, genetics, differentiation, the plant and animal kingdoms, and ecology.

MATH

MAT 101 Fundamentals of Mathematics - 4 Hrs.
An introduction to basic and fundamental mathematics which includes reading and writing whole numbers; the operations associated with addition, subtraction, multiplication, and division of whole numbers, fractions, mixed numbers, decimals, and percents. The course also covers ratio and proportion, and the metric system. Solving word problems is emphasized throughout the course.

MAT 110 Business Mathematics - 4 Hrs.
Prerequisite: Score of 17 or better on Math Placement Examination
The student has the opportunity to develop skills in business math transactions. Upon successful completion, the student will be able to compute percents, discounts, markups and markdowns on retail prices, payroll, simple interest and maturity value, discount notes, and the metric system.

MAT 130 Introduction to Algebra - 4 Hrs.
This course is designed for students with one year or less of credit in high school algebra or for students needing a review of algebra. Topics to be covered include a review of calculator operations, real number properties and operations, operations with polynomials, linear equations and inequalities, solution of linear systems by elimination and/or substitution, second-degree polynomial factoring, exponents, roots, radicals, and graphing lines.

MAT 138 Intermediate College Algebra - 4 Hrs.
This course is an intermediate college algebra course of the real number system. It is designed for those students who have some background in algebra, either one year of high school algebra or MAT 130, but lack the preparation needed to study college algebra. Fundamental concepts will be reviewed quickly from introductory college algebra. This review will be followed by a rigorous schedule of topics that include the algebra of polynomials and rational expressions, exponents, radicals and radical expressions, first and second degree equations and inequalities in both one and two variables including graphing, relations and functions, systems of linear equations, determinants, and series and sequences.

MAT 140 College Algebra - 4 Hrs.
This course is presented as a functional approach to the algebra of the real number system. It is intended for students who have had at least two years of algebra in high school or who have taken intermediate algebra. Fundamental concepts will be reviewed quickly from intermediate algebra. This review will be followed by a rigorous schedule of topics that include complex numbers, relations, functions, inverse functions; linear equations and their graphs, quadratic equations and their graphs, higher degree polynomials and their graphs, composite functions, exponential and logarithmic functions, analytic geometry, and the basics of probability.

MAT 150 Pre-Calculus - 4 Hrs.
This course is designed for students who have had at least three years of high school algebra and trigonometry, but who lack the preparation needed to study calculus. Topics include functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, trigonometric functions, and topics related to analytic geometry.

MAT 160 Calculus for Business and Social Sciences - 4 Hrs. (IAI M1 900-B)
This course is presented as an applied approach to calculus and is intended for students who have had at least three years of high school algebra and trigonometry or who have taken a college algebra course at an accredited university or college. This course does not count toward a major or minor in mathematics. Fundamental concepts covered will be limits, formulas for finding derivatives, higher derivatives, definite and indefinite integrals, the fundamental theorem of integral calculus, and corresponding substitution techniques.

MAT 170 Calculus I - 6 Hrs. (IAI M1 900-1)
Prerequisite: MAT 150 Pre-Calculus
Differentiation of polynomial, rational, exponential, logarithmic, and trigonometric functions and associated applications. Introduction to integration with applications.

METEOROLOGY

MET 101 Principles of Weather - 5 Hrs. (IAI P1 905L)
An examination of the natural processes which create weather and its temporal and geographic variations and an analysis of the basics of weather forecasting. Current tools and techniques of weather analysis will be applied to weather forecasting of storms, blizzards, hurricanes, tornadoes, drought, and flooding. This course follows a lecture/laboratory format. Laboratories will emphasize experiments and forecasting simulations. Lecture will be one hour and forty-five minutes twice a week. Laboratories will be two hours once a week.

MANAGEMENT

MGT 308 Principles in Healthcare Management - 4 Hrs.
Prerequisite: BUS 204 Principles of Management
A systematic study of the management challenges and responsibilities in the healthcare industry. The student will gain an understanding of the evolution of healthcare and healthcare management including issues concerning the structure of healthcare in the United States, the interrelationship of the various healthcare-related industries, and the ethical issues facing management in the healthcare industry.

