*Catalog*

# 2011 - 2012

midstate college

# midstate college

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Last Withdrawal Date "W" grade...................................................... Oct 1

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Term Ends......................................................................................Nov 13


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# Catalog 2011-2012
## *College Overview*

## MESSAGE FROM THE PRESIDENT

**Why Choose Midstate College?**

On behalf of Midstate College, I would like to extend a warm welcome to everyone interested in learning, growing, and creating a better life for themselves. You are here because you have made one of life's most important decisions: the decision to pursue a college education. But after that choice comes the difficult task of finding a college that is right for you.

Midstate College is a small, student-focused institution with a long and distinguished history providing exceptional education and outstanding service to individuals willing to learn and driven to succeed. For over 120 years our graduates have set themselves apart with the depth of their knowledge and the confidence that only a college education can provide.

At Midstate every member of our family is dedicated to your success. From your first moments on campus to the day of your graduation, our caring and helpful faculty and staff will be with you every step of the way. You are so much more than a student to us. You are a member of our family.

Meredith N. Bunch

President, CEO

## 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, 230 South LaSalle St. Suite 7-500, Chicago, IL 60604-1411, http://www.ncahlc.org

The Midstate College Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Educational Review Board (MAERB).  Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL  33756, 727.210.2350, Web:  www.caahep.org

The Bachelor of Science Degree in Realtime Reporting is certified 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, 703.556.6272, FAX:  703.556.6291, Web:  www.ncraonline.org

The Health Information Technology Associate of Applied Science degree program is accredited 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, Web:  www.cahiim.org

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

No qualified person with a disability shall (on the basis of that disability) 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.

Midstate College Peoria campus location:
| | |
|---|---|
| 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.  Midstate College has developed a variety of curricula, accreditations, and other improvements to better meet the needs of our students and 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.

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# midstate college

## MIDSTATE COLLEGE BOARD OF DIRECTORS

**Chairman of the Board**

R. Dale Bunch ................................................. Chairman, Board of Directors
Midstate College

**Secretary**

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

**Treasurer**

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

**Board Members**

Meredith N. Bunch ................................................................. President, CEO
Midstate College

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

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

Michael D. Kepple ................................................................. President, CEO
Kepple Companies

Ralph Schoen ................................................................................ Consultant

Jim Mamer ....................................................................................... President
Morton Community Bank

**Board Member (Emeritus)**

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

## ADMINISTRATION AND STAFF

### Academics

Margaret J. Starr, M.A. ................................................. Chief Academic Dean

Sheryl Kristensen, Ph.D. ............................................. Director of Assessment

Vicki Draksler, M.A. ........................................... Director of Student Success

Lydia Gilmour ................................................... Student Success Coordinator

### Administration

Meredith N. Bunch, M.A. ...................... President and Chief Executive Officer

R. Dale Bunch .................................................. Chairman, Board of Directors

### Administrative Support

Ellen Jansen ............................................................... Administrative Assistant

Marshall Bunch ............................................................. Administrative Support

### Admissions

April Bimrose ....................................................... Admissions Representative

Diane Collins ....................................................... Admissions Representative

Kara Hinkle .......................................................... Admissions Representative

Jeremy Miller ....................................................... Admissions Representative

Mary McCuistion .............................................................. Transfer Coordinator

### Bookstore

Lorraine Confort................................................................ Bookstore Manager

Lisa Davis ............................................................................. Bookstore Clerk

Erin Greer ............................................................................. Bookstore Clerk

### Business Office and Finance

Angela Hatten, C.P.A. ...................................................................... Controller

Angie Hopp .......................................................................... Accounting Clerk

Tina Schierer ........................................................................ Staff Accountant

Michael B. Bunch ................................................................. Business Manager

### Café

Jamie Agront ............................................................................. Café Manager

Katelyn Bunch ......................................................................... Café Cashier

Mark Bunch .............................................................................. Café Assistant

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**Marketing and Community Outreach**

Ashley Spain.................................................................Director of Marketing
Janet Ozuna ............................................. Community Outreach Coordinator

**Department Assistants**

Shelley Bunch................................................. Health Information Technology
Brett Hammer .....................................................................Student Success
Anisha Hughes .......................................................Business Administration
Eugenia Kyle ...........................................................Business Administration
Nathan Loeser......................................... Computer and Information Science
Julie Miller.................................................................................Allied Health
Matilda Wiggins ....................................................Administrative Professional

**eLearning**

Ruth Shaffer, M.D.Ed...................................................... Director of eLearning
Kaitlin Horst .......................................................eLearning Support Specialist
Cindy Olson.......................................................eLearning Training Specialist

**Facilities and Security**

Lonnie Taylor .................................................Facilities Manager and Security
Brian Dorsey.......................................................... Maintenance and Security
Jim Thurston.......................................................... Maintenance and Security
Denny Miles.......................................................... Maintenance and Security

**Financial Assistance**

Irene Bimrose ...............................................Director of Financial Assistance
Jason Zeller.......................................................Financial Assistance Officer

**Information Technology Services**

Garrick Reid............................................................... Art/Multimedia Director
Matthew Knobloch ............................................................... Senior Developer
Thomas Hancock..........................................................Network Administrator
Michael Hart ....................................................Computing Services Manager
Gregory Grebner ............................................................... Technical Support
Jonathan Lawson ............................................................. Technical Support
Tyler Piscaglia ................................................................. Technical Support
Christian Reimer............................................................... Technical Support

**Library Services**

Zachary Brown, M.S.L.I.S......................................Director of Library Services

Joshua Pierson.....................................................................Library Assistant

Julia Kepler..........................................................................Library Assistant

Muhammad Khan .......................................................................Library Clerk

**Student Affairs and Career Services**

Rhonda P. Urban .....................................................Director of Student Affairs

Jennie Greenan....................................................Director of Career Services

Lisa Chrostowski ..........................................................Department Assistant

Kamie Holliday........................................................Assistant, Student Affairs

**Student Records**

Angela Kepler.......................................................Director of Student Records

Brianna Barkley .................................................................Project Coordinator

Melodie Hosler-Eddy ............................................................. Office Assistant

Tracey Evans........................................................................ Office Assistant

Diana Glenn........................................................................... Office Assistant

Megan Kepler ........................................................................ Office Assistant

## ACADEMIC DEPARTMENTS

**Accounting**

Robert Rachowicz ......................................................M.A., University of Iowa

Director, Accounting

Kassandra McElhiney............................................M.S.A., Bradley University

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

Angel Chatterton..................................................................... Adjunct Facutly

Anne Clayton......................................................................... Adjunct Facutly

Chad Degenhart ................................................................... Adjunct Facutly

Mike Stone............................................................................. Adjunct Facutly

**Administrative Professional**

Donna Greer.........................................M.S., University of Illinois, Springfield

Director, Administrative Professional

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

Angela Flennoy....................................................................... Adjunct Faculty

Susan Gallup ............................................................................ Adjunct Faculty
Renee Garber .......................................................................... Adjunct Faculty
Sara Leigh .............................................................................. Adjunct Faculty
Kerri McGrath ......................................................................... Adjunct Faculty
Lisa Miller .............................................................................. Adjunct Faculty
Debra Thompson ..................................................................... Adjunct Faculty
Rebecca Ulrich ....................................................................... Adjunct Faculty

**Allied Health**

Joanna Holly, RN, CMA (AAMA) ......................M.S., University of St. Francis
Director, Allied Health
Margaret Markley, RN, RMA.............................. B.A., University of St. Francis
Gail Piscaglia, CMA (AAMA), CPC.............................. B.S., Midstate College
Coordinator, Medical Office Technician
Tamia Banks .......................................................................... Adjunct Faculty
Roxanne Dorsey ..................................................................... Adjunct Faculty
Jeanne Griffin ........................................................................ Adjunct Faculty
Megan Klemm ........................................................................ Adjunct Faculty
Cheryl Koenig ......................................................................... Adjunct Faculty
Amber Schappaugh.................................................................. Adjunct Faculty
Anna Schweinberg .................................................................. Adjunct Faculty

**Business Administration**

Jodie Bullock ................................................................M.S., Barry University
Director, Business Administration
Jamie Gladfelter .................................................. M.S., Illinois State University
Daniel McAvoy......................................M.A., University of Illinois, Springfield
Alan Paredes...............................................Ph.D., Southern Illinois University
Brian Young ..............................................M.B.A., Southern Illinois University
Paul Crusen............................................................................ Adjunct Faculty
Bridgette Heard ...................................................................... Adjunct Faculty
Molly Manning ........................................................................ Adjunct Faculty
Kelly McGrath ........................................................................ Adjunct Faculty
Stewart Milus.......................................................................... Adjunct Faculty
Tanya Simpson ....................................................................... Adjunct Faculty
Bruce White............................................................................ Adjunct Faculty

**Computer and Information Science**

Donna Greer.................................................M.S., University of IL, Springfield

Director, Administrative Professional and CIS/MIS

Joan Papes..............................................................Ph.D., Capella University

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

Craig Cooper ...................................................................... Adjunct Faculty

Brian Hughes....................................................................... Adjunct Faculty

Kelly Kolton......................................................................... Adjunct Faculty

Charbel Mansour ................................................................. Adjunct Faculty

Doug Orwig.......................................................................... Adjunct Faculty

**General Education**

Wayne Holly ......................................M.P.A., University of Illinois, Springfield

Director, General Studies

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

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

Kim Ascherl......................................................................... Adjunct Faculty

Marcus Bailey ..................................................................... Adjunct Faculty

Erin Copple.......................................................................... Adjunct Faculty

Jeannie DeWitt .................................................................... Adjunct Faculty

Elizabeth Farrell................................................................... Adjunct Faculty

Andrew Fisher ..................................................................... Adjunct Faculty

Chad Ghere ......................................................................... Adjunct Faculty

Maryruth Ginn...................................................................... Adjunct Faculty

Lynn Heisel.......................................................................... Adjunct Faculty

Richard Henz........................................................................ Adjunct Faculty

Carole Hoke......................................................................... Adjunct Faculty

Matthew Padilla ................................................................... Adjunct Faculty

Megan Parise ...................................................................... Adjunct Faculty

James Rimington.................................................................. Adjunct Faculty

Billy Sikes ........................................................................... Adjunct Faculty

Lora Tsui ............................................................................. Adjunct Faculty

Lori Vietti............................................................................. Adjunct Faculty

**Health Information Technology**

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

Carol Schneider-Turek, RHIA ..............................B.A., Illinois State University
Coordinator, Medical Transcription

Lisa Alexander ...................................................................... Adjunct Faculty

Teresa Ferguson.................................................................... Adjunct Faculty

Aaryn Jennings..................................................................... Adjunct Faculty

Angela Johnson.................................................................... Adjunct Faculty

Ellen Mangan....................................................................... Adjunct Faculty

Michelle Marion ................................................................... Adjunct Faculty

Jennifer Swanson ................................................................. Adjunct Faculty

**Paralegal Studies**

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

Scott Michalec ..................................................................... Adjunct Faculty

Cynthia Volk......................................................................... Adjunct Faculty

**Realtime Reporting**

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

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

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

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

## 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 college responsive in a way that is unmatched by any other institution in Central Illinois.

Up-to-date information is taught through modern methods and technology - both in the 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 120 years.

## STUDENT SERVICES

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

**American Association of Medical Assistants -** All Medical Assistant A.A.S. Degree students are 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. Student membership is approximately $35.00 per year and dues can be incorporated into the student's financial aid package. Please see the Program Director for information.

**American Health Information Management Association (AHIMA) -** All Health Information Technology A.A.S. Degree students are encouraged to enroll as a student member 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 on 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.  Student membership is $35 per year, and dues can be incorporated into the student's financial aid package.  The application for membership is completed during the student's enrollment process with the Program Director.  Students are expected to renew their membership annually until graduation.  The renewal dues can also be incorporated into the student's financial aid package upon request.

**International Association of Administrative Professionals (IAAP) Tri-County Chapter -** Every month a group of administrative professionals meet to exchange ideas, conduct group business, and learn information on current professional topics. All Administrative Professional and Office Assistant students are encouraged to join the local Peoria chapter of the IAAP. The initial annual student membership fee would be $80.50; the renewal fee would be $65.50. Dues can be incorporated into the student's financial aid package. Please contact the Program Director if you would like to attend one of the meetings as a guest or receive membership information.

**Midstate Jurists -** The Midstate Jurists represent the Paralegal Studies department at Midstate College.  All current students of the Paralegal Studies program and all graduates of the Paralegal Studies program currently enrolled in other programs are eligible to join/attend the Midstate Jurists meetings/ events.  All students in the Paralegal Studies program are encouraged to attend the meetings and other activities of this group.

The purpose/goals of the Midstate Jurists include:

- To promote the paralegal profession

- To encourage and provide for the continuing education for paralegals

- To act as a communications network among members of the Midstate College Paralegal Studies program, the paralegal profession, the legal community, and civic and professional organizations

- To participate in, and conduct research, seminars, studies or other works relative to the paralegal profession

- To monitor activities and inform its members of the developments in the paralegal profession

- To recognize the importance of ethical standards to the paralegal profession

- To offer understanding and support of each other in the program and profession

Paralegal Studies students are also encouraged to join the Central Illinois Paralegal Association (www.ciparalegal.org) and at least one of the national associations which include:

- National Association of Legal Assistants www.nala.org

- National Federation of Paralegal Associations www.paralegals.org

- National Paralegal Association www.nationalparalegal.org

These organizations promote fellowship among the paralegal students and expand the student's horizons through networking and continuing education opportunities in the legal field.

**Midstate Medics -** All Allied Health 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 healthcare professions, provide networking opportunities, and promote unification in our respective professions. Meetings are scheduled quarterly both at night and during the day.

**Phi Beta Lambda (Nu Alpha Epsilon Chapter) -** This club is a national organization of college and university students interested in developing business leadership and an understanding of American business enterprise. State Leadership Conferences are held where students participate in competitive events such as job interview competitions. Winners then can compete in National Leadership Conferences.

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**Realtime and Judicial Reporting Club -** The primary mission and objective of the club is to promote fellowship among Realtime and 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 classes and special events.

## Student Affairs Office

**Activities -** Throughout the year there are different activities planned for the students through the Student Affairs office. These activities range from school carnivals, luaus, Halloween parties, health week, go green week, student appreciation day, movie nights, 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. Students involved with the program turn in activity sheets to the Director of Student Affairs, who keeps a tally of 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 four different levels of awards based on points obtained, and an award is given at the commencement ceremony 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. Books, materials, and supplies are nonrefundable and un-exchangeable unless authorized by administrative personnel. Supplies and materials charged to a student's account must be in amounts larger than $5.00. Midstate logo items 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 Assistance may be available to make these purchases.

## Office of Student Success

The faculty and staff at Midstate College are dedicated to helping you succeed, not only as a student at the College, but through a lifetime of additional challenges. The Office of Student Success can help you coordinate resources which will assist in making your college experience positive, memorable, and successful. Contact the Office of Student Success for information and assistance with the following: tutoring, vocational counseling, study skills, test taking techniques, note taking, etc.

**Alumni Association**

The Midstate College Alumni Association fosters and strengthens relationships between 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 and newsletters. 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.

**Career Services Center**

The Career Services Department provides students with part-time and full-time employment opportunities. The Midstate College Career Services Department also provides resumé writing assistance, 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 degree-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**

Security is available on campus from open to close Monday-Saturday. The guard patrols the campus and is available to escort students to their vehicles. The building closes no later than 9:30 p.m. during the week and 12:30p.m. on Saturday.

**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 the security report to all current students, employees, applicants for enrollment or employment, or any interested party, upon request.

The report contains data for the previous three years. Midstate reports any incidents of the following:

| | |
|---|---|
| Murder | Sexual Harassment |
| Aggravated Assault | Sex Offenses, Forcible |
| Liquor Law Violations | Sex Offenses, Non-forcible |
| Drug Abuse Violations | Hate Crimes |
| Weapons Possessions | Motor Vehicle Theft |
| Robbery | Theft |
| Burglary | Arson |

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 distributed to all new students and employees and available 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 403 of the R. Dale Bunch Student Center, contains books, periodicals, and other materials to support the educational and cultural needs of students, faculty, and staff. Computers are available for student use during library hours, which are 7:30 a.m. to 9:30 p.m. Monday through Thursday, 7:30 a.m. to 4:30 p.m. Friday, and 8:00 a.m. to 12:30 p.m. Saturday.