MGT 320 Labor-Management Relations - 4 Hrs.
Prerequisite: BUS 204 Principles of Management and BUS 340 Organizational Theory
A study of employer-union-management relationships, including behavioral, economic, social, political, and legal issues. Collective bargaining tactics and dispute settlement are included. The future of the labor movement is also analyzed.

MGT 330 Compensation Management - 4 Hrs.
Prerequisite: BUS 204 Principles of Management
A study of financial and nonfinancial benefits to employees, including job evaluation systems, and legislation affecting pay and fringe benefit packages. Emphasis is placed on linking pay structure to company goals and objectives. A variety of compensation plans are explored.

MGT 340 Advanced Financial Institutions Management - 4 Hrs.
Prerequisite: BUS 240 Introduction to Financial Institutions Management
Study and application of management systems in financial institutions. Students will gain an understanding of the complexities of executive decision-making in the financial institutions management sector.

MGT 345 Small Business Management - 4 Hrs.
Prerequisite: BUS 204 Principles of Management
A study of the management and operations of small business. The role of small businesses in the economy, characteristics of small businesses and owner-managers, marketing and producing a product or service, maintaining financial health, and the future of small businesses.

MGT 350 Human Resource Management - 4 Hrs.
Prerequisite: BUS 204 Principles of Management and PSY 140 Introduction to Psychology or SOC 100 Introduction to Sociology
This course examines the theories and applications of the management of human resources in organizations. The student will study the areas of human resource planning, recruitment, selection, training, performance appraisal, union-management relations, and compensation. Practical application of these theories will be applied by students working in teams.

MGT 360 Operations Management - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications and BUS 232 Business Statistics
Introduction to operations management techniques including their application to functional areas of the business enterprise and operations control. Topic coverage includes product and production planning, facilities layout and location planning, project evaluation and control, linear programming, waiting line and inventory modeling, production control, and quality planning and control.

MGT 370 Quality Management - 4 Hrs.
Prerequisite: MGT 360 Operations Management
A study in the theory, history, and management of quality management programs in the United States and in foreign countries; how quality control is designed, implemented, and measured in manufacturing and service organizations. Many TQM improvements implemented in the last few decades are also covered.

MGT 375 Leadership and Motivation - 4 Hrs.
Prerequisite: BUS 204 Principles of Management and PSY 140 Introduction to Psychology or SOC 100 Introduction to Sociology
This course examines major leadership theories, leadership styles, characteristics of leaders and delegation, motivational methods, and techniques useful to successful leadership. Students will develop and analyze profiles of successful leadership traits and test these profiles in field research.

MGT 380 Entrepreneurship - 4 Hrs.
This course presents elements of entrepreneurship highlighting successful characteristics. The functions of the entrepreneur will be explained and illustrated. Students will examine personal and commercial strategies that can be used in establishing new business ventures.

MGT 388 Healthcare Policies - 4 Hrs.
Prerequisite: ECO 144 Introduction to Macroeconomics
This course examines the role of public policy and the influence of the private and public sectors on the evolution of healthcare in the United States. Through a series of readings, the students will evaluate the foundation of healthcare policy in the United States, analyze the factors influencing today's healthcare policies, develop an understanding of future trends in healthcare policies, and how these policies will affect the healthcare industry.

MGT 400 Project Management in Business - 4 Hrs.
Prerequisite: All core courses completed or permission of Program Director
This course examines the various techniques used to plan, execute, and manage complex projects. Topics include workflow analysis, project life cycles, and assessment. Project management software used to make project management decisions will be integrated into the course.

MGT 405 Managing Change in the Modern Workplace - 4 Hrs.
The principles and techniques to manage and create change in both the service and manufacturing sector are developed in this course. Topics include managing diversity; the political-legal, economic, and technological environments; innovation process; and promotion of entrepreneurship. The student will examine both the techniques used to handle resistance to change and techniques used to grow with change.