To fulfill its mission the library has entered into a combination of agreements and reciprocal borrowing relationships with other institutions that provide access to materials otherwise unavailable on the College's campus. Membership in the Resource Sharing Alliance of the Alliance Library System (a cooperative network of Libraries in Central and Western Illinois) provides access to materials in the collections of over 200 libraries in Illinois.

The library also subscribes to several online research resources that give immediate access to digitized versions of professionally-published content such as books, journal articles, popular magazines and the like. These resources can be found at the College's library resources page http://www.midstate.edu/Academics/Library.php

The Hammond Reference Collection is also housed in the Barbara Fields Library.  This collection of reference information resources, named for the family of Arline H. Bunch, former Executive Vice President, and her sister, Zelma Hammond Shoemaker, former Librarian of the College, is kept up-to-date by constant review and renewal.

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# Catalog 2011-2012

## *Admissions*

## ADMISSIONS OVERVIEW

Midstate College welcomes applications from men and women whose academic record, personal ability, and desire to succeed show promise for success. Each candidate for admission is considered individually on merit and potential. Midstate College requires a high school diploma or GED for all degree- or diploma-seeking students. Students may also be admitted to Midstate College upon completion of an accredited associate degree program. To ensure compliance with state regulations, students must be approved to enroll from any state other than Illinois. Students who submit an application at a distance will be required to submit a notarized copy of his/her driver's license or state-issued identification. 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,
5. entrance examination scores.

All applicants are required to complete an entrance examination prior to their admission to Midstate College. Examination scores will be used for admission, placement, and academic counseling. Academic counseling is provided by admissions representatives, program directors, and the Chief Academic Dean. Failure to take the entrance examination will result in the applicant being denied entrance into the College.

Individuals interested in entering Midstate College are urged to submit their applications as soon as possible. Current high school students (with the approval of their secondary school) may submit their records during their junior year, based upon the assumption that their 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 of acceptance promptly after the application is received once all requirements have been met. The administration reserves the right to refuse applications for admission or readmission.

Prior to attending classes, the student has the right to cancel enrollment. 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 any enrollment. Reasons for cancellation may be obtained from the Admissions Department.

## READMISSION

If students interrupt the course of their academic program, they must apply for readmission.  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 readmission.  Students must complete a "Standard Period of Non-Enrollment" or "Leave of Absence" form obtained from Student Records to avoid the re-application process. A student who has received a student loan while in attendance at Midstate College, and subsequently defaults on that student loan, is not eligible for readmission to the College.

## CONTINUING GRADUATES

Any graduate who wishes to continue at Midstate College must complete a re-application form.  There is a $10 re-application fee for graduates who take a term or longer break between programs.  The fee is waived for graduates who continue without taking a break between programs.

## TRANSFER STUDENTS

Students 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 competency in certain courses, and also reserves the right to refuse transfer credits.  Midstate College has degree completion agreements in some programs with Spoon River College, Heartland Community College, and Illinois Central College.

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.

- • Midstate College will only accept individual IAI GECC courses with a grade of "C" or better.  Any GECC 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 GECC 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.

- See General Education Philosophy and individual course descriptions for IAI code numbers for GECC courses.

- 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.

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.

Students attending Midstate 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 major 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 or be a component of a formalized articulation agreement.

Midstate College accepts transfer students who present a complete application and official transcript from the collegiate institution last attended.  Admissions representatives will send for official transcripts during the enrollment process.  Transfer of credit is based upon the student's official transcript.

## 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 the MAP grant 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.

**Federal Programs**

**Federal Pell Grant Program -** The Federal Pell Grant is an award for undergraduate students. Eligibility is determined by the Department of Education using a standard formula to evaluate the information submitted on the Free Application for Federal Student Aid (FAFSA). The amount of the Federal Pell Grant award varies from year to year depending on annual government appropriations and student eligibility.

**Federal Supplemental Educational Opportunity Grant Program (SEOG) -** 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. 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 for their educational expenses. Like other Federal programs, students must demonstrate financial need to be considered for employment opportunities. Work hours 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.

**Direct Loan Program (Subsidized) -** The Direct 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 available at a maximum of $5,500.00 per academic year. The eligibility to receive this loan is determined by completion of the FAFSA. The student must be attending at least half-time. 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.

**Direct Loan Program (Unsubsidized) -** This loan program is for borrowers who do not show need for interest subsidies under the existing Direct Loan Program. Terms and conditions are the same as the subsidized Direct Loan Program except the Federal government pays no in-school interest subsidy. Like the subsidized loan, applications are available through the Financial Assistance Office.

**Direct PLUS Loan Program -** Direct PLUS loans are for parents who want to borrow to help pay for their dependent child's education. 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.

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

## SATISFACTORY ACADEMIC PROGRESS

In order to remain eligible for enrollment at Midstate College and receipt of financial assistance, 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, successfully completing 67 percent of the number of credits attempted and completing the program in no more than 150 percent of the time it would normally take to complete the program.

Midstate College has one satisfactory academic progress policy that is utilized for both academics and financial assistance. Midstate College verifies a student's enrollment and financial assistance eligibility at the end of each term. The Financial Assistance Office and the Dean's Office are notified by Student Records whenever a student withdraws from a course throughout the term and receives grade reports for each student each term.

**Qualitative Measure**

To remain in good standing and retain eligibility for enrollment and financial assistance, a student enrolled at Midstate College must maintain a cumulative grade point average of 2.0 or higher. For a degree greater than two academic years, a student must have a grade point average of 2.0 at the end of the second academic year.

If a student transfers credits from another institution, the grades from the transferred courses are not calculated in the grade point average. If a student repeats a course, the grade of the repeated course replaces the previous grade in the calculation of the student's grade point average. If a student withdraws from a course or courses within the specified dates, he or she will receive either a W or a WP/WF on the transcript and there is no grade to be calculated in the grade point average. If a student has an incomplete in a course, the grade point average is calculated with 0 points earned until the incomplete is replaced with a grade.

**Pace Measure**

To remain in good standing and retain eligibility for enrollment and financial assistance, a student enrolled at  Midstate College must not only maintain a cumulative GPA of 2.0 or higher, but also must complete a required number of credits each quarter as a full-time or part-time student.  A student must successfully complete 67 percent of the credits attempted to maintain satisfactory academic progress.  Pace is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. A student must also complete the program in no more than 150 percent of the published length of the educational program, as measured in credit hours.  If it is determined that it is not possible for a student to complete his/her program within the 150 percent timeframe, the student will be suspended from enrollment and financial assistance at the time the determination is made. A student may appeal the 150 percent maximum timeframe on a case by case basis.

For example, the Bachelor of Business Administration program requires the completion of 186 credit hours for graduation.  To remain within the required 150 percent timeframe, a student may attempt no more than 279 credit hours. An associate degree program requires the completion of 92 credit hours for graduation.  To remain within the required 150 percent timeframe, a student may attempt no more than 138 credit hours.

If a student transfers credits from another institution, the transfer credits are counted toward his/her pace calculation. If a student repeats a course, both attempts are considered in the pace calculation.  If a student withdraws from a course, the withdrawal is counted in the pace calculation.  If a student has an incomplete in a course, the incomplete is considered to be an unsuccessful attempt in the pace calculation until the course has been successfully completed.

**Academic/Financial Aid Warning**

A student who fails to earn a cumulative 2.0 GPA or fails to successfully complete 67 percent of attempted credits in a term will be placed on Academic/ Financial Aid Warning for one payment period only. No further action on the student's part is required as long as it is possible for the student to meet satisfactory academic progress by the end of the next period of enrollment.

**Suspension**

A student who is on Academic/Financial Aid Warning and fails to meet satisfactory academic progress requirements (cumulative grade point average of 2.0 or higher and 67 percent completion of attempted credits) in the following period of enrollment will be notified in writing by both the Academic Dean and the Director of Financial Assistance that he/she is no longer eligible for enrollment or receipt of financial assistance at Midstate College.

In the written notification, the student is informed of his/her right to submit an appeal to the Review Committee. A student who has been suspended is advised to meet with personnel from either the Dean's Office or the Financial Assistance Office to review the appeal process. The student may complete the Appeal Request form available from either office or may communicate his/her appeal in letter form. The student's appeal must be in writing and demonstrate that extenuating circumstances have existed that have adversely affected the student's ability to meet satisfactory academic progress standards and how the situation has improved and should not be a factor in future terms. The Review Committee, consisting of members of the Financial Assistance Office and Academics, will review the circumstances and notify the student, in writing, of its decision of acceptance or denial. The Review Committee has the option to meet with the student to verbally discuss the situation.

**Academic/Financial Aid Probation**

If the appeal is accepted and the student can meet satisfactory academic progress standards by the end of the enrollment period, the student is placed on Academic/ Financial Aid Probation. If the student cannot meet satisfactory academic progress standards by the end of the enrollment period, an individualized academic plan will be developed by the Review Committee. The student must agree and adhere to the academic plan in order to retain eligibility for enrollment and financial assistance. The academic plan will outline the student's enrollment requirements for as many terms of enrollment as necessary to again be meeting satisfactory academic progress. The student receives a written copy of the academic plan and signs the acknowledgement form that he/she has read and understands the terms of the academic plan. Once the student has again met satisfactory academic progress standards, the student's status is returned to Active.

If the appeal is not accepted, the student is notified in writing of the decision of the Review Committee. The student is no longer eligible for enrollment at Midstate College even as a cash-pay student. Terms of non-enrollment will not reestablish eligibility for future enrollment. There is no option to appeal the decision of the Review Committee.

## TUITION, FEES, AND REFUNDS

**Tuition**

**Full-Time Attendance:**
Tuition for 12 to 19 credit hours per term          $4,625.00 per term

**Part-Time Attendance/Single Subject:**
Tuition for less than 12 credit hours per term          $325.00 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)          $5,425.00
Tuition for 24 credit hours (6 classes)          $6,175.00

*Tuition is subject to change annually.*

**Payments**
All tuition costs and fees are payable in full by the end of the first week of each term.  Midstate College offers a payment plan to students who are unable to pay the full amount the first week of the term.  Questions concerning this payment plan should be directed to the Accounting Department.

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.

**Fees**

| | |
|---|---:|
| Application Fee - upon enrollment (non-refundable) | $25.00 |
| Readmission Fee | 10.00 |
| Graduation Fee (last quarter only) | 50.00 |
| Additional Degree or Diploma Fee (each) | 12.00 |
| Cap and Gown for Associate and Diploma | 16.50 |
| Cap and Gown for Bachelor Degree | 30.50 |
| Single Subject Tuition Deposit | 25.00 |
| Course Proficiency Application Fee | 25.00 |
| Course Proficiency Credit Award | 125.00 |
| Life Experience Credit Application Fee | 25.00 |
| Life Experience Credit Award | 125.00 |
| Transcript Fee | 5.00 |
| Computer Course Usage Fee | 70.00 |
| Allied Health Lab Fee | 25.00 |
| Medical Transcription Foot Pedal & SUM CD Deposit (quarterly) | 100.00 |
| Medical Transcription Foot Pedal & SUM CD Rental (quarterly) | 100.00 |
| Stenographic Machine Damage Deposit | 100.00 |
| Stenographic Machine Rental (quarterly) | 100.00 |
| Realtime Reporting Case CATalyst (Student) Software Rental | 100.00 |

- Textbook charges are additional for all courses. The average textbook expense per class is $100.00. The Midstate College Bookstore will ship textbooks for an additional $20.00 fee.

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

- Uniforms, Immunizations, and blood pressure kit related to the Medical Assistant program average approximately $400.00 and are the student's expenses.

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

- Select computer courses will be charged an additional $70.00 certification fee. This certification fee is subject to refund if the student officially withdraws from the class within the refund period (see Refunds).

- Stenographic machine rentals are available to Realtime Reporting Machine Theory I and II students only. Students will be expected to purchase a realtime writer (stenographic machine) approximately six months after entering the Realtime Reporting program. More information is available about stenographic machine ordering and the Investment Certificate Program through the Bookstore or Realtime Reporting faculty.

- All Realtime Reporting students must own or purchase a laptop and Case CATalyst (Student) Software that meet specifications. Realtime Reporting students who take theory, speedbuilding, or skills classes via eLearning are required to own or to purchase Case CATalyst (Student) Software that meets specifications. The Realtime Reporting Case CATalyst (Student) Software Rent-to-Own program requires 5 quarters of rental at $100.00 per quarter ($500.00), at which time software ownership and license transfers to the student. If the balance of $500.00 is not paid in full, the software key must be returned to the College or the student is responsible for the remaining balance.

- Realtime Reporting students who take machine shorthand theory and speedbuilding courses via eLearning are required to pay an annual fee per 'type' of course. The annual theory course fee is $100.00. The annual speedbuilding course fee is $129.95.

**Tuition Refunds**

Midstate College has a fair and equitable refund policy for students who completely withdraw from classes.

Official notice of withdrawal through the student records office is required. Courses MUST be officially dropped with the student records office by letter, phone or in person. We highly recommend that students considering withdrawing seek the advice of their program director and/or instructor(s) and financial assistance officer prior to making a final decision. Non-attendance does NOT constitute an official withdrawal.

Refunds are made within 30 days of the withdrawal date for official withdrawals. For students who fail to notify the College of withdrawal, refunds are made within 30 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.

**Standard Term Withdrawals and Refund of Tuition & Fee Charges**
The following institutional refund policy is based on a standard term of approximately 83 days. The number of days in the term is based on total calendar days, including weekends and holidays. Officially scheduled breaks of at least 5 days, (i.e. Thanksgiving break and Christmas break) are not included in the total.

| | |
|---|---|
| Day 1 – 7 | 100% Refund |
| Day 8 – 13 | 80% Refund |
| Day 14 – 16 | 75% Refund |
| Day 17 – 20 | 70% Refund |
| Day 21 – 24 | 65% Refund |
| Day 25 – 28 | 60% Refund |
| Day 29 – 32 | 55% Refund |
| Day 33 – 37 | 50% Refund |
| Day 38 – 41 | 45% Refund |
| Day 42 – 45 | 40% Refund |
| Day 46 – 49 | 35% Refund |
| Day 50 or later | 0% Refund |

**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:

| | |
|---|---|
| Day 1 – 7 | 100% Refund |
| Day 8 – 13 | 50% Refund |
| Day 14 – 20 | 25% Refund |
| Day 21 or later | 0% Refund |

Amounts to be refunded to Federal Financial Aid programs are returned in a specific order of priority prescribed by federal regulations.  The College'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 Loan
2. Subsidized Federal Stafford Loan
3. Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG
7. Other Title IV Assistance

**Refund Policy for Veterans**

Midstate College will issue a refund to any eligible person receiving veteran's benefits according to the institutional refund policy in this catalog.

# Catalog 2011-2012

## *Academics*

## NORMAL ACADEMIC 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. Students may take over 19 hours of credit with the approval of the Chief Academic Dean. [See Satisfactory Academic Progress] 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.

## CLASSIFICATION OF STUDENTS

The normal academic year is divided into four quarters containing twelve weeks of study. New students may begin classes at the beginning of any quarter. All credits are expressed in quarter hours. One 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

New students will schedule classes with an admissions representative; current students will contact the director of their department or academic advisor to schedule for subsequent terms. Each program director is available to counsel students regarding their academic progress. Registration begins in Week 7 of each term. Students can purchase textbooks during final registration week beginning in Week 11. Full-time enrollment is 12 to 19 credit hours per term. Part-time enrollment is less than 12 credit hours.

## ACADEMIC STATUS

Satisfactory academic progress at Midstate College is defined as maintaining a 2.0 cumulative grade point average, successfully completing 67 percent of the number of credits attempted and completing the program in no more than 150 percent of the time it would normally take to complete the program. [See Satisfactory Academic Progress]

## ACADEMIC INTEGRITY

Midstate College believes in providing an educational experience in an open, honest, respectful, and fair manner engendering a mutual trust between all students, faculty and administrators. Academic integrity is a basic principle of the College's function. Students are expected to maintain a high level of academic honesty. Contrary actions may result in penalties such as a zero on the individual academic effort, failing a course and/or suspension from the College.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

The following are included in the actions Midstate College considers behavior contrary to the academic integrity policy; however, the policy is not limited to these examples.

### Plagiarism
Using another person's words without giving credit to the author. Original speeches, publications, and artistic creations are sources for research. If students use the author's words in a paper or assignment, they must acknowledge the source.

### Cheating
Copying from another's work, using or attempting to use unauthorized assistance, material, study aids, or computer programs in completing academic assignments and examinations, providing unauthorized academic assistance to another student, submitting an assignment as one's own when it was created by others, and submitting work from one course to fulfill an assignment in another are examples of cheating.

### Deception
Providing false information to faculty such as requesting an extension of time on an assignment using an untrue reason, or claiming to have submitted work that was not submitted, falsification of data, information or research results are examples of deceptive practices.

### Sabotage
Preventing others from doing or completing an assignment using tactics such as removing or destroying limited library resources needed for an assignment or tampering with another's electronic files are examples.

**Computer Misuse**

The inappropriate use of campus computers such as, violation of the College's usage policy, tampering with another's electronic files, exchanging stolen information, violation of copyrights, and illegal access to other computer systems beyond what is provided to students in the Midstate College network.

## ADMINISTRATIVE DISMISSAL

Midstate College reserves the right to 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, academic dishonesty, and the like. A student may appeal an administrative dismissal. All appeals must be submitted in writing to the Chief Academic Dean within a six-week period following the end of the term in which the student was dismissed.

## APPEAL PROCESS - SUSPENSION/DISMISSAL

A student who has been suspended may appeal the Academic Committee for conditional reinstatement if there exists 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 readmission after one quarter or petition the Chief Academic 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.

## STUDENT GRIEVANCES

Students expressing a grievance about the application of college policy, academic or non-academic, should attempt to seek informal resolution of the matter with the faculty or staff member involved, following that with the immediate supervisor of the faculty/staff member if necessary. If such informal procedures do not affect an equitable resolution of the matter, the student may submit a formal grievance form, located on the College's website or in the front office.

A formal grievance will be submitted to the Director of Student Affairs, who will treat the complaint as high priority. The Director of Student Affairs will contact the staff/faculty members directly involved and attempt to reach a resolution.

If a suitable remedy for the grievance cannot be reached, a subcommittee will be formed to arrive at a successful resolution. Once the written complaint has been received, the student will be immediately contacted by the Director of Student Affairs and will receive a follow-up contact within one week. The Director of Student Affairs will keep a log of all formal complaints.

## GRADING SYSTEM AND POLICIES

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 |
| I | Incomplete (See Incomplete Grades below) | 0.00 |
| W | Withdrew by end of sixth academic week. | |
| 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. | |
| 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. | |
| CR | Credit for Proficiency | |
| TR | Transfer credit – no grade | |
| NR | Non-reported | |
| AU | Audited | |

**Grade Point Average**
The cumulative grade point average for candidates of degrees and diplomas is based on all courses completed at Midstate College. 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.

**Academic Honors**
**Dean's List -** Full-time students who earn a grade point average of 3.5 or above, and have no incompletes, are named to the Dean's List each quarter.

**Honors -** Candidates for all Midstate College degrees and diplomas will graduate cum laude if they have earned a cumulative GPA of 3.75 - 3.86, magna cum laude for a cumulative GPA of 3.87 - 3.94, and summa cum laude for a cumulative GPA of 3.95 - 4.0 for all courses taken at Midstate College.

**Incomplete Grades**

Incomplete grades, "I", may be granted once the student has submitted a completed Request for Incomplete Grade Form signed by the instructor. The instructor will grant the incomplete grade if, in their opinion, 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. The student must have successfully completed 75% of the required coursework in order to be eligible for an incomplete grade. Once approved, the Dean will sign the Request for Incomplete Grade Form and submit it to Student Records for filing.

In the event that an incomplete is awarded, the student will have four weeks from the end of the term to complete any/all remaining work. The instructor may extend the completion deadline for a maximum of one academic quarter if he/she feels that circumstances warrant such an extension. In such an event, a Request for Extension of an Incomplete Grade Form must be completed and submitted to the Dean. If the required work is not completed within the prescribed time, the incomplete grade, "I", will automatically be changed to an "F" grade.

Any student who withdraws from a class after the ninth academic week will receive an "F" grade for the course. No incomplete grades will be granted during the student's final term prior to graduation. In the event that a pending graduate is unable to complete their coursework in time, all work not submitted by the end of the term will be treated as zeroes, and the final grade will be calculated accordingly. Any student on a Suspension Override who is granted an incomplete grade will not be allowed to register for the next term until the incomplete coursework is completed.

**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 taking a class for the third time.  Students may not repeat courses in which they earned an "A", "B", or "C" grade, nor can any course be taken more than three times.  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.

**Grade Appeal**

Students may appeal a grade by completing an Application for Grade Appeal form available from the Student Records 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.

## ATTENDANCE POLICIES

The faculty of Midstate College believe that regular classroom attendance is essential to satisfactory academic progress. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work. 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. Students who are excessively absent will be referred to the Student Success Office.

### Leave of Absence

An approved leave of absence is when 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, or a death of an immediate family member. Additional approved leaves of absence 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 obtained from the Student Records Office requesting the leave of absence. The leave of absence must be approved by the Chief Academic Dean.

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.

### Standard Period of Non-Enrollment

Any student wishing to take a quarter off should inform his/her Program Director or the Student Records Office of his/her desire during registration. If a student withdraws from all courses during the quarter (see Course Drop/Withdrawal), the student will be placed on a Standard Period of Non-Enrollment status. If a student does not return after the following quarter of non-enrollment (partial and/or full quarters), the student will be administratively withdrawn from the College. If the student later chooses to continue his/her education at Midstate College, he/she must complete the readmission process.

### Withdrawal

**Administrative Drop/Withdrawal -** Midstate College reserves the right to administratively drop students who have not attended in the first two weeks of the quarter. The College believes absenteeism to this extent will result in failure or a withdrawal in subsequent weeks. You will be contacted by your instructors and/or the Student Success Coordinator before you are dropped from the course.

**Institutional Withdrawal -** Any student desiring to withdraw from the College must officially do so through the Student Records Office.  Students who do not officially withdraw will be considered enrolled until the end of the term. See Tuition, Fees, and Refunds for specific information about tuition refunds.

**Course Drop/Withdrawal -** Any student desiring to drop a class from the current schedule may do so through the Student Records Office.  It is highly recommended that students seek the advice of their Program Director and Financial Assistance prior to making a final decision.  Non-attendance does NOT constitute an official withdrawal.

Students failing to officially withdraw from a particular class will be considered enrolled in the classes indicated on their original schedule, and instructors will grade such students accordingly.  Courses dropped during Week 1 of the term will be deleted from the student's record and will incur no tuition charges. Courses dropped Week 2 through Week 6 will receive a grade of W and will follow the tuition refund policy.  Courses dropped Week 7 through Week 9 will receive a grade of WP or WF depending on student standing in that course on the drop date and will follow the tuition refund policy.  See Tuition, Fees, and Refunds for specific information about tuition refunds.

## OPEN DOOR, SUPPORTIVE ENVIRONMENT POLICY

Midstate College supports an atmosphere that facilitates and enhances the social and academic development of students. Communication from the top down and bottom up is fostered. Access to any administrator, faculty member, or staff person, etc. is encouraged. Students are valued and are always treated with respect and fairness. Whether you have difficulty passing tests, problems with specific course work, or difficulty identifying study strategies, etc., we provide positive support, problem-solving suggestions, and encouragement to assist you in finding the right strategy to help you grow in mastery of your academic life. The "family" environment encouraged by the College makes for a comfortable, enriched setting in which to seek assistance when needed and provides an open invitation to share successes as they occur.

## NON-TRADITIONAL DELIVERY

**eLearning**
eLearning courses are taught at a distance and delivered asynchronously using the Internet.  The College's eLearning management systems provide robust educational platforms for presenting course content while facilitating interaction between students and instructors.  Midstate College is committed to providing a quality learning experience for eLearning students that is equivalent to the instruction they would receive in a traditional classroom.

eLearning courses do not require a high level of specialized technical knowledge, but students need to have basic computer literacy and access to a reliable Internet connection. Students enrolled in eLearning courses need to be disciplined and self-motivated in the pursuit of their academic goals. Often more convenient than traditional classroom-based learning, eLearning is equally as challenging. Students are expected to produce a substantial amount of quality work while maintaining a high level of interaction with peers and instructors.

### Hybrid
Hybrid courses are taught at a distance but contain a face-to-face component such as an externship requirement or proctored assignments. The student in a hybrid course can either meet face-to-face with the instructor, proctor, or employer to complete assignments, assessments or externships.

### Arranged
Students who must complete a course during a term when it is not offered may contact their program director to request an arranged class and then complete an Alternative Delivery form. Final approval for an arranged class is granted by the Chief Academic Dean. The requirements and assignments will 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 recommends that students not take more than 25 percent of the total classes in their program on an arranged basis.

## COURSE PLACEMENT/PROFICIENCY

Students may petition to have their prior learning evaluated through various methods: 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. Credit granted by examination, proficiency, or life experience is limited to 25 percent of the total credit earned at Midstate College.

### Credit By Examination
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.

Credit by examination is not permitted for a course when a student has earned college credit for more advanced courses in the same area, or after a student has begun classes in the course which the examination is designed to evaluate.

**Credit by Departmental Proficiency Examination**
Midstate College grants credit for college-level academic competence as proven by acceptable performance in written examinations. Students may apply by completing the Application for Credit by Proficiency Examination form through the Chief Academic Dean. The application is then reviewed by the appropriate department director.

Proficiency must be completed prior to the beginning of the term. ALL proficiencies must be completed prior to the last term of instruction. NO proficiencies will be allowed the last term 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. Not all courses are approved for proficiency credit. Credit granted through Midstate College's 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.

| Courses Approved for Proficiency: | | | Quarter Hours: |
|---|---|---|---|
| KEY | 107 | Beginning Keyboarding | 4 |
| KEY | 109 | Keyboarding Applications | 4 |
| KEY | 111 | Keyboarding Speed and Accuracy Improvement I | 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 accountingand is not an accounting major) | |
| ACC | 100 | Modern Office Accounting | 4 |
| CIS | 112 | Essentials of Information Technology | 4 |
| CIS | 114 | Computer Usage and Software Applications | 4 |
| | | (student must prove proficiency with the software Midstate College utilizes) | |
| CIS | 116 | Spreadsheet Applications | 4 |
| AH | 110 | Medical Terminology | 4 |
| AH | 120 | Human Anatomy and Disease | 4 |

**Life Experience Credit**
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.

The College applies 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. Students who wish to have credit for non-collegiate life experience should complete the Petition for Life Experience form obtained from the Student Records Office.

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 $25 and a fee of $125 for each course.

## ASSESSMENT

Assessment at Midstate College is a college-wide, faculty-driven continuous improvement effort that measures student progress toward educational goals, determines academic progress, improves teaching and learning, and evaluates institutional effectiveness. Program assessment is facilitated through the Nichols Model which emphasizes institutional and program objectives, means of assessment and criteria for success, data-driven decision making and evaluation, as well as an emphasis on continuous quality improvement.

Assessment activities involve multiple direct and indirect methods including qualitative and quantitative measures implemented at various levels such as the course-level, program-level, and general education level that drives decision making to enhance academic programming. Examples of direct and indirect methods include quizzes, exams, papers, projects, presentations, surveys, and focus groups.

## 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 term in residence to receive a degree from this institution. Any exceptions to this policy must be approved by the Chief Academic Dean.

Students enrolled in a diploma program must complete the stated number of hours required by the curriculum. Students attending Midstate 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.

To be eligible for graduation, students must have a cumulative grade point average of 2.00 and complete all requirements by the last date of the term. Incomplete grades are not accepted in the last term.  In order to receive degrees and transcripts, tuition, books, and other fees must be paid in full.  All borrowed library materials must be returned and outstanding fines paid in full. All graduating students must satisfactorily complete a Petition to Graduate, complete a graduation interview with the Student Affairs, Career Services, and Financial Aid Departments, and complete the Graduate Exit survey.

The commencement ceremony is held annually for those students who have satisfactorily met the requirements of their program and the College.  Degrees and diplomas are mailed approximately 6 weeks after the end of the term of completion. Commencement ceremony recognition is presented by the President or the Chairman of the Board of the College.

## RELEASE OF EDUCATIONAL RECORDS

Midstate College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974 and student transcripts will not 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 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 on a need to know basis.

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, that the institution 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 an official transcript until the debt is cleared by the Accounting Department.  Moreover, no student will be issued an official transcript if they are not in compliance with the appropriate federal regulations as dictated by federal authorities.

## 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 initiative 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.  See Transfer Students for additional information.

## 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.

Midstate College promotes the following general education objectives and encourages students to pursue these objectives as the goal of a well-educated person.

1. Effectively communicate in writing by developing coherent essays, critical analyses, research papers, and documents using appropriate language, grammar, and documentation.

2. Utilize effective oral communication skills to develop and deliver speeches and presentations that are organized and coherent.

3. Demonstrate ethical reasoning by distinguishing between right and wrong through evaluation and analysis of contemporary ethical issues.

4. Demonstrate critical thinking skills by analyzing issues, problems, and texts, taking into account contrasting points of view and adopting a position supported by evidence.

5. When given a problem, demonstrate quantitative reasoning skills by generating solutions and recommending a course of action.

6. Demonstrate interpersonal skills by contributing productively in small groups by assuming accountability, modeling appropriate behaviors, recognizing strengths and weaknesses of other individuals and the importance of compromise.

7. Practice tolerance in diverse and multi-cultural settings.

8. Demonstrate professionalism with self-management skills including goal setting and time management.

## GENERAL EDUCATION COURSES

**Communications**

| Communications Courses: | | | IAI Code: |
|---|---|---|---|
| ENG | 109 | Principles of Speech | C2 900 |
| ENG | 111 | Business Communications | |
| ENG | 116 | Composition | C1 900R |
| ENG | 117 | Advanced Composition | C1 901R |
| ENG | 120 | Interpersonal Communications | |

**Humanities**

| English Courses: | | | IAI 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 | H3 914 |
| 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 |

**Fine Arts Courses:**                                                  IAI Code:
FA    110    Art Appreciation                                          F2 900
FA    120    Music Appreciation                                        F1 900
FA    300    20th Century American Fine Arts I                         HF 900
FA    301    20th Century American Fine Arts II                        HF 901

**Humanities Courses:**                                                IAI Code:
HUM   110    Human Potential
HUM   130    World Religions                                           H5 904N
HUM   200    International Studies

**Philosophy Courses:**                                                IAI Code:
PHI   101    Introduction to Philosophy                                H4 900
PHI   220    Ethics                                                    H4 904

## Life Sciences

**Biology Courses:**                                                   IAI Code:
BIO   110    Anatomy and Physiology I
BIO   111    Anatomy and Physiology I Laboratory (2 hrs)
BIO   120    Anatomy and Physiology II
BIO   121    Anatomy and Physiology II Laboratory (2 hrs)
BIO   200    Principles of Microbiology (6 hrs)

**Environmental Science Courses:**                                     IAI Code:
GEO   142    Environmental Issues (6 hrs)                              L1 905

**Life Science Courses:**                                              IAI Code:
LS    110    Concepts of Biology (6 hrs)                               L1 900

## Physical Sciences

**Physical Science Courses:**                                          IAI Code:
CHE   105    Introduction to Chemical Principles (6 hrs)               P1 902L
CHE   106    Introduction to Chemistry                                 P1 902
CHE   107    Introduction to Chemistry Laboratory (2 hrs)
MET   101    Principles of Weather (6 hrs)                             P1 905L

## Mathematics

**Mathematics Courses:**                                               IAI Code:
AH    155    Mathematics for Medications
MAT   110    Business Mathematics
MAT   130    Introduction to Algebra

College Overview

Admissions

Academics

Programs Offered

Course Descriptions

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| MAT | 135 | General Education Mathematics | M1 904 |
| --- | --- | --- | --- |
| MAT | 138 | Intermediate College Algebra | |
| MAT | 140 | College Algebra | |
| MAT | 145 | Discrete Mathematics | M1 905 |
| MAT | 150 | Pre-Calculus | |
| MAT | 161 | Calculus for Business and Social Sciences (6 hrs) | M1 900-B |
| MAT | 170 | Calculus I (6 hrs) | M1 900-1 |