MGT 420 Principles of E-Business - 4 Hrs.
The student will differentiate between effective e-business strategies and effective "brick and mortar" business strategies. Topics include satisfying needs online, fundamental models of e-business, customer relations, analyzing markets, operations management, and financial planning. Students will examine techniques that have failed and study techniques that have been successful in the e-business environment.

MARKETING

MKT 305 Marketing Management - 4 Hrs.
Prerequisite: BUS 204 Principles of Management and BUS 232 Business Statistics
This course covers the role of management in marketing. The students will learn how marketing objectives are established, how target markets are identified, and how marketing mixes are developed and implemented. Through case studies the students will learn to evaluate effective marketing strategies. Students in this course will also have the opportunity to develop, execute, and analyze market research through an assigned project.

NETWORKING

MSE 110 Windows Desktop Operating System - 4 Hrs.
Prerequisite: CIS 151 Introduction to Operating Systems
This course provides students with the knowledge and skills necessary to install and configure Microsoft Windows on a desktop computer. Students will learn about the various tools for administering and configuring the system, including the Microsoft Management Console, control panel, and registry editor. Upon successful completion of this course, the student will have covered the necessary topics for the corresponding Microsoft certification exam.

MSE 115 Windows Server Administration - 4 Hrs.
Prerequisite: MSE 110 Windows Desktop Operating System
Students will learn to install, configure, and administer the Windows Server operating system. Topics include account management, file systems, backup, remote access, and security. Upon completion of this course, the student will have covered the necessary topics for the corresponding Microsoft certification exam.

MSE 210 Windows Network Infrastructure - 4 Hrs.
Prerequisite: MSE 115 Windows Server Administration
Students will learn to plan and implement the logical infrastructure that underlies Microsoft Windows Networks. Topics include network protocols, name resolution, Virtual Private Networks, Network Address Translation, and certificate authorities. Upon completion of this course, the student will have covered the necessary topics for the corresponding Microsoft certification exam.

College Overview

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MSE 215 Windows Active Directory - 4 Hrs.
Prerequisite: MSE 115 Windows Server Administration
This course is designed to provide students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows Active Directory services. Topics include Active Directory installation, site link setup, organizational units, and Group Policy. Upon completion of this course, the student will have covered the necessary topics for the corresponding Microsoft certification exam.

MSE 218 Managing a Windows Environment - 4 Hrs.
Prerequisite: MSE 115 Windows Server Administration
This course is designed to provide students with the knowledge required by system administrators, network administrators, and IT professionals who implement, manage, and troubleshoot existing network and server environments based on the Microsoft® Windows® 2000 operating system. Upon successful completion of this course, the student will have covered the necessary topics for the corresponding Microsoft certification exam.

MSE 235 Designing Security for a Windows 2000 Network - 4 Hrs.
Prerequisite: MSE 115 Windows Server Administration
This course prepares students to analyze an organization's business and technical requirements and design security for a Windows 2000 network. Students learn how to design security for all aspects of Windows 2000, from authentication strategies to Demilitarized Zones to protecting Internet-accessible resources.   Upon successful completion of this course, the student will have covered the necessary topics to attempt Microsoft Certification Exam 70-220.

MSE 245 Designing a Windows 2000 Network Infrastructure - 4 Hrs.
Prerequisite: MSE 210 Windows Network Infrastructure
This course provides students with the information and skills needed to create a networking services infrastructure design that supports the required network applications. Each module provides a solution based on the needs of the organization. Some Microsoft Windows 2000 network solutions require a single technology, such as DHCP, to provide Internet Protocol (IP) address configuration support. In other situations, several technology options exist, such as Open Shortest Path First (OSPF), Routing information Protocol (RIP), and Internet Group Management Protocol (IGMP), to design an IP routing scheme. Upon successful completion of this course, the student will have covered the necessary topics to attempt Microsoft Certification Exam 70-221.