## Social/Behavioral Sciences

| Economics Courses: | | | IAI Code: |
| --- | --- | --- | --- |
| ECO | 144 | Introduction to Macroeconomics | S3 901 |
| ECO | 145 | Introduction to Microeconomics | S3 902 |

| Social Science Courses: | | | IAI Code: |
| --- | --- | --- | --- |
| GEO | 140 | World Regional Geography | S4 900N |

| History Courses: | | | IAI Code: |
| --- | --- | --- | --- |
| HIS | 120 | Western Civilization I | S2 902 |
| HIS | 121 | Western Civilization II | S2 903 |
| HIS | 122 | Women in American History | |
| HIS | 130 | U.S. History I | |
| HIS | 131 | U.S. History II | |
| HIS | 300 | Contemporary World History | |

| Political Science Courses: | | | IAI Code: |
| --- | --- | --- | --- |
| PSC | 110 | Introduction to American Government | S5 900 |

| Psychology Courses: | | | IAI Code: |
| --- | --- | --- | --- |
| PSY | 140 | Introduction to Psychology | S6 900 |
| PSY | 200 | Human Growth and Development | S6 902 |

| Sociology Courses: | | | IAI Code: |
| --- | --- | --- | --- |
| SOC | 100 | Introduction to Sociology | S7 900 |
| SOC | 200 | Marriage and Family | S7 902 |
| SOC | 230 | Adulthood and Aging | S6 905 |
| SOC | 300 | Social Psychology | S8 900 |
| SOC | 310 | Racial and Ethnic Relations | S7 903D |

## MATHEMATICS SEQUENCE

```
                    ┌─────────────────────┐
                    │      MAT101          │
                    │  Fundamentals of     │
                    │   Mathematics        │
                    └─────────────────────┘
        ┌────────────────────┼────────────────────┐
┌───────────────┐  ┌───────────────┐  ┌───────────────┐
│   MAT110      │  │   MAT130      │  │   AH155       │
│   Business    │  │ Introduction to│ │ Mathematics for│
│  Mathematics  │  │   Algebra     │  │  Medications  │
└───────────────┘  └───────────────┘  └───────────────┘
        ┌────────────┘                   │
┌───────────────┐                  ┌───────────────┐
│   MAT138      │                  │   MAT135      │
│ Intermediate  │                  │ General Education│
│College Algebra│                  │  Mathematics  │
└───────────────┘                  └───────────────┘
        └───────────┐      ┌───────────┘
              ┌───────────────┐
              │   MAT140      │
              │ College Algebra│
              └───────────────┘
              ┌────────┴────────┐
      ┌───────────────┐  ┌───────────────┐
      │   MAT150      │  │   MAT145      │
      │  Pre-calculus │  │Discrete Mathematics│
      └───────────────┘  └───────────────┘
      ┌────────┴────────┐
┌───────────────┐  ┌───────────────┐
│   MAT161      │  │   MAT170      │
│Calculus for Business│ │ Calculus I  │
│and Social Science│  │              │
└───────────────┘  └───────────────┘
```
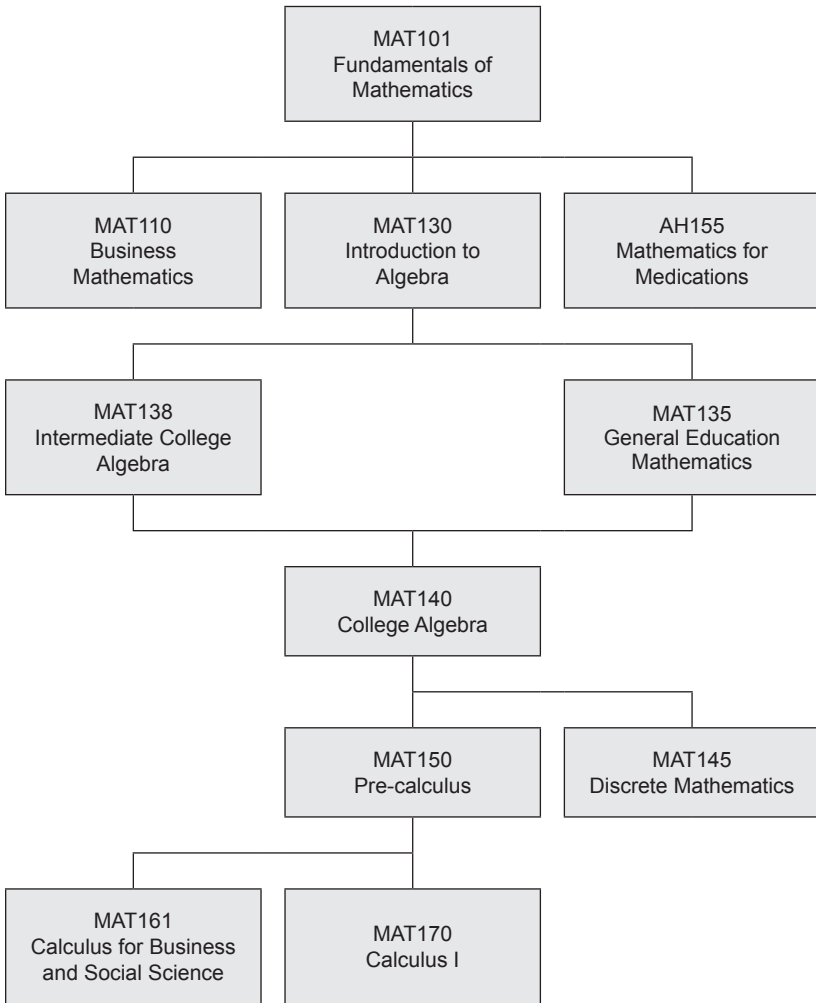
# Catalog 2011-2012
## *Programs Offered*

# midstate college

## PROGRAMS OFFERED

**Bachelor Degrees**

Bachelor of Business Administration

Bachelor of Science, Accounting

Bachelor of Science, Health Services Management

Bachelor of Science, Management Information Systems

Bachelor of Science, Realtime Reporting

**Associate Degrees**

Administrative Professional

Business Administration

Business Computer Accounting

Computer and Information Science

General Studies

Health Information Technology

Medical Assistant

Paralegal Studies

**Diploma Programs**

Medical Coding Specialist

Medical Office Technician

Medical Transcription

Office Assistant

## BACHELOR OF BUSINESS ADMINISTRATION

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 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 and for entry-level management positions in skilled areas of employment. The classes and coursework are designed to address the learning and scheduling needs of full-time and part-time students, including employed adults who desire to earn a baccalaureate degree while remaining employed.

**Program Objectives:**
Upon completion of this program, the graduate will be able to:
1. understand economic institutions and the relationships 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.

**Admission Requirements:**
All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 20. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirements:**
All required coursework, including a minimum of 186 quarter hours of instruction, 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 program. Students transferring in with upper-division credits must register for a minimum of 32 quarter hours of upper-division 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 must be satisfactorily completed.

| Major: | | | Quarter Hours: |
|---|---|---|---|
| ACC | 101 | Financial Accounting I | 4 |
| ACC | 105 | Financial Accounting II | 4 |
| ACC | 213 | Managerial Accounting | 4 |
| ACC | 300 | Managerial Cost Accounting I | 4 |
| BUS | 107 | Business Law I | 4 |
| BUS | 108 | Business Law II | 4 |
| BUS | 204 | Principles of Management | 4 |
| BUS | 232 | Business Statistics | 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 |
| BUS | 390 | Business Strategies and Policies | 4 |
| BUS | 395 | Business Research Project | |
| | | -or- | 4 |
| BUS | 495 | Applied Study/Internship | |
| CIS | 114 | Computer Usage and Software Applications | 4 |
| CIS | 116 | Spreadsheet Applications | 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 |
| | | *Total Hours* | *92* |

| General Education: | | | Quarter Hours: |
|---|---|---|---|
| ECO | 144 | Introduction to Macroeconomics | 4 |
| ECO | 145 | Introduction to Microeconomics | 4 |
| 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 |
| PSY | 140 | Introduction to Psychology | |
| | | -or- | 4 |
| SOC | 100 | Introduction to Sociology | |
| | | *Total Hours* | *28* |

| General Education Electives: | Quarter Hours: |
|---|---|
| Humanities (page 56) | 12 |
| Life Science (page 57) | 6 |
| Physical Science (page 57) | 4 |
| Social/Behavioral Sciences (page 58) | 8 |
| *Total Hours* | *30* |

Students must take 12 hours of the following upper-division business electives as part of their program.  An additional 24 quarter hours of electives can be selected according to the interest and needs of the student.

| Upper-Division 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 |
| BUS | 350 | Professional Advancement | 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 |
| 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 |
| 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 |
| MGT | 405 | Managing Change in the Modern Workplace | 4 |
| MGT | 420 | Principles of E-Business | 4 |
| | | *Total Hours* | *12* |

| Open Electives: | Quarter Hours: |
|---|---|
| Choose 24 hours of open electives | 24 |
| *Total Hours* | *24* |

**Total Hours Required for B.B.A. Degree                    186**

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Bachelor of Business Administration |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 52.0201 |
| Credential Level: | 03 Bachelor Degree |

**Occupations Related to this program**

| Job Title: | SOC code: |
|---|---|
| Chief Executive | 11-1011.00 |
| General and Operations Managers | 11-1021.00 |
| Sales Mangers | 11-2022.00 |
| Administrative Services Managers | 11-3011.00 |
| Industrial Production Managers | 11-3051.00 |
| Quality Control Systems Managers | 11-3051.01 |
| Transportation, Storage, and Distribution Managers | 11-3071.00 |
| Social and Community Service Managers | 11-9151.00 |
| Managers, All Other | 11-9199.00 |
| Business Teachers, Postsecondary | 25-1011.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $64,985.00 |
| Books & supplies: | $5,600.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

| | |
|---|---|
| Percent of graduates who completed program on time*: | 85% |

| | |
|---|---|
| Job placement rate: | 100% |

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | $36,832.00 |
| Private Educational loan debt: | $0 |
| Institutional Financed debt: | $0 |

*  *Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## 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 in order to expand their awareness and understanding beyond the field of accounting.

Midstate College offers the accounting program in two tracks. Track One is for students who desire to work in the private sector. 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. Track Two requires the completion of 228 quarter hours of credit. Upon completion of the Track Two option, the student will be qualified and prepared to sit for the CPA exam.

**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).

**Admission Requirements:**
All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 20. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirements:**

All required coursework for both tracks 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 with upper-division credits must register for a minimum of 32 quarter hours of upper-division 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 must be satisfactorily completed.

| 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 |
| ECO | 144 | Introduction to Macroeconomics | 4 |
| ECO | 145 | Introduction to Microeconomics | 4 |
| 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 |
| PSY | 140 | Introduction to Psychology -or- | 4 |
| SOC | 100 | Introduction to Sociology | |
| | | *Total Hours* | *36* |

| **General Education Electives:** | **Quarter Hours:** |
|---|---|
| Humanities (page 56) | 12 |
| Life Science with lab (page 57) | 6 |
| Physical Science with lab (page 57) | 6 |
| Social/Behavioral Sciences (page 58) | 8 |
| *Total Hours* | *32* |

| **Open Electives:** | **Quarter Hours:** |
|---|---|
| Select 12 hours of open electives | 12 |
| Recommended elective: ACC100 Modern Office Accounting | |
| *Total Hours* | *12* |

Students must take three of the following upper-division 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 ACC499 as approved by the Director of the Accounting Department.*

**Total Track Two Requirements**      **228**

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Accounting |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 52.0301 |
| Credential Level: | 03 Bachelor Degree |

**Occupations Related to this program**

| Job Title: | SOC code: |
|---|---|
| Accountants and Auditors | 13-2011.00 |
| Budget Analysts | 13-2031.00 |
| Credit Analysts | 13-2041.00 |
| Financial Examiners | 13-2061.00 |
| Tax Examiners, Collectors, & Revenue Agents | 13-2081.00 |
| Business Teachers, Postsecondary | 25-1011.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $65,645.00 (Track 1) |
| | $80.085.00 (Track 2) |
| Books & supplies: | $5,600.00 (Track 1) |
| | $6,650.00 (Track 2) |
| Room & board: | not applicable |
| Other: | $0.00 |

| | |
|---|---|
| Percent of graduates who completed program on time*: | not reported |
| Job placement rate: | 100% |

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | not reported |
| Private Educational loan debt: | not reported |
| Institutional Financed debt: | not reported |

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## 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's 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 focus on business administration.

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. This program will not qualify graduates for RHIA candidacy.

**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's degree with at least one year of experience in the healthcare field. Completion of a program to be a Certified Nurse's Aide and experience does not adequately prepare a student for coursework.

**Program Objectives:**
Upon completion of the program, the student will be able to:
1. perform the basics of coding and financial reimbursement.
2. analyze the variety of service needs generated by diversity in age, culture, religion, race, gender and illness.
3. generate a list of obstacles that may impede a person's access to healthcare.
4. formulate responses to problems in management of a healthcare organization or delivery of patient care using legal and ethical principles.
5. compare a variety of complementary and alternative healthcare options for viability of incorporating them into a traditional healthcare organization.

6. create or analyze a marketing plan for a healthcare organization.
7. demonstrate competence in the basic skills needed for managing a healthcare department including:
   a. hiring staff
   b. conducting performance evaluations for staff
   c. firing of staff
   d. facilitating a meeting
   e. communicating with staff
   f. implementing new policies
   g. creating a budget
   h. creating a work schedule
   i. managing interpersonal conflicts
   j. creating a disaster plan
8. justify the use of "six sigma" and "quality improvement" goals and techniques in healthcare.


**Graduation Requirements:**
A grade of "C" or better in all courses must be achieved to be eligible to graduate. The department assessment process must also be satisfactorily completed.

| Major: | | | Quarter Hours: |
|---|---|---|---|
| AH | 110 | Medical Terminology | 4 |
| AH | 120 | Human 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 | 300 | Advanced Business Communications | 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 | 340 | Management of Health Services I | 4 |
| HSM | 341 | Management of Health Services II | 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 | 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* | *88* |

| **General Education:** | | | **Quarter Hours:** |
|---|---|---|---|
| ACC | 100 | Modern Office Accounting | 4 |
| BUS | 106 | Introduction to Business | 4 |
| BUS | 350 | Professional Advancement | 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 | 130 | Introduction to Algebra | 4 |
| PSY | 140 | Introduction to Psychology | 4 |
| | | *Total Hours* | *40* |

| **General Education Electives:** | **Quarter Hours:** |
|---|---|
| Choose 3 classes from the following | |
| disciplines: ENG, HUM, FA, HIS, SOC | 12 |
| *Total Hours* | *52* |

**HSM Electives:**                                    **Quarter Hours:**

Electives:    Select an additional 48 hours in courses that support
              knowledge of health, health services, business and
              leadership.  Suggested coursework includes:
              AH140, AH160, AH185, CIS114, CIS115, CIS116,
              FIN200, FIN300, PSC110, SOC100, SOC300, MGT370.
              *Total Hours*                                        *48*

**Total Hours Required for Degree                          188**

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Health Services Management |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 51.0701 |
| Credential Level: | 03 Bachelor Degree |

**Occupations Related to this program**

| Job Title: | SOC Code: |
|---|---|
| Medical and Health Services Managers | 11-9111.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $64,255.00 |
| Books & supplies: | $5,600.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

| | |
|---|---|
| Percent of graduates who completed program on time*: | not reported |
| Job placement rate: | 100% |

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | not reported |
| Private Educational loan debt: | not reported |
| Institutional Financed debt: | not reported |

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## 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 and Information Science and prepare them for successful managerial careers in areas of computer technology ranging from network management, web design, and software development, to help desk and software support.

Students in this program will develop or expand their technical skills to a level where they will be able to professionally manage departments in all areas of information technology. Additionally, they will be given a background in marketing, operations management, and finance in order to facilitate intelligent decision making 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 skills.

**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.

**Admission Requirements:**
All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 18 or above. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirements:**

All required coursework, including 186 quarter hours of instruction, 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 36 hours must be completed in upper-division Computer and Information Science courses must be completed.   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 must also 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 | Personal Computer Hardware | 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 | 308 | Advanced Database Management Systems | 4 |
| CIS | 328 | Database Management I:  Disaster Recovery | 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 | |
| BUS | 232 | Business Statistics | 4 |
| ECO | 144 | Introduction to Macroeconomics | 4 |
| ECO | 145 | Introduction to Microeconomics | 4 |
| ENG | 109 | Principles of Speech | |
| | | -or- | 4 |
| ENG | 120 | Interpersonal Communications | |
| ENG | 116 | Composition | 4 |
| ENG | 117 | Advanced Composition | 4 |

| MAT | 161 | Calculus for Business and Social Sciences | 6 |
| PSY | 140 | Introduction to Psychology | |
| | | -or- | 4 |
| SOC | 100 | Introduction to Sociology | |
| | | *Total Hours* | *38* |

| **General Education Electives:** | **Quarter Hours:** |
|---|---|
| Humanities (page 56) | 8 |
| Life Science with lab (page 57) | 6 |
| Physical Science with lab (page 57) | 6 |
| Social/Behavioral Sciences (page 58) | 8 |
| *Total Hours* | *28* |

| **MIS Electives:** | **Quarter Hours:** |
|---|---|
| Choose any lower-division CIS course (118 or higher) | 20 |
| Choose any upper-division CIS course (300 or higher) | 16 |
| *Total Hours* | *36* |

**Total Hours Required for Degree**     **186**

**midstate college**

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Management Information Systems |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 11.0401 |
| Credential Level: | 03 Bachelor Degree |

**Occupations Related to this program**

| Job Title: | SOC Code: |
|---|---|
| Computer and Information Systems Managers | 11-3021.00 |
| Computer and Information Scientists, Research | 15-1011.00 |
| Computer Software Engineers, Systems Software | 15-1032.00 |
| Telecommunications Specialist | 15-1081.01 |
| Computer Specialists, All Other | 15-1099.00 |
| Computer Science Teachers, Postsecondary | 25-1021.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $65,055.00 |
| Books & supplies: | $5,600.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

| | |
|---|---|
| Percent of graduates who completed program on time*: | not reported |
| Job placement rate: | 67% |

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | not reported |
| Private Educational loan debt: | not reported |
| Institutional Financed debt: | not reported |

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## REALTIME REPORTING
**Bachelor of Science Degree**

The baccalaureate degree in Realtime Reporting is 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.

This degree meets 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 Bachelor of Science Degree in Realtime Reporting is certified through the National Court Reporters Association.

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 a conflict-free 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 broadcasts utilizing realtime translation. 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 produce complete, accurate, simultaneous translation and display of live proceedings utilizing computer-aided translation in order to assist 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 possesses the knowledge, skill, and ability to produce a verbatim record of judicial proceedings and a basic knowledge of reporter-

related terminology and technology. A judicial reporter is employed in an official judicial setting both in the courts and in various freelance judicial settings involving 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 a conflict-free realtime translation theory system.

2.  read distinctly and with authority from steno notes or from realtime screens, quickly locating portions to be read, maintaining composure while reading.

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.

5.  demonstrate an understanding and application of anatomy and medical terminology.

6.  assume the role of the realtime reporter through simulated trials and depositions in performing all required functions.

7.  apply the NCRA Code of Professional Ethics in simulated situations and case studies.

8.  identify the appropriate reference sources used in transcript preparation.

9.  produce a complete and accurate transcript of at least ten pages on a computer-aided transcription system from the student's own stenographic notes, including all appropriate pages and components.

10.  produce a five-page, first-pass transcript with a goal of 95 percent translation rate using a realtime system.

11.  demonstrate knowledge of and application of realtime translation technology through systematic testing and/or projects.

12.  demonstrate understanding of current events through quizzes and/or dictation.

13.  build and maintain a realtime dictionary, as well as manage job dictionaries.

14.  pass at 95 percent accuracy: three five-minute tests of two-voice testimony material dictated at 225 wpm; three five-minute tests of jury charge material at 200 wpm; and three five-minute tests of literary material at 180 wpm while writing realtime.

15. transcribe a simulated RPR skills test within 3.75 hours.

16. achieve a QWERTY keyboarding speed of 65 wpm with five or fewer errors.

Upon completion of the Broadcast Captioning Concentration, the graduate will be able to:

17. demonstrate knowledge of and the ability to perform the basic setup and maintenance of broadcast captioning equipment.

18. write three five-minute, literary broadcast material takes at 180 wpm (syllabic and/or word count) with a first-pass translation rate of 96 percent verbatim accuracy.

19. demonstrate knowledge of and be able to pass written exams in broadcast captioning history, Deaf culture, terminology related to the captioning environment, and broadcast news production functions.

20. demonstrate knowledge and understanding of professional ethics and Guidelines for Professional Practice for Captioners.

21. submit an unedited captioned translation of three 15-minute program segments on varied topics for course evaluation taken from the internship experience.

22. complete at least 25 verified hours of actual writing during the internship experience.

Upon completion of the CART Concentration, the graduate will be able to:

17. write three five-minute, 180 wpm realtime literary material takes (syllabic and/or word count) with a first-pass translation rate of 96 percent verbatim accuracy.

18. demonstrate knowledge of the current NCRA CART Provider's Manual.

19. demonstrate ability to set up equipment and provide realtime translation for maximum benefit of CART recipients.

20. demonstrate knowledge of realtime software and computer functions.

21. demonstrate knowledge of appropriate communication by various providers, including sign language interpreters, oral interpreters, C-print, and CART providers.

22. demonstrate knowledge of the current NCRA Guidelines for Professional Practice for CART Providers.

23. demonstrate knowledge of Deaf and hard-of-hearing culture and types of accommodations and basic skill in American Sign Language (ASL).

24. submit an unedited realtime translation of two 30-minute segments of CART services on varied topics for course evaluation taken from the internship experience.

25. complete at least 25 verified hours of actual writing time during the internship experience.

Upon completion of the Judicial Reporting Concentration, the graduate will be able to:

17. prepare 40 pages of a complete and accurate transcript for course evaluation taken from the freelance, the official, or the realtime reporting internship.

18. complete at least 40 verified hours of actual writing time during the internship experience.

19. demonstrate specialized knowledge of freelance or official reporting.

**Graduation Requirements:**
Graduation requirements for each concentration are listed in the course descriptions. All Realtime Reporting students must have achieved a QWERTY keyboarding speed of 65 wpm with five or fewer errors to graduate. This must be documented by two tests. A grade of "C" or better in all courses must be achieved to be eligible to graduate. The department assessment process must be satisfactorily completed.

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 | 116 | Theory of Machine Shorthand III | 4 |
| RR | 125 | English for Realtime Reporters | 4 |
| RR | 206 | Computer Transcription and 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 | 290 | Judicial Reporting Procedures | 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 and Management | 4 |
| RR | 355 | Realtime Reporting Machine Shorthand VI (180 wpm) | 4 |
| RR | 370 | Realtime Reporting Machine Shorthand VII (200 wpm) | 4 |
| RR | 380 | Realtime Reporting Machine Shorthand VIII (225 wpm) | 4 |
| | | *Total Hours* | *88* |

| General Education: | | | Quarter Hours: |
|---|---|---|---|
| ACC | 100 | Modern Office Accounting | 4 |
| 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 |
| ENG | 117 | Advanced Composition | 4 |
| GEO | 140 | World Regional Geography | 4 |
| PSC | 110 | Introduction to American Government | 4 |
| PSY | 140 | Introduction to Psychology | |
| | | -or- | 4 |
| SOC | 100 | Introduction to Sociology | |
| | | *Total Hours* | *36* |

| General Education Electives: | Quarter Hours: |
|---|---|
| Humanities:   Choose one HUM and one ENG (page 56) | 8 |
| Life Science with lab (page 57) | |
| -or- | 6 |
| Physical Science with lab (page 57) | |
| Social/Behavioral Sciences: Choose one HIS (page 58) | 4 |
| *Total Hours* | *18* |

**Total Hours Before Upper-Division Electives and Concentration:   142**

| Upper-Division Electives: | Quarter Hours: |
|---|---|
| Choose 12 hours of upper-division business or general education electives. | |
| *Total Hours* | *12* |

| Broadcast Captioning Concentration: | | | Quarter Hours: |
|---|---|---|---|
| BC | 345 | Broadcast Captioning Technology | 4 |
| BC | 360 | Introduction to Broadcast Captioning | 4 |
| BC | 375 | Broadcast Captioning 180 Literary | 4 |
| BC | 430 | Broadcast Captioning I – News | 4 |
| BC | 440 | Broadcast Captioning II – Sports | 4 |
| BC | 450 | Broadcast Captioning Internship | 4 |
| RR | 350 | Realtime Reporting 140 Literary | 4 |
| RR | 365 | Realtime Reporting 160 Literary | 4 |
| | | *Total Hours* | *32* |

| CART Reporting Concentration: | | | Quarter Hours: |
|---|---|---|---|
| ASL | 100 | Introduction to American Sign Language | 4 |
| CT | 345 | CART Technology | 4 |
| CT | 360 | Introduction to CART Reporting | 4 |
| CT | 375 | CART Reporting 180 Literary | 4 |

| CT | 400 | CART Reporting Practicum | 4 |
| CT | 450 | CART Reporting Internship | 4 |
| RR | 350 | Realtime Reporting 140 Literary | 4 |
| RR | 365 | Realtime Reporting 160 Literary | 4 |
| | | *Total Hours* | *32* |

**Judicial Reporting Concentration:**                          **Quarter Hours:**

| LEG | 123 | Legal Word Processing and Terminology | 4 |
| RR | 312 | Judicial Reporting Practicum | 4 |
| RR | 316 | Freelance Reporting Procedures | |
| | | -or- | 4 |
| RR | 317 | Official Reporting Procedures | |
| RR | 360 | Realtime Reporting Question and Answer (180 wpm) | 4 |
| RR | 390 | Multi-Voice Speaker Designation for Judicial Reporting | 4 |
| RR | 420 | Realtime Reporting Question and Answer (200 wpm) | 4 |
| RR | 445 | Realtime Reporting Question and Answer (225 wpm) | 4 |
| RR | 450 | Realtime Reporting Internship | 4 |
| | | *Total Hours* | *32* |

**Total Hours Required for Degree**                                    **186**

**Gainful Employment Disclosure**

Program:                                                        Realtime Reporting
Award Year:                                                    2009-2010
OPEID #:                                                          004568
CIP Code:                                                        22.0303
Credential Level:                                        03 Bachelor Degree

**Occupations Related to this program**
Job Title:                                                        SOC Code:
Court Reporters                                            23-2091.00

**Estimated Program Costs**
Tuition & fees:                                              $64,985.00
Books & supplies:                                          $5,600.00
Room & board:                                            not applicable
Other:                                                              $700.00

Percent of graduates who completed program on time*:        not reported

Job placement rate:                                                    0%

**Median Loan Debt***
Title IV loan debt:                                          not reported
Private Educational loan debt:                        not reported
Institutional Financed debt:                          not reported

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be
reported for programs with fewer than 10 graduates during the award year.*

# 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.

**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 computer software effectively
8. type a minimum of 55 wpm with 5 or fewer errors.

**Admission Requirements:**
All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 14 or above. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirement:**
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 must also be satisfactorily completed. To be eligible to graduate, the student must achieve a keyboarding speed and accuracy minimum of 55 wpm with 5 or fewer errors.

| Major: | | | Quarter Hours: |
|---|---|---|---|
| ACC | 100 | Modern Office Accounting | 4 |
| AP | 112 | Office Skills | 4 |
| AP | 207 | Administrative Office Procedures | 4 |
| AP | 208 | Integrated Office Systems | 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 | 119 | Managing Projects | 4 |
| CIS | 210 | Desktop Publishing | 4 |
| KEY | 111 | Keyboarding Speed and Accuracy Improvement I | 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 | 109 | Principles of Speech | |
| | | -or- | 4 |
| ENG | 120 | Interpersonal Communications | |
| ENG | 111 | Business Communications | 4 |
| ENG | 116 | Composition | 4 |
| HUM | 110 | Human Potential | 4 |
| | | *Total Hours* | *24* |

**Open Electives:**                                          **Quarter Hours:**

Complete 12 hours of electives approved by the program director
Recommended:

| AP | 206 | Externship | 4 |
| CIS | 112 | Essentials of Information Technology | 4 |
| CIS | 117 | Presentation Applications | 4 |
| | | *Total Hours* | *12* |

**Total Hours Required for Degree**                                      **92**

**midstate college**

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Administrative Professional |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 52.0201 |
| Credential Level: | 02 Associate Degree |

**Occupations Related to this program**

| Job Title: | SOC Code: |
|---|---|
| Executive Secretaries and Administrative Assistants | 43-6011.00 |
| Secretaries, except Legal, Medical, and Executive | 43-6014.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $32,325.00 |
| Books & supplies: | $2,850.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

Percent of graduates who completed program on time*: not reported

Job placement rate: 100%

**Median Loan Debt***
Title IV loan debt: not reported
Private Educational loan debt: not reported
Institutional Financed debt: not reported

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## 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 to success in the field of 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. apply 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. solve math and basic quantitative skill problems.

**Admission Requirements:**
All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 18 or above. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirements:**
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 must be satisfactorily completed.

| 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* |

**midstate college**

| 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* |

| Open Electives: | Quarter Hours: |
|---|---|
| Choose 8 hours of open electives | 8 |
| *Total Hours* | *8* |

**Total Hours Required for Degree**          **92**

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Business Administration |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 52.0201 |
| Credential Level: | 02 Associate Degree |

**Occupations Related to this program**

| Job Title: | SOC code: |
|---|---|
| General and Operations Managers | 11-1021.00 |
| Sales Managers | 11-2022.00 |
| Administrative Services Managers | 11-3011.00 |
| Industrial Production Managers | 11-3051.00 |
| Transportation, Storage, and Distribution Managers | 11-3071.00 |
| Construction Managers | 11-9021.00 |
| Social and Community Service Managers | 11-9151.00 |
| Managers, All Others | 11-9199.00 |
| Cost Estimators | 13-1051.00 |
| Management Analysts | 13-1111.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $31,975.00 |
| Books & supplies: | $2,850.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

| | |
|---|---|
| Percent of graduates who completed program on time*: | 39% |
| Job placement rate: | 100% |

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | $34,410.00 |
| Private Educational loan debt: | $0.00 |
| Institutional Financed debt: | $0.00 |

*Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## BUSINESS COMPUTER ACCOUNTING
**Associate of Applied Science Degree**

The Associate of Applied Science Degree in Business Computer Accounting 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.

**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.

**Admission Requirements:**
All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 18 or above. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirements:**
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 must be satisfactorily completed.

| Major: | | | Quarter Hours: |
|---|---|---|---|
| ACC | 100 | Modern Office Accounting | 4 |
| 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 |

| BUS | 232 | Business Statistics | 4 |
|-----|-----|---------------------|---|
| CIS | 114 | Computer Usage and Software Applications | 4 |
| CIS | 116 | Spreadsheet Applications | 4 |
| FIN | 200 | Principles of Finance | 4 |
| | | *Total Hours* | *56* |

**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 | 140 | College Algebra | 4 |
| | | *Total Hours* | *28* |

**Open Electives:**      **Quarter Hours:**

Choose 8 hours of open electives      8
                *Total Hours*      *8*

**Total Hours Required for Degree**      **92**

# midstate college

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Business Computer Accounting |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 52.0302 |
| Credential Level: | 02 Associate Degree |

**Occupations Related to this program**

| Job Title: | SOC code: |
|---|---|
| Tax Preparers | 13-2082.00 |
| Bookkeeping, Accounting, and Auditing Clerks | 43-3031.00 |
| Payroll and Timekeeping Clerks | 43-3051.00 |
| Brokerage Clerks | 43-4011.00 |
| Statistical Assistants | 43-9111.00 |
| Bioinformatics Technicians | 43-9111.01 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $32,045.00 |
| Books & supplies: | $2,850.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

| | |
|---|---|
| Percent of graduates who completed program on time*: | 40% |

| | |
|---|---|
| Job placement rate: | 100% |

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | $20,994.00 |
| Private Educational loan debt: | $0.00 |
| Institutional Financed debt: | $21.00 |

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## 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 areas of these rapidly developing technical fields. Courses in a variety of computer and information science topics 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. classify, install, and apply maintenance strategies of computer hardware.
3. display professionalism and apply basic business principles.
4. demonstrate professional communication skills and promote team work and leadership abilities.
5. characterize stages of the Software Development Life Cycle (SDLC).
6. demonstrate the fundamentals of logical problem solving, decision making, and quantitative skills.
7. apply procedural and objective-oriented programming techniques.
8. apply troubleshooting strategies and techniques (including research tools) to resolve microcomputer hardware and software components.
9. apply the concepts of database management systems.
10. describe various network operating systems and network components including protocols, topologies, and standards.
11. design, create, and maintain standards-compliant web pages using web programming languages and design tools.
12. evaluate ethical issues and form articulated opinions arising from new technologies currently flooding the IT market.