MSE 255 Designing and Implementing Databases with SQL Server - 4 Hrs.
Prerequisite: CIS 208 Database Management
This course is preparation for the certification exam that measures the ability to design and implement a database solution by using Microsoft SQL Server 2000 Enterprise Edition. Upon completion of this course, the student will have covered the necessary topics to attempt Microsoft Certification Exam 70-229.

MSE 260 Information Security Fundamentals - 4 Hrs.
Prerequisite: MSE 210 Windows Network Infrastructure
This course provides a comprehensive study of network and computer security principles. Subjects include establishing a security baseline, the most recent attack and defense techniques and available security technologies. Students will be provided with skills on how to harden a network to resist attacks, protect basic and advanced communications, use cryptography and Public Key Infrastructure (PKI) to thwart attackers. Upon completion, the student will have covered the necessary topics to attempt the CompTIA's Security+ exam.

PHILOSOPHY

PHI 101 Introduction to Philosophy - 4 Hrs. (IAI H4 900)
An introduction to the various disciplines of philosophy, including epistemology, metaphysics, ethics, and logic. Students will gain insight into the philosophies of classical and contemporary philosophers and have an opportunity to evaluate their own beliefs and ideals relevant to the major areas of philosophical thought.

PHI 220 Ethics - 4 Hrs. (IAI H4 904)
An introduction to the philosophy of ethical values and human conduct. Through a survey of traditional and contemporary philosophies the student will gain insight into the changing nature of moral and ethical principles and be better able to evaluate their own ethical beliefs.

POLITICAL SCIENCE

PSC 110 Introduction to American Government - 4 Hrs. (IAI S5 900)
An introductory study of the basics of democratic government; constitutional principles, functions, operations, and processes of governmental change to include bills, enacting laws and the judicial system; attention given to the role of political institutions and parties, public opinion, interest groups, media, and the judicial system.

PSYCHOLOGY

PSY 140 Introduction to Psychology - 4 Hrs. (IAI S6 900)
This course covers the fundamentals of human psychology. Using a scientific approach to the study of human behavior, this course examines and integrates physiological, intrapsychic, and social/behavioral perspectives on human thought and behavior. Major units include: biological bases of behavior, sensation and perception, motivation, learning and memory, maturation and development, personality, and social psychology.

PSY 305 Psychology of Deaf People and Their Culture - 4 Hrs.

The study of psychological processes, behavior, emotional and social maturity, disability adjustments of deafness, social patterns, family status, socialization in groups and in the Deaf Community, economic status of deaf persons and basic sensitivity issues related to working with the Deaf and hard-of-hearing community.

REALTIME REPORTING

RR 114 Theory of Machine Shorthand I - 4 Hrs.

Recommended: Knowledge of the QWERTY keyboard

A computer-compatible, conflict-free machine shorthand theory. Many conflicts and ambiguities that were acceptable prior to the use of computers to translate Stenograph outlines are identified and resolved. Emphasis is placed on the ability to write conflict-free machine shorthand with accuracy and to read notes fluently. Students learn the Phoenix Theory system of writing the spoken language of English in machine shorthand. Students learn how to write all sounds for words in the English language, abbreviations, phrases, numbers, and all other elements necessary to write the spoken or written word. Skill is progressively built through a series of lectures and exercises designed to facilitate mental recall and physical skill.

RR 115 Theory of Machine Shorthand II - 4 Hrs.

Prerequisite: RR 114 Theory of Machine Shorthand I

This course is a continuation of Theory of Machine Shorthand I. More advanced computer-compatible, conflict-free machine shorthand theory concepts are covered. Extensive drills on unfamiliar material which includes current events and timed writings will prepare the student to pass timed writings at 40, 60, and 80 wpm. Real-time drills will enable the student to acquire a 95 percent first-pass translate rate.

RR 125 English for Realtime Reporters - 4 Hrs.