**Admission Requirements:**
All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 18 or above. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirements:**
A grade of "C" or better must be achieved in all classes in order to be eligible to graduate. The department assessment process must be satisfactorily completed.

| Major: | | | Quarter Hours: |
|--------|-----|---------------------------------------|---|
| BUS | 106 | Introduction to Business | 4 |
| CIS | 111 | Personal Computer Hardware | 4 |
| CIS | 112 | Essentials of Information Technology | 4 |
| CIS | 113 | Introduction to Programming | 4 |
| CIS | 114 | Computer Usage and Software Applications | 4 |

| CIS | 120 | Web Design | 4 |
|-----|-----|------------|---|
| CIS | 151 | Introduction to DOS | 4 |
| CIS | 155 | Java Programming | |
| | | -or- | 4 |
| CIS | 220 | Web Programming | |
| CIS | 171 | Computer Support Services | 4 |
| CIS | 181 | Windows Desktop Administration | 4 |
| CIS | 202 | Systems Analysis and Design | 4 |
| CIS | 208 | Database Management | 4 |
| CIS | 218 | Network Communications | 4 |
| | | *Total Hours* | *52* |

| **General Education:** | | | **Quarter Hours:** |
|-----|-----|------------|---|
| BUS | 201 | Professional Development | 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 | 140 | College Algebra | 4 |
| | | *Total Hours* | *24* |

| **Lower-Division Electives:** | **Quarter Hours:** |
|-----|-----|
| Choose any lower-division CIS courses (118 or higher) | 16 |
| *Total Hours* | *16* |

**Total Hours Required for Degree**　　　　　**92**

**Gainful Employment Disclosure**

Program:                                                     Computer and Information Science
Award Year:                                                 2009-2010
OPEID #:                                                     004568
CIP Code:                                                   11.0101
Credential Level:                                     02 Associate Degree

**Occupations Related to this program**
Job Title:                                                        SOC code:
Computer and Information Systems Managers                11-3021.00
Computer and Information Scientists, Research            15-1011.00
Computer Systems Analysts                                       15-1051.00
Informatics Nurse Specialists                                   15-1051.01
Database Administrators                                         15-1061.00
Network and Computer Systems Administrators             15-1071.00
Network Systems and Data Communications Analysts        15-1081.00
Telecommunications Specialists                                  15-1081.01
Computer Specialists, All Other                                 15-1099.00

**Estimated Program Costs**
Tuition & fees:                                                $32,325.00
Books & supplies:                                               $2,850.00
Room & board:                                               not applicable
Other:                                                              $0.00

Percent of graduates who completed program on time*:        not reported

Job placement rate:                                                 100%

**Median Loan Debt***
Title IV loan debt:                                         not reported
Private Educational loan debt:                              not reported
Institutional Financed debt:                                not reported

*Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## GENERAL STUDIES
**Associate of Arts Degree**

The Associate of Arts Degree in General Studies offers an academic program designed to promote a broad base of knowledge and skills in communications, humanities, fine arts, science, mathematics and social science. The program can be the base for those students desiring an associate degree, but as yet unaware of their career interests, and it is appropriate for a student already having a career-specific certificate or diploma who wishes to progress academically. Students may select electives which fulfill the Illinois General Education Core Curriculum requirements (GECC) allowing a student to design their own academic program whether they wish to transfer to a bachelor degree program or to engage in a terminal degree program. Employers of every type look for employees with an educational experience or degree that demonstrates the potential employee's ability and skills, and this program meets that requirement. The General Studies program is not an approved program for Federal and/or state funding.

**Program Objectives:**
Upon completion of this program, the graduate will be able to:
1. effectively communicate in writing by developing coherent essays, critical analyses, research papers, and documents using appropriate language, grammar, and documentation.
2. utilize effective oral communication skills to develop and deliver speeches and presentations that are organized and coherent.
3. demonstrate ethical reasoning by distinguishing between right and wrong through evaluation and analysis of contemporary ethical issues.
4. demonstrate critical thinking skills by analyzing issues, problems, and texts, taking into account contrasting points of view and adopting a position supported by evidence.
5. when given a problem, demonstrate quantitative reasoning skills by generating solutions and recommending a course of action.
6. demonstrate interpersonal skills by contributing productively in small groups by assuming accountability, modeling appropriate behaviors, recognizing strengths and weaknesses of other individuals and the importance of compromise.
7. practice tolerance in diverse and multi-cultural settings.
8. demonstrate professionalism with self-management skills including goal setting and time management.
9. explore potential areas of career and academic interest.

**Admission Requirements:**
All candidates for admission to Midstate College must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 14 or above. Each applicant is considered individually on merit and potential.

**Graduation Requirements:**

All required course work and a minimum of 96 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. A grade of "C" or better must be achieved in all core courses to be eligible to graduate. The department assessment must be satisfactorily completed.

**Major:**                                                                          **Quarter Hours:**

To fulfill Illinois Articulation Initiative General Education Core Curriculum requirements, electives must have an IAI code.

Communications:

| ENG | 109 | Principles of Speech | 4 |
|-----|-----|----------------------|---|
| ENG | 116 | Composition | 4 |
| ENG | 117 | Advanced Composition | 4 |
| | | *Total Hours* | *12* |

Social/Behavioral Science:

| PSY | 140 | Introduction to Psychology | 4 |
|-----|-----|----------------------------|---|
| SOC | 100 | Introduction to Sociology | 4 |
| | | One elective from ECO, GEO, HIS, PSY, SOC | 4 |
| | | *Total Hours* | *12* |

Physical and Life Sciences:

10 quarter hours required including one laboratory component.

| | Physical Science Elective (page 57) | |
|---|-------------------------------------|---|
| | Life Science Elective (page 57) | |
| | *Total Hours* | *10* |

Mathematics:

| | Mathematics Electives (page 57) | |
|---|---------------------------------|---|
| | *Total Hours* | *10* |

Humanities and Fine Arts:

| | Humanities Elective (page 56) | 4 |
|---|-------------------------------|---|
| | Fine Arts Elective (page 57) | 4 |
| | Humanities or Fine Arts Elective (page 56,57) | 4 |
| | *Total Hours* | *12* |

**Open Electives:**                                                            **Quarter Hours:**

Choose 40 hours of open electives

Recommended:

| BUS | 201 | Professional Development | |
|-----|-----|--------------------------|---|
| CIS | 114 | Computer Usage and Software Applications | |
| HUM | 110 | Human Potential | |
| | | *Total Hours* | *40* |

**Total Hours Required for Degree**                                      **96**

## HEALTH INFORMATION TECHNOLOGY
**Associate of Applied Science Degree**

This program prepares the student for employment opportunities in any industry that utilizes patient data. Health Information Technology careers are found in a variety of settings including: healthcare facilities, consulting firms, government agencies, insurance companies, healthcare IS/IT vendors, pharmaceutical companies, and other traditional environments. Health Information Technology involves acquiring, analyzing, coding, and protecting electronic and traditional medical information vital to providing quality patient care.

The Health Information Technology AAS degree program is accredited by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). Graduates of a CAHIIM-accredited program are eligible to take the American Health Information Management Association (AHIMA) Registered Health Information Technician (RHIT) exam.

**Program Objectives:**
Upon completion of this program, the graduate will be able to:
1. define professionalism as applied to healthcare 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 healthcare delivery.
7. code, classify, and index diagnoses and procedures using ICD-9-CM, ICD-10-CM/PCS, 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.

**Admission Requirements:**
All candidates for admission must have a Wonderlic score of 21 or above. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirements:**
Students must achieve a grade of "C" or better in all coursework.

**Major:** **Quarter Hours:**
| | | | |
|---|---|---|---|
| BIO | 110 | Anatomy and Physiology I | 4 |
| BIO | 120 | Anatomy and Physiology II | 4 |
| HI | 100 | Medical Terminology for Health Information | 4 |
| HI | 130 | Pathophysiology | 4 |
| HI | 140 | Principles of Health Information I | 4 |
| HI | 161 | Computers in Health Information | 4 |
| HI | 205 | Pharmacology for Health Information | 4 |
| HI | 215 | Classification and Indexing Systems I | 4 |
| HI | 220 | Health Information Law and Ethics | 4 |
| HI | 230 | Principles of Health Information II | 4 |
| HI | 235 | Classification and Indexing Systems II | 4 |
| HI | 250 | Management for Health Information | 4 |
| HI | 260 | Alternate Healthcare Settings | 4 |
| HI | 275 | Classification and Indexing Systems III | 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 | 109 | Principles of Speech | |
| | | -or- | 4 |
| ENG | 120 | Interpersonal Communications | |
| ENG | 111 | Business Communications | 4 |
| ENG | 116 | Composition | 4 |
| HUM | 110 | Human Potential | 4 |
| MAT | 110 | Business Mathematics | 4 |
| PSY | 140 | Introduction to Psychology | |
| | | - or - | 4 |
| SOC | 100 | Introduction to Sociology | |
| | | *Total Hours* | *32* |

**Open Electives:** **Quarter Hours:**
| | | |
|---|---|---|
| Select one open elective | | 4 |
| *Total Hours* | | *4* |

**Total Hours Required for Degree** **96**

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Health Information Technology |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 51.0707 |
| Credential Level: | 02 Associate Degree |

**Occupations Related to this program**

| Job Title: | SOC Code: |
|---|---|
| Medical Records and Health Information Technicians | 29-2071.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $33,815.00 |
| Books & supplies: | $2,850.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

| | |
|---|---|
| Percent of graduates who completed program on time*: | 38% |

| | |
|---|---|
| Job placement rate: | 91% |

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | $23,000.00 |
| Private Educational loan debt: | $0.00 |
| Institutional Financed debt: | $0.00 |

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## MEDICAL ASSISTANT
**Associate of Applied Science Degree**

The Midstate College Associate of Applied Science Degree in the Medical Assistant Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, www.caahep.org), upon recommendation of the Medical Assisting Education Review Board (MAERB). The goal of the program is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains for employment in healthcare facilities such as clinics and private physician offices.

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.

Medical assistants are multiskilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

**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.  apply ethical and legal issues related to healthcare.
6.  provide healthcare instructions to patients.
7.  demonstrate understanding of medical practice reimbursement.
8.  perform skills needed for safety in office and community.
9.  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 | 125 | Basic Principles of Medical Assisting | 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 |
| AH | 250 | Medical Assistant Externship | 4 |
| KEY | 109 | Keyboarding Applications | 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 | 111 | Business Communications | 4 |
| ENG | 116 | Composition | 4 |
| HUM | 110 | Human Potential | 4 |
| PSY | 140 | Introduction to Psychology | 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. All admitted students including diploma graduates must meet the admission standards. Admission test scores must show a Wonderlic score of 20 or a combined reading and quantitative score of 14. Admission Tests for Medical Assistants must be taken on campus.
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, 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 any clinical. Please see Student Handbook for Medical Assisting. Clinical involving invasive procedures require 100 percent of health requirements completed.  These include a current physical exam performed by an M.D., D.O., P.A., or A.P.R.N. and a TB skin test.  If the TB skin test is positive, a chest x-ray follow-up is required.  Three Hepatitis B vaccine injections and rubella titer (unless born before 1958) are also required.  These are all at the student's expense.  Any change in health status (as determined by the program director) will require a release from a physician or updated health form. We only recommend Tetanus, DPT, and Varicella immunizations.

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. Failing any competency means course failure.

6. Externship experiences may require that students complete drug testing, financial and/or additional background checks at the student's own expense.  Students should expect to sign and uphold confidentiality statements.  Hours and site of externships cannot be guaranteed.  The college exit survey 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 coursework. No more than three attempts at a class are allowed including withdrawal.
   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.
   d. The department assessment process, the college exit examination and survey must be satisfactorily completed.
9. Graduates of the A.A.S. in Medical Assistant are eligible for national certification examinations. Questions regarding the C.M.A. exam can be addressed to the A.A.M.A. 800.228.2262. Questions regarding the R.M.A. exam can be addressed to the A.M.T. 847.823.5169. Information on both national examinations is available through the program director.
10. Students re-entering the program may be required to take AH248 and/or AH249 if it has been more than two years since completing Medical Office Procedures or Clinical Laboratory Procedures courses.
11. Medical assisting applicants will be required to have an Illinois State Police background check. Those persons identified on the list will need to meet with the program director prior to admission.

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Medical Assistant |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 51.0801 |
| Credential Level: | 02 Associate Degree |

**Occupations Related to this program**

| Job Title: | SOC Code: |
|---|---|
| Medical Assistants | 31-9092.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $33,815.00 |
| Books & supplies: | $2,800.00 |
| Room & board: | not applicable |
| Other: | $160.00 |

| | |
|---|---|
| Percent of graduates who completed program on time*: | 18% |

| | |
|---|---|
| Job placement rate: | 100% |

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | $24,416.00 |
| Private Educational loan debt: | $0.00 |
| Institutional Financed debt: | $0.00 |

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## PARALEGAL STUDIES
**Associate of Applied Science Degree**

As defined by the American Bar Association, "A legal assistant or paralegal is a person, qualified by education, training or work experience who is employed or retained by a lawyer, law office, corporation, governmental agency or other entity and who performs specifically delegated substantive legal work for which a lawyer is responsible."

The primary goal of the Paralegal Studies 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. **Paralegals may not provide legal services directly to the public except as permitted by law.**

The Midstate College Paralegal Studies Associate of Applied Science degree is American Bar Association (ABA) approved.  Midstate College is a member of the Central Illinois Paralegal Association (CIPA) and the American Association for Paralegal Education (AAfPE).

**Transfer of Legal Specialty Coursework:**
A maximum of 12 quarter hours (or 9 semester hours) of legal specialty courses may be transferred into the program from regionally accredited, ABA approved paralegal programs. A grade of "C" or better is required for these courses to be transferred. These courses must meet the objectives of existing and comparable Midstate College courses and be approved by the Paralegal Studies Program Director. Credit is not awarded for legal specialty courses challenged by examination or portfolio. Students are required to take at least four legal specialty courses through traditional classroom instruction or the equivalent.

**Recommendation:**
With computer usage a vital aspect of the paralegal profession, students are strongly encouraged to have a keyboarding speed of 65 wpm with 5 or fewer errors.  Students unfamiliar with the keyboard or who need to improve keyboarding speed and accuracy may be required 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.

**Graduation Requirements:**
A grade of "C" or better must be achieved in all coursework to be eligible to graduate. The department assessment process must be satisfactorily completed.

**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, and Estate Administration | 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
            *Total Hours*                                      *24*

**General Education Elective:**                      **Quarter Hours:**
Humanities (page 56)                                           4
            *Total Hours*                                      *4*

**Total Hours Required for Degree**                            **92**

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Paralegal Services (currently Paralegal Studies) |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 22.0302 |
| Credential Level: | 02 Associate Degree |

**Occupations Related to this program**

| Job Title: | SOC Code: |
|---|---|
| Paralegals and Legal Assistants | 23-2011.00 |
| Law Clerks | 23-2092.00 |
| Title Examiners, Abstractors, and Searchers | 23-2093.00 |
| Legal Support Workers, All Other | 23-2099.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $31,975.00 |
| Books & supplies: | $2,800.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

Percent of graduates who completed program on time*:        not reported

Job placement rate:        100%

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | not reported |
| Private Educational loan debt: | not reported |
| Institutional Financed debt: | not reported |

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## 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, pathophysiology, and disease processes, followed by the review and analysis of health 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/Healthcare Common Procedure Coding System), ICD-9-CM (International Classification of Diseases 9th Revision Clinical Modification), and ICD-10-CM/PCS coding systems are included. Medical Coding is the process of reviewing medical information documented in patient records to translate the documentation into codes that are utilized for billing, statistics, research, and many other purposes.

**Program Objectives:**
Upon completion of the program, the graduate will be able to:
1. define professionalism as applied to healthcare.
2. assign diagnosis and procedure codes based on health record documentation.
3. communicate appropriately within the healthcare setting and with external organizations.
4. apply legal and ethical issues related to healthcare.
5. demonstrate knowledge of medical terminology and diseases.
6. demonstrate correct spelling, grammar, and punctuation skills.
7. utilize medical research/resource materials.

**Admission Requirements:**
All candidates for admission must have a Wonderlic score of 21 or above. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirements:**
A grade of "C" or better must be maintained in all coursework in order to graduate.

| Major: | | | Quarter Hours: |
|---|---|---|---|
| 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 | 130 | Pathophysiology | 4 |

| HI | 190 | Medical Coding Professional Practice Experience | 4 |
| HI | 205 | Pharmacology for Health Information | 4 |
| HI | 215 | Classification and Indexing Systems I | 4 |
| HI | 220 | Health Information Law and Ethics | 4 |
| HI | 235 | Classification and Indexing Systems II | 4 |
| HI | 260 | Alternate Healthcare Settings | 4 |
| HI | 275 | Classification and Indexing Systems III | 4 |
| HUM | 110 | Human Potential | 4 |

**Total Hours Required for Diploma** **60**

College Overview

Admissions

Academics

Programs Offered

Course Descriptions

**midstate college**

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Medical Coding Specialist |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 51.0713 |
| Credential Level: | 01 Undergraduate Certificate |

**Occupations Related to this program**

| Job Title: | SOC Code: |
|---|---|
| Medical Records and Health Information Technicians | 29-2071.00 |
| Medical Assistants | 31-9092.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $21,145.00 |
| Books & supplies: | $1,750.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

Percent of graduates who completed program on time*:     not reported

Job placement rate:     75%

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | not reported |
| Private Educational loan debt: | not reported |
| Institutional Financed debt: | not reported |

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## MEDICAL OFFICE TECHNICIAN
**Diploma Program**

This program is designed to offer training in many different concentrations of the medical profession. The term Medical Office Technician is an overall category including Front Office Technician and Reimbursement Technician. Admission to MOT requires a composite score of 50 with a Wonderlic score of 14 or above. With a Wonderlic score of 14-19, the reading score must be 4 or better. A candidate can be accepted regardless of the reading score if the Composite is 50 or higher and the Wonderlic score is 20 or higher. Students are asked to declare their specialization the second enrolled quarter with their advisor.

**Program Objectives:**
Upon completion of this program the graduate will be able to:
1. use key medical terms
2. demonstrate knowledge of basic anatomy and disease to situations
3. describe ethical and legal issues related to healthcare
4. perform duties specific to desired concentration
5. demonstrate correct grammar, spelling and computational math skills
6. define professionalism

**Graduation Requirements:**
A grade of "C" or better must be achieved in all coursework and competencies to be eligible to graduate. Front Office Technicians must pass with 35 wpm and five or fewer errors.

| Major: | | | Quarter Hours: |
|---|---|---|---|
| AH | 110 | Medical Terminology | 4 |
| AH | 120 | Human Anatomy and Disease | 4 |
| AH | 185 | Legal and Ethical Issues in Healthcare | 4 |
| BUS | 201 | Professional Development | 4 |
| CIS | 114 | Computer Usage and Software Applications | 4 |
| ENG | 100 | Basic English Skills | |
| | | -or- | 4 |
| ENG | 116 | Composition | |
| HUM | 110 | Human Potential | 4 |
| MAT | 101 | Fundamentals of Mathematics | |
| | | -or- | 4 |
| ACC | 100 | Modern Office Accounting | |
| | | *Total Hours* | *32* |

Choose 1 of the following options:

Front Office Technician: provides education to successfully perform duties in the front office of a physician, ophthalmologist, chiropractor, or podiatrist. Entry level duties may include answering the phone, taking money, making

appointments, pulling records. Most facilities require a criminal background check and/or bonding. Expenses (approximately $125) for AH145 will include physical, immunization, TB test, uniform and stethoscope.

| Front Office Technician Concentration: | | | Quarter Hours: |
|---|---|---|---|
| AH | 140 | Medical Office Procedures I | 4 |
| AH | 145 | Clinical Procedures I | 4 |
| AP | 207 | Administrative Office Procedures | 4 |
| KEY | 109 | Keyboarding Applications | 4 |
| | | *Total Hours* | *16* |

Medical Reimbursement Technician: focuses on outpatient billing for clinics, individual physicians, podiatrists, animal clinics and chiropractors. Hospitals have entry level positions in insurance and billing where collection of reimbursement information is needed. The practicum is done on campus.

| Medical Reimbursement Specialist Concentration: | | | Quarter Hours: |
|---|---|---|---|
| AH | 140 | Medical Office Procedures I | 4 |
| AH | 200 | Medical Office Procedures III | 4 |
| AH | 220 | Medical Office Procedures IV | 4 |
| AH | 230 | Practicum for Reimbursement | 4 |
| | | *Total Hours* | *16* |

**Total Hours Required for Diploma** **48**

**Gainful Employment Disclosure**

Program:                                                   Medical Office Technician
Award Year:                                               2009-2010
OPEID #:                                                   004568
CIP Code:                                                  51.0710
Credential Level:                                         01 Undergraduate Certificate

**Occupations Related to this program**
Job Title:                                                  SOC Code:
Medical Assistants                                       31-9092.00
Medical Secretaries                                      43-6013.00

**Estimated Program Costs**
Tuition & fees:           $16,945.00 (Medical Reimbursement Concentration)
                 $17,015.00 (Medical Office/Pharmacy Technician Concentration)
Books & supplies:                                        $1,400.00
Room & board:                                           not applicable
Other:                                                      $0.00

Percent of graduates who completed program on time*:        not reported

Job placement rate:                                      100%

**Median Loan Debt***
Title IV loan debt:                                      not reported
Private Educational loan debt:                           not reported
Institutional Financed debt:                             not reported

*Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

College Overview

Admissions

Academics

**Programs Offered**

Course Descriptions

# 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 CDs that include 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. Medical Transcription involves listening to and transcribing and/or editing important medical data, generated by healthcare professionals or speech recognition software, for permanent patient files within a professional healthcare setting or from home.

**Program Objectives:**
Upon completion of this program, the graduate will be able to:
1. define professionalism as applied to healthcare.
2. demonstrate knowledge of medical terminology and diseases.
3. apply legal and ethical issues related to medical transcription.
4. perform medical transcription.
5. demonstrate correct spelling, grammar, and punctuation skills.
6. utilize medical research/resource materials.
7. keyboard at 55 wpm with five or fewer errors.

**Graduation Requirements:**
A grade of "C" or better must be maintained in all coursework in order to graduate. Students must have a keyboarding speed of 55 wpm with five or fewer errors.

| Major: | | | Quarter Hours: |
|---|---|---|---|
| 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 | 130 | Pathophysiology | 4 |
| HI | 150 | Medical Transcription I | 4 |
| HI | 170 | Medical Transcription II | 4 |
| HI | 195 | Medical Transcription Professional Practice Experience | 4 |
| HI | 205 | Pharmacology for Health Information | 4 |
| HI | 220 | Health Information Law and Ethics | 4 |
| HUM | 110 | Human Potential | |
| | | Keyboarding Applications or Speed and Accuracy Improvement (KEY109, 111, 121, 131, 141) | 4 |
| | | *Total Hours* | *60* |

| Open Elective: | Quarter Hours: |
|---|---|
| Choose 4 hours of open elective | 4 |
| *Total Hours* | *4* |

**Total Hours Required for Diploma**  **64**

**Gainful Employment Disclosure**

Program:                                                          Medical Transcription
Award Year:                                                      2009-2010
OPEID #:                                                            004568
CIP Code:                                                          51.0708
Credential Level:                        01 Undergraduate Certificate

**Occupations Related to this program**
Job Title:                                                        SOC Code:
Medical Transcriptionists                                    31-9094.00

**Estimated Program Costs**
Tuition & fees:                                              $22.465.00
Books & supplies:                                           $1,750.00
Room & board:                                            not applicable
Other:                                                                  $0.00

Percent of graduates who completed program on time*:        not reported

Job placement rate:                                                     0%

**Median Loan Debt***
Title IV loan debt:                                          not reported
Private Educational loan debt:                          not reported
Institutional Financed debt:                            not reported

*Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

## 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 45 wpm with 5 or fewer errors.
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.

**Admission Requirements:**
All candidates for admission must pass the College's entrance examination with a composite score of 50 or above and have a Wonderlic score of 14 or above. Each candidate for admission is considered individually on merit and potential.

**Graduation Requirements:**
A grade of "C" or better must be achieved in English and math to be eligible to graduate. The department assessment process must also be satisfactorily completed. To be eligible to graduate, the student must achieve a keyboarding speed and accuracy minimum of 45 wpm with five or fewer errors.

| 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 | 111 | Keyboarding Speed and Accuracy Improvement I | 4 |
| MAT | 101 | Fundamentals of Mathematics | |
| | | -or- | 4 |
| MAT | 110 | Business Mathematics | |
| | | *Total Hours* | *36* |

| Electives: | Quarter Hours: |
|---|---|
| Choose 16 hours of electives approved by program director. | |
| Suggested electives include computer applications, | |
| administrative services, legal, or health services courses. | 16 |
| *Total Hours* | *16* |

| **Total Hours Required for Diploma** | **52** |
|---|---|

**Gainful Employment Disclosure**

| | |
|---|---|
| Program: | Office Assistant |
| Award Year: | 2009-2010 |
| OPEID #: | 004568 |
| CIP Code: | 52.0408 |
| Credential Level: | 01 Undergraduate Certificate |

**Occupations Related to this program**

| Job Title: | SOC Code: |
|---|---|
| Procurement Clerks | 43-3061.00 |
| Cargo and Freight Agents | 43-5011.00 |
| Freight Forwarders | 43-5011.01 |
| Word Processors and Typists | 43-9022.00 |
| Insurance Claims and Policy Processing Clerks | 43-9041.00 |
| Insurance Claims Clerk | 43-9041.01 |
| Insurance Policy Processing Clerk | 43-9041.02 |
| Office Clerk, General | 43-9061.00 |

**Estimated Program Costs**

| | |
|---|---|
| Tuition & fees: | $18,265.00 (undeclared/healthcare/legal services concentration) |
| | $18,335.00 (administrative services concentration) |
| | $18,615.00 (computer application concentration) |
| Books & supplies: | $1,750.00 |
| Room & board: | not applicable |
| Other: | $0.00 |

Percent of graduates who completed program on time*: 25%

Job placement rate: 75%

**Median Loan Debt***

| | |
|---|---|
| Title IV loan debt: | $13,332.00 |
| Private Educational loan debt: | $0.00 |
| Institutional Financed debt: | $0.00 |

*\* Due to privacy reasons, median loan debt and on-time completion rate will not be reported for programs with fewer than 10 graduates during the award year.*

# Catalog 2011-2012
## *Course Descriptions*

## ACCOUNTING

### ACC100 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.

### ACC101 Financial Accounting I - 4 Hrs. (IAI BUS903)
Prerequisite:  High school accounting and/or bookkeeping experience, or ACC100
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.

### ACC105 Financial Accounting II - 4 Hrs. (IAI BUS903)
Prerequisite:  ACC101
A continuation of principles and concepts developed in ACC101 with emphasis on the corporate form of organization.  This course provides 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 ACC101.  Emphasis is on inventories, bonds, stockholder's equity, long term assets, and an introduction to cash flow statements and financial ratio analyses.

### ACC110 Computerized General Ledger - 4 Hrs.
Prerequisite:  Completion of ACC101 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.

### ACC213 Managerial Accounting - 4 Hrs. (IAI BUS904)
Prerequisites:  ACC105 and CIS116 (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 will explore short-term and long-term decision-making models such as CVP analyses, relevant costs, discounted cash flow (DCF) Models (NPV and IRR) and look at 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.

### ACC215 Tax Accounting I - 4 Hrs.
Prerequisite:  ACC101
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.

### ACC300 Managerial Cost Accounting I - 4 Hrs.
Prerequisites:  ACC213 and CIS116 (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.

### ACC313 Managerial Cost Accounting II - 4 Hrs.
Prerequisites:  ACC300 and CIS116 (or concurrent enrollment)
A study of advanced management accounting principles, various costing systems and approaches, decision-making tools and methodologies, and problem-solving projects/cases.  Included is a review of variable costing & break-even analysis, standard costing and variance analysis, discounted cash flow (DCF) applications, ABC Costing, an activity-based approach to service department costing, further analysis of responsibility accounting and an introduction to target costing.  One or more case studies or projects using Excel will be required.

### ACC315 Tax Accounting II - 4 Hrs.
Prerequisite:  ACC215 (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.

**ACC321 Intermediate Accounting I - 4 Hrs.**
Prerequisite:  ACC105 with B or higher grade is highly recommended
A study of the foundations of accounting principles and various revenue recognition techniques and problems.  The course starts with a review of the accounting cycle and a review of conceptual framework of accounting. Then starts a more detailed view of the income statement, balance sheet & statement of changes in stockholders' equity and the statement of cash flows.  The final portion of the course begins to explore revenue recognition. It covers both the percentage of completion and completed contract methods of reporting construction costs/revenues as well as other revenue recognition concepts, and cash and receivables details.

**ACC322 Intermediate Accounting II - 4 Hrs.**
Prerequisites:  ACC321 and CIS116 (or concurrent enrollment)
A study of the remaining major balance sheet accounts not covered in Intermediate I.  The course starts with a review of the conceptual bases for inventories and their cost valuations.  Then, the subject matter moves to inventory valuation bases other than cost.  Then investing activities are explored:  investments, depreciation and retirements of non-current operating assets.  Finally, investments in debt and equity securities are covered. Topics include trading, available-for-sale and held-to-maturity securities, and changes to/from equity method securities and debt and equity financing, including quasi-reorganizations.

**ACC323 Intermediate Accounting III - 4 Hrs.**
Prerequisites:  ACC322 and CIS116
A study of the remaining major balance sheet accounts & issues not covered in Intermediate I and II.  The course starts with a review of the conceptual bases for leases from standpoint of lessor & lessee and their presentations. Then, the subject matter moves to pensions and postretirement benefit plans and income tax accounting & allocation, stockholders equity, dilutive securities and earnings per share and, finally, a revisit to the statement of cash flows.

**ACC400 Advanced Accounting I - 4 Hrs.**
Prerequisites:  ACC321 and CIS116
A study of accounting for business combinations and consolidations at various times in existence (date of acquisition and subsequent to acquisition).  It will specifically present goodwill and intercompany transactions (assets treatment and bonds & lease treatments).  Other topics will include taxes, unconsolidated investments and special issues in accounting for an investment in a subsidiary.

**ACC405 Auditing I - 4 Hrs.**
Prerequisite:  ACC323
The student will study the fundamental principles of auditing.  Topics include professional ethics and legal liability; internal control; risk analysis; the audit process; auditing around the computer and auditing through the computer.

**ACC406 Auditing II - 4 Hrs.**
Prerequisite: ACC405
Continuation of ACC405 Auditing I examining additional issues of assessing risk, statistical sampling techniques and an introduction to internal auditing.

**ACC409 Controllership - 4 Hrs.**
Prerequisite: Consent of Program Director
A study of the conceptual foundations of the accounting controller, the course starts with a review of the functions of the controller. It then moves to a more detailed view of the management of the income statement, followed by a review of the management of the balance sheet. The course also covers financial analyses, taxes, managing an information system, change management and offshore information technology and outsourcing.

**ACC411 Advanced Accounting II - 4 Hrs.**
Prerequisite: ACC400
Continuation of Advanced Accounting I and topics include international accounting issues, foreign currency transactions and translation, and partnership accounting.

**ACC412 Advanced Accounting III - 4 Hrs.**
Prerequisite: ACC411
Course examines governmental and not-for-profit accounting. It also includes fiduciary accounting, debt restructuring, corporate reorganizations and liquidations.

**ACC482 Advanced Auditing Issues - 4 Hrs.**
Prerequisite: ACC406
Continuation of internal auditing and control procedures. Course also examines the integration of computer software-based audit techniques and procedures.

**ACC490 CPA Review I - 4 Hrs.**
Prerequisite: Four year degree or approval of Accounting Program Director
Advanced topics in financial accounting preparatory to sitting for the CPA exam.

**ACC491 CPA Review II - 4 Hrs.**
Prerequisite: ACC490
Continuation of ACC490 to extend study of financial reporting, managerial and tax accounting topics typically on CPA exam.

**ACC492 CPA Review III - 4 Hrs.**
Prerequisite: ACC491
Continuation of ACC491 to cover auditing and business law topics typically on CPA exam.