Prerequisite: RR 114 Theory of Machine Shorthand I, RR 115 Theory of Machine Shorthand II and ENG 116 Composition or consent of the Program Director

The student will learn to prepare court transcripts and other related business and legal documents using the appropriate principles of punctuation, capitalization, numbers, and abbreviations. Spelling, word usage, and vocabulary development will also be emphasized.

RR 176 Advanced Vocabulary Development - 4 Hrs.

Prerequisites: RR 114 Theory of Machine Shorthand I, RR 115 Theory of Machine Shorthand II, ENG 116 Composition and AH 110 Medical Terminology or permission of Program Director

A course designed to enhance the student's vocabulary. Emphasis is placed on proper spelling, usage, homonyms, and commonly confused words in the English language, including medical and technical word parts. Students will develop advanced vocabulary comprehension and skills.

RR 206 Computer Transcription and Technology - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications, CIS 115 Word Processing Applications, RR 114 Theory of Machine Shorthand I, RR 115 Theory of Machine Shorthand II or consent of the Program Director.
The student will learn the process of creating a saleable transcript. The student will learn how to create and set up his/her own user area on the hard disk; read steno notes from a disk; translate steno notes; edit the transcript; create/ modify dictionary entries; create and attach the title, index, appearance, and certificate pages; spell check the transcript; print the transcript; create ASCII files and a keyword index; and begin writing realtime. Information on other related software packages will be introduced.

RR 220 Realtime Reporting Machine Shorthand I (60/80 WPM) - 4 Hrs.
Prerequisite: RR 114 Theory of Machine Shorthand I or RR 115 Theory of Machine Shorthand II or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at each of the following: 40 wpm and 60 wpm jury charge/legal opinion material; 60 wpm and 80 wpm two-voice testimony material while writing realtime. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy, to read notes fluently, and acquire a first-pass translation rate of 95 percent while writing realtime drills.

RR 240 Realtime Reporting Machine Shorthand II (100 WPM) - 4 Hrs.
Prerequisite: RR 220 Realtime Reporting Machine Shorthand I (60/80 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 80 wpm on jury charge/legal opinion material and two five-minute tests at 100 wpm on two-voice testimony material while writing realtime. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

RR 260 Realtime Reporting Machine Shorthand III (120 WPM) - 4 Hrs.
Prerequisite: RR 240 Realtime Reporting Machine Shorthand II (100 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 100 wpm on jury charge/legal opinion material and two five-minute tests at 120 wpm on two-voice testimony material while writing realtime. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

RR 280 Realtime Reporting Machine Shorthand IV (140 WPM) - 4 Hrs.

Prerequisite: RR 260 Realtime Reporting Machine Shorthand III (120 WPM) or demonstrated skill

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 100 wpm on literary material, 120 wpm on jury charge/legal opinion material and 140 wpm on two-voice testimony material while writing realtime. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

RR 310 Realtime Reporting Machine Shorthand V (160 WPM) - 4 Hrs

Prerequisite: RR 280 Realtime Reporting Machine Shorthand IV (140 WPM) or demonstrated skill

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 120 wpm on literary material, 140 wpm on jury charge/legal opinion material and 160 wpm on two-voice testimony material while writing realtime. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on jury charge/legal opinion, literary, medical, technical, and two- and four-voice testimony. Emphasis is also placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction.

RR 315 Medical Dictation - 4 Hrs.

Prerequisite: RR 310 Realtime Reporting Machine Shorthand V (160 WPM), AH 110 Medical Terminology or demonstrated skill

This course places emphasis on writing medical terminology on the Stenograph machine accurately while utilizing realtime technology through special attention to the division and writing of medical prefixes, root words, and suffixes. Terminology from major areas of medicine will be stressed to include common terminology that does not consist of traditional word parts. Actual hospital records, doctors' reports, and medical testimony will be dictated.

RR 316 Freelance Reporting Procedures - 4 Hrs.

The course provides detailed instruction in the role of the reporter in depositions (telephonic, discovery, perpetuation/evidentiary, etc.) and in aid of execution and administrative hearings; reporting with an interpreter; reserved signature; NCRA Code of Professional Ethics in relation to freelance reporting; available hardware and software technology; litigation support; realtime reporting in the broadcast captioning and CART environments; deposition videotaping and NCRA's CLVS (Certified Legal Video Specialist) program; examinations and certifications; types of jobs encountered; in-depth procedures before, during and beyond proceedings; and skills forums. (Formerly JR 315 Freelance Reporting Procedures)

RR 317 Official Reporting Procedures - 4 Hrs.
The course provides detailed instruction in the role of the official reporter in trials and pretrial proceedings; order of trial proceedings; how to report and transcribe voir dire of the jury and witnesses and polling of the jury; sidebar discussions; NCRA Code of Professional Ethics in relation to official reporting and laws pertinent to the industry; reporting interpreted proceedings; realtime reporting in the Computer-Integrated Courtroom (CIC) environment, courthouse departments and duties; litigation support in the judicial system; realtime reporting in the broadcast and CART environments; examinations and certifications. (Formerly JR 317 Official Reporting Procedures)

RR 320 Internet Research Techniques for Realtime Reporters - 4 Hrs.
Prerequisite: CIS 114 Computer Usage and Software Applications
The student will learn the most efficient and reputable Internet research techniques in general and in order to gather pertinent information and compile word lists of realtime reporting terminology as specified for each concentration in NCRA CASE's General Requirements and Minimum Standards Captioning and CART Standards Options and common judicial terms. The student will learn to prioritize the most valuable and trustworthy sites on the Web while avoiding "junk" sites and untrustworthy material in order to best facilitate the realtime writing required for each realtime reporting career field.

RR 330 Realtime Applications for CART/Captioning - 4 Hrs.
Prerequisites: RR 310 Realtime Reporting Machine Shorthand V (160 WPM) or demonstrated skill or consent of Program Director and RR 206 Computer Transcription & Technology or demonstrated skill wherein judicial reporters have a working knowledge of computer-aided transcription and a base dictionary.
This course is intended for those currently employed in the judicial reporting field or current students near the end of their speed requirements in a realtime reporting program who wish to develop a conflict-free dictionary and hone their realtime skills for endeavors in CART reporting and/or broadcast captioning fields. All students must have their own realtime capable steno machines with realtime cables, laptops, realtime capable computer-aided transcription software, and a base dictionary.

Upon successful completion of this course, the student will begin fine-tuning current realtime dictionaries using realtime principles specific to CART reporting and broadcast captioning. Special emphasis will be placed on the dividing and writing of word parts, conflict resolution, homophones, numbers, punctuation and dictionary management. The student will have the knowledge of principles needed to become realtime ready for personal use as well as realtime certification preparation.

RR 340 Dictionary Development and Management - 4 Hrs.

Prerequisites: RR 206 Computer Transcription & Technology; RR 320 Internet Research Techniques for Realtime Reporting; RR 330 Realtime Applications for CART/Captioning

The student will learn techniques required to build and manage realtime dictionaries. Word lists that were developed in the Internet Research Techniques for Realtime Reporting course in specific subjects related to the broadcast captioning, CART, and/or judicial reporting industries as specified in NCRA CASE's General Requirements and Minimum Standards Captioning or CART Standards Options will be added to the appropriate realtime dictionaries. The student will become proficient in managing various dictionaries in order to best facilitate successful realtime writing in the realtime reporting fields.

RR 350 Realtime Reporting 140 Literary - 4 Hrs.

Prerequisite: RR 310 Realtime Reporting Machine Shorthand V (160 WPM)

Through extensive drills on unfamiliar material which includes timed writings, the student will be able to pass two five-minute literary material tests at 140 wpm while writing realtime. Each test must be written with a first-pass translation rate of 96% accuracy or better evaluation based on captioning psychology as opposed to verbatim translation which includes: untranslated items, conflict, speaker ID, stacking, style guideline, word boundary, punctuation, overall word usage, and spelling issues. Emphasis is placed on literary material and the ability to write conflict-free realtime with accuracy. Weekly current events assignments will be given. Laboratory tape sessions augment classroom dictation and instruction.

RR 355 Realtime Reporting Machine Shorthand VI (180 WPM) - 4 Hrs.

Prerequisite: RR 310 Realtime Reporting Machine Shorthand V (160 WPM) or demonstrated skill

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 140 wpm on literary material, 160 wpm on jury charge/legal opinion material and 180 wpm on two-voice testimony material while writing realtime. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on jury charge/legal opinion, literary, medical, technical, and two- and four-voice testimony. Emphasis is also placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction. (Formerly JR 350 Machine Shorthand VI (180 wpm))

RR 360 Realtime Reporting Question and Answer (180 WPM) - 4 Hrs.

Prerequisite: RR 310 Realtime Reporting Machine Shorthand V (160 WPM) or demonstrated skill

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests on two-voice testimony material at 180 wpm while writing realtime. Each test must be transcribed with 97 percent accuracy. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction. (Formerly JR 360 Question & Answer (180 wpm))

RR 365 Realtime Reporting 160 Literary - 4 Hrs.
Prerequisite: RR 350 Realtime Reporting 140 Literary
Through extensive drills on unfamiliar material and timed writings, the student will be able to pass two five-minute literary material tests at 160 wpm while writing realtime. Each test must be written with a first-pass translation rate of 96% accuracy or better evaluation based on captioning psychology as opposed to verbatim translation which includes: untranslated items, conflict, speaker ID, stacking, style guideline, word boundary, punctuation, overall word usage, and spelling issues. Emphasis is placed on literary material and the ability to write conflict-free realtime with accuracy. Weekly current events assignments will be given. Laboratory tape sessions augment classroom dictation and instruction. (Formerly RR 410 Realtime Reporting 160 Literary)

RR 370 Realtime Reporting Machine Shorthand VII (200 WPM) - 4 Hrs.
Prerequisite: RR 360 Realtime Reporting Question and Answer (180 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests at 160 wpm on literary material, 180 wpm on jury charge/legal opinion material and 200 wpm on two-voice testimony material while writing realtime. Each test must be transcribed with 97 percent accuracy. Emphasis is placed on jury charge/legal opinion, literary, medical, technical, and two- and four-voice testimony. Emphasis is also placed on the ability to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction. (Formerly JR 410 Machine Shorthand VII (200 wpm))

RR 375 Realtime Reporting 180 Literary - 4 Hrs.
Prerequisite: RR 365 Realtime Reporting 160 Literary
Through extensive drills on unfamiliar material and timed writings, the student will be able to pass two five-minute, 180 wpm literary takes with 1.4 syllabic density while writing realtime. Each test must be written with a first pass translation rate of 96% or better accuracy evaluation based on captioning psychology as opposed to verbatim translation which includes: untranslated items, conflict, speaker ID, stacking, style guideline, word boundary, punctuation, overall word usage, and spelling issues.   Emphasis is placed on literary material and the ability to write conflict-free realtime with accuracy. Weekly current events assignments will be given. Laboratory tape sessions augment classroom dictation and instruction. (Formerly RR 440 Realtime Reporting 180 Literary)

RR 380 Realtime Reporting Machine Shorthand VIII (225 WPM) - 4 Hrs.
Prerequisite: RR 370 Realtime Reporting Machine Shorthand VII (200 WPM) or demonstrated skill
Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass three five-minute tests at 180 wpm on literary material, 200 wpm on jury charge/legal opinion material and 225 wpm on two-voice testimony material while writing realtime. Two tests

must be transcribed with 97 percent accuracy, and one test must be transcribed with 95 percent accuracy, all within 75 minutes. STUDENT MUST PASS THE TESTS AS DESCRIBED ABOVE TO BE ELIGIBLE FOR GRADUATION. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction. This course is structured to prepare the student for the Illinois CSR and NCRA-RPR machine skills portion of these examinations. The student must transcribe a simulated RPR skills test at RPR in 3.75 hours to be eligible to graduate. (Formerly JR 440 Machine Shorthand VIII (225 wpm))

RR 390 Multi-Voice Speaker Designation for Judicial Reporting - 4 Hrs.
Prerequisites: RR 320 Internet Research Techniques for Captioning; RR 330 Realtime Applications for CART/Captioning; RR 340 Dictionary Development & Management; RR 365 Realtime Reporting 160 Literary or consent of Program Director

Students will write multi-voice material of various types, including medical and technical material, utilizing realtime specific to judicial reporting at speeds between 160 – 200 wpm. This course emphasizes all elements and use of multi-voice speaker designation in regard to the judicial reporting industry and environments to include freelance and official settings. Realtime accuracy will be charted and analyzed for improvement. Portions of realtime writing will be graded with a goal Total Error Rate (TER) of 95% or higher. (Formerly JR 390 Multi-Voice Speaker for JR)

RR 420 Realtime Reporting Question and Answer (200 WPM) - 4 Hrs.
Prerequisite: RR 355 Realtime Reporting Machine Shorthand VI (180 WPM) and RR 360 Realtime Reporting Question and Answer (180 WPM) or demonstrated skill

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass two five-minute tests on two-voice testimony material at 200 wpm while writing realtime. Each test must be transcribed with 97 percent accuracy. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction. (Formerly JR 420 Question & Answer (200 wpm))

RR 445 Realtime Reporting Question and Answer (225 WPM) - 4 Hrs.
Prerequisite: RR 370 Realtime Reporting Machine Shorthand VII (200 WPM) and RR 420 Realtime Reporting Question and Answer (200 WPM) or demonstrated skill

Through extensive drills on unfamiliar material which includes current events and timed writings, the student will be able to pass three five-minute tests on two-voice testimony material at 225 wpm while writing realtime. Two tests must be transcribed with 97 percent accuracy, and one test must be transcribed with 95 percent accuracy, all within 75 minutes. The student will be able to write conflict-free outlines with accuracy and to read notes fluently. Laboratory tape sessions augment classroom dictation and instruction. (Formerly JR 445 Question & Answer (225 wpm))

RR 450 Realtime Reporting Internship - 4 Hrs.
Prerequisites: Students must have completed the 200 wpm requirement on two-voice testimony material and all other Judicial Reporting core course work.
Internship will include a minimum of 40 hours of writing under the guidance of experienced realtime reporters. The institution will be responsible for this arrangement. Students shall not serve in the capacity of the actual realtime reporter during participation in the Internship. Special emphasis will be placed on writing realtime in judicial settings with a goal of 95% accuracy translation rate. A 40-page saleable transcript will be prepared; a narrative of the internship experience is required; all writing logs submitted for approval; and a resume will be prepared. Students will be required to transcribe a simulated RPR skills test at RPR (Registered Professional Reporter) speed levels in 3.75 hours. (Formerly JR 450 Judicial Reporting Internship)

SOCIOLOGY

SOC 100 Introduction to Sociology - 4 Hrs. (IAI S7 900)
A description and analysis of the structure of human society. Special emphasis is placed on the changing nature of social groups and patterns of action. Students will gain an understanding of the nature of, and motivation for, individual behavior in a group setting. Students will acquire deeper insight into social problems, their causes, and possible solutions. A research paper is required.

SOC 300 Social Psychology - 4Hrs. (IAI S8 900)
An exploration of the connections between group experience and individual behavior, including the development of "self," conformity and deviance, attitudes, attraction, intergroup interaction and collective behavior.

SOC 310 Racial and Ethnic Relations - 4 Hrs. (IAI S7 903D)
An analysis of racial, religious, ethnic and other groups, examining persistence of group identity, inter-group relations, social movements, government policy and related social problems.

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