**ACC499 Accounting Internship - 12 Hrs.**
Prerequisite: Consent of Program Director
Internship experience approved by Department Director to substitute for coursework as determined by department.

# ALLIED HEALTH

### AH110 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.

### AH120 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.

### AH121 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.

### AH125 Basic Principles of Medical Assisting - 4 Hrs.
Prerequisites: AH110 and AH120
This course explores communication, patient advocacy, infection control and cultural diversity. There is an emphasis on safety and disaster preparation for the office, home, and community.

### AH140 Medical Office Procedures I - 4 Hrs.
Prerequisite: MAT101 or Entrance Examination placement at MAT110 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, clerical duties, filing procedures, preparation of a medical record, written communication, and operations related to accounts receivable and payable.

**AH145 Clinical Procedures I - 4 Hrs.**
Prerequisites: AH110 and AH120
The student will learn the theory and basic techniques utilized in a physician's office and other healthcare facilities. Emphasis is placed on the theory, performance of competencies, and role play. Communication techniques are employed in assisting with general patient examinations including vital signs, positioning and draping, obtaining chief complaint, subjective and objective symptoms, and preparing the patient for physical exam. Specialty procedures for respiration and vision are performed. Nutritional counseling and wellness teaching are included.

**AH155 Mathematics for Medications - 4 Hrs.**
Prerequisite: MAT101 or placement at MAT110 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 parental medication for adults, children, and special populations are covered. Other important areas include abbreviations for pharmaceuticals, reading labels and medication orders, drawing up medication and accurately reading syringes.

**AH160 Medical Office Procedures II - 4 Hrs.**
Prerequisites: CIS114. It is suggested that this course be taken after AH140, AH200, and AH220.
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.

**AH165 Clinical Procedures II - 4 Hrs.**
Prerequisites: AH110 and AH120
The student will learn the theory, techniques, legal and safety issues for CPR, electrocardiography, special x-ray procedures, and procedures applicable to medical specialties such as pediatrics, obstetrics and gynecology, and urology. Course includes information on bandaging, application of heat and cold therapies, urinary devices ambulation equipment, sigmoidoscopy, and nebulizers.

**AH185 Legal and Ethical Issues in Healthcare - 4 Hrs.**
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 information, advanced directives and public health reports. The ethical implications of assisted conception, human experimentation, institutional review boards, abortion, gene therapy and genetic engineering,

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organ transplantation, euthanasia and assisted suicide, living wills and advanced directives are also covered. 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.

**AH200 Medical Office Procedures III - 4 Hrs.**
Prerequisites: AH110 and AH120
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.

**AH205 Clinical Procedures III - 4 Hrs.**
Prerequisites: AH145, AH165 and all health requirements completed, or permission of the Program Director
The student will develop skills for infection control, gloving and assisting with minor surgery, dressing change, and administration of medications. Emphasis is placed upon theory of disease transmission, AIDS, applicable legal and ethical issues, and the processes and techniques of safe practice in the medical office.

**AH210 Pharmacology - 4 Hrs.**
Prerequisite: Completion of an anatomy course.
Pharmacology studies classification and forms of drugs. Drug action, use, adverse reactions and side effects are discussed. Special emphasis will be placed on those drugs most frequently prescribed and emergency drugs. Writing prescriptions, recordkeeping, safety issues and reordering is covered. Drug laws and substance abuse are examined.

**AH220 Medical Office Procedures IV - 4 Hrs.**
Prerequisite: AH200 or permission of the Program Director
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. Students will discuss current issues related to private healthcare, managed care systems, access to care, and Medicaid/Medicare.

**AH225 Clinical Procedures IV - 4 Hrs.**
Prerequisites: AH145, AH165 and all health requirements completed, or permission of the Program 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.

**AH230 Medical Reimbursement Practicum - 4 Hrs.**
Prerequisites:  AH140, AH200, AH220, or permission of Program Director
This is an opportunity to perform  the theory and skills taught in the class room regarding billing and reimbursement.  The student will be expected to play the role of employee in completing assignments, projects, and reports for the employer (instructor). Professionalism will be emphasized.

**AH248 Clinical Skills Review - 4 Hrs.**
Prerequisites:  AH145, AH165, AH205, AH225 or permission of the Program Director
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.

**AH249 Administrative Skills Review - 4 Hrs.**
Prerequisites:  AH140, AH160, AH200, AH220, or permission of the Program Director
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.

**AH250 Medical Assistant Externship - 4 Hrs.**
Prerequisites:  Satisfactory completion of classroom course requirements, current CPR card, 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.

**AH260 Nutrition - 4 Hrs.**
This course provides students with an introduction to essential nutrients and their roles in the body, as well as the changing nutritional needs of an individual throughout their lifespan.  The impact of exercise and food choices on metabolism, body composition, and weight control, nutrition misinformation, consumer issues, commercially prepared foods, and major diseases and conditions that may be affected by eating behaviors are included.

## ADMINISTRATIVE PROFESSIONAL

**AP100 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.

**AP112 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.

**AP206 Externship - 4 Hrs.**
Prerequisite: Must maintain at least a 2.50 cumulative grade point average or have the consent of the Externship Coordinator to enter the program. The student must have successfully completed at least 75% of the major and general education courses required in the program and completed the office skills course (AP112).
This course provides the student the opportunity to apply their administrative office skills and knowledge in an organizational setting. It includes actual field experience with an approved office facility. A minimum of 120 hours is required.

**AP207 Administrative Office Procedures - 4 Hrs.**
Prerequisite: CIS114 or proficiency exam
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.

**AP208 Integrated Office Systems - 4 Hrs.**
Prerequisites: CIS115, CIS116, CIS118 and CIS210
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.

## AMERICAN SIGN LANGUAGE

**ASL100 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 members who are deaf or hard of hearing.

## BIOLOGY

**BIO110 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, common childhood diseases, and the effects of aging on the body are covered topics.  Students requiring a laboratory course must also take BIO111 Anatomy and Physiology I Laboratory in the same quarter.

**BIO111 Anatomy and Physiology I Laboratory - 2 Hrs.**
This laboratory component of Human Anatomy and Physiology I is a study of the specific structure and function of the human body beginning with the cell and stressing the chemical processes important in maintenance of homeostasis.  The systems studied include integumentary, skeletal, muscular, nervous and endocrine.  Concurrent enrollment in lecture course BIO110 Anatomy and Physiology I is required.

**BIO120 Anatomy and Physiology II - 4 Hrs.**
Prerequisite:  BIO110
This course is a continuation of BIO110, 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.  The etiology of disease, common childhood diseases, genetic and developmental disorders, and the effects of aging on the body are covered topics.  Students requiring a laboratory course must also take BIO121 Anatomy and Physiology Laboratory II in the same quarter.

**BIO121 Anatomy and Physiology II Laboratory - 2 Hrs.**
This laboratory component of Human Anatomy and Physiology II is a study of the specific structure and function of the human body beginning with the cell and stressing the physical and chemical processes important in maintenance of homeostasis. The systems studied include sensory, endocrine, respiratory, digestive, cardiovascular, urinary, and reproductive. Concurrent enrollment in lecture course BIO120 Anatomy and Physiology II is required.

**BIO200 Principles of Microbiology - 6 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

**BC345 Broadcast Captioning Technology - 4 Hrs.**
Prerequisites: RR206 and RR290
The student will receive comprehensive instruction in a captioning on-line translation system, the basic setup and maintenance of the computer hardware data input device, basic setup and maintenance of broadcast captioning equipment, and how to obtain system support. Emphasis will be placed on broadcast news production functions, related software, prescripting, on-air captioning, caption placement and parameters, webcasting, and finger spelling of words.

**BC360 Introduction to Broadcast Captioning - 4 Hrs.**
Prerequisites: RR290, RR340 and RR350
An introduction to the profession of broadcast captioning and the broadcast industry with special emphasis on related terminology, the history of captioning and related regulations, the Decoder Circuitry Act, FCC regulations, on-line translation, caption placement, parameters, presentation and style guidelines, multi-voice speaker designation and IDs, chevrons, brackets, musical notes, blanking, and environmental sounds descriptors. The course includes practical application of professional ethics and Guidelines for Professional Practice for Captioners, realtime quality evaluation and improvement methods, as well as hands-on practicum in a simulated broadcast studio or through live or taped broadcast productions from network, cable, public access and/or other media formats. The course emphasizes the basics of broadcast news production preparation and functions, research and preparation, ongoing dictionary evaluation and improvement, and the changes involved in transitioning from judicial reporting into the broadcast captioning field.

### BC375 Broadcast Captioning 180 Literary - 4 Hrs.
Prerequisite:  RR365

Through extensive practice from various live or taped broadcast productions from network, cable, public access and/or other media formats, the student will be able to write three 15-minute, literary broadcast material takes at 180 wpm (syllabic and/or word count) while writing realtime.  The instructor will grade a random five-minute selection from each 15-minute take.  Each five-minute selection must be written with a first pass translation rate of 96 percent or better verbatim accuracy with the evaluation based on NCRA's "What is an Error?" Guidelines.  The student will be able to write three five-minute literary broadcast material takes at 180 wpm (syllabic and/or word count) with a first-pass translation rate of 96 percent verbatim accuracy.  Broadcast Captioning concentration students must pass the tests as described above to be eligible to graduate.  Emphasis is placed on literary broadcast material and the ability to write conflict-free realtime with accuracy at variable speeds of 180 – 200 wpm (syllabic and/or word count).  Realtime accuracy will be charted and analyzed for improvement.  Weekly current events assignments will be given. Video and audiotape sessions augment classroom dictation and instruction.

### BC430 Broadcast Captioning I – News - 4 Hrs.
Prerequisites:  BC360 and RR365

The student will learn through heavy simulation in a broadcast captioning studio or through live or taped broadcast news productions from network, cable, public access, and/or other media formats the practical hands-on application of writing weather, and local and world news programs including news production, weather terminology, speaker IDs, caption placement, briefs, dictionary building, and research sites.  The student will practice writing news and weather programs utilizing realtime quality evaluation forms for review and improvement with a goal of 96 percent verbatim accuracy.

### BC440 Broadcast Captioning II – Sports - 4 Hrs.
Prerequisite:  BC430

The student will learn through heavy simulation in a broadcast captioning studio or through broadcast productions from network, cable, public access, and/or other media formats the practical hands-on application of writing sports programs with special emphasis on technical information, sports research, terminology and briefs, speaker IDs, dictionary building, style and placement parameters, and rosters.  The student will practice writing sports programs utilizing realtime quality evaluation forms for review and improvement with a goal of 96 percent verbatim accuracy.

### BC450 Broadcast Captioning Internship - 4 Hrs.
Prerequisites:  BC440

The internship will include a minimum of 40 hours of captioning under the supervision of a practicing captioner or institutional instructor and consist of at least 25 verified hours of actual writing and 15 hours of research and dictionary preparation.  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 and submit unedited captioned translations of three 15-minute programs on varied topics for course evaluation taken from the internship experience.  Broadcast Captioning concentration students must meet the above-mentioned requirements to be eligible to graduate.  The captioning services are 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 participate in at least one mock CBC (Certified Broadcast Captioner) skills examination to be eligible to graduate.

## BUSINESS

**BUS106 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.

**BUS107 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.

**BUS108 Business Law II - 4 Hrs.**
Prerequisite:  BUS107
A continuance of the legal concepts included in Business Law I, BUS107, 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.

**BUS200 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.

**BUS201 Professional Development - 4 Hrs.**
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 prospective 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.  It is recommended that students take this course in the last term of their program.

**BUS204 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.

**BUS206 Externship - 4 Hrs.**
This course provides students the opportunity to apply their business administration skills and knowledge in an organizational setting while gaining on-the-job experience. The externship is supervised by the Department Director in addition to the on-site supervisor. The externship is recommended during the last quarter of the student's program or consent of Program Director. A minimum of 160 hours is required.

**BUS232 Business Statistics - 4 Hrs. (IAI BUS902)**
Prerequisite:  MAT138
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.

**BUS240 Introduction to Financial Institutions Management - 4 Hrs.**
Prerequisites:  BUS106 and ACC101
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.

**BUS245 Introduction to Customer Satisfaction Strategies - 4 Hrs.**
Prerequisite:  HUM110
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.

**BUS300 Advanced Business Communications - 4 Hrs.**
Prerequisites:  ENG109, ENG116 and ENG117
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.

**BUS310 Quantitative Analysis (Advanced Statistics) - 4 Hrs.**
Prerequisite:  BUS232
An advanced application of hypothesis testing, multiple regression, analysis of variance, nonparametrics, and business forecasting.

**BUS315 Business Ethics - 4 Hrs.**
This course investigates 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.

**BUS320 International Law - 4 Hrs.**
Prerequisites:  BUS107, BUS108 and BUS370
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.

**BUS325 Advanced Customer Satisfaction Strategies - 4 Hrs.**
The student will learn proven processes for developing skills, attitudes, and thinking needed for successful customer satisfaction and loyalty.  The course is designed to help people and organizations translate good service intentions into workable plans with sustainable customer service activities.

**BUS340 Organizational Theory - 4 Hrs.**
Prerequisites:  BUS204
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.

**BUS350 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.

**BUS370 International Business - 4 Hrs.**
Prerequisites: ACC101, ACC105 and ECO144
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.

**BUS390 Business Strategies and Policies - 4 Hrs.**
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.

**BUS395 Business Research Project - 4 Hrs.**
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.

**BUS495 Applied Study/Internship - 4 Hrs.**
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. Out-of-state students must check with a Program Director for course availability.

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## CHEMISTRY

### CHE105 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.

### CHE106 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.

### CHE107 Introduction to Chemistry Laboratory - 2 Hrs.

A one-quarter introductory chemistry laboratory course for non-science majors to be taken concurrently with CHE106, 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)

### CT345 CART Technology - 4 Hrs.

Prerequisites:  RR206 and RR290

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 current software packages, and the application of CAT functions in relation to CART reporting through reference to the current NCRA CART Provider's Manual.  The student will become familiar with accommodations to include hearing aids, TTY access, and sound amplifiers and assistive listening devices.

### CT360 Introduction to CART Reporting - 4 Hrs.

Prerequisites:  RR310 and RR290

The student will receive comprehensive instruction in related realtime terminology.  Special emphasis is placed on the CART Provider's Manual, ADA laws and applicable civil rights laws, the differences in Deaf and hard-of-hearing cultures, types and degrees of hearing loss, ear anatomy, cochlear implants, sign language interpreters, oral interpreters, C-print, and CART providers, environments where CART may be used, Guidelines for Professional Practice for CART Providers, and Deaf sensitivity issues.

### CT375 CART Reporting 180 Literary - 4 Hrs.
Prerequisite:  RR365

Through extensive drills on unfamiliar material and timed writings, the student will be able to pass three five-minute, 180 wpm literary takes (syllabic and/or word count) while writing realtime.  Each test must be written with a first-pass translation rate of 96 percent or better verbatim accuracy, with the evaluation based on NCRA's "What is an Error?" Guidelines.  CART Reporting concentration students must pass the tests as described above to be eligible to graduate.  Emphasis is placed on literary material and the ability to write conflict-free realtime with accuracy at variable speeds of 180 – 200 wpm.  Realtime accuracy will be charted and analyzed for improvement.  Weekly current events assignments will be given.  Laboratory tape sessions augment classroom dictation and instruction.

### CT400 CART Reporting Practicum - 4 Hrs.
Prerequisites:  CT345, CT360 and RR365

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 with a goal of 96 percent accuracy or higher.  The student will act as CART-provider for the day.  Special emphasis will be placed on multi-voice speaker identification, sounds descriptors, numbers, punctuation, and the accurate writing of technical terminology, including math and scientific vocabulary.

### CT450 CART Reporting Internship - 4 Hrs.
Prerequisites:  ASL100, RR365, and CT400

The internship will include a minimum of 40 hours of captioning under the supervision of a practicing CART provider or institutional instructor and consist of at least 25 verified hours of actual writing and 15 hours of research and dictionary preparation.   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 and submit unedited translations of two 30-minute segments on varied topics for course evaluation taken from the internship experience.  CART Reporting concentration students must meet the above-mentioned requirements to be eligible to graduate.  The CART services are 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 participate in at least one mock CCP (Certified CART Provider) skills examination to be eligible to graduate.

## COMPUTER AND INFORMATION SCIENCE

**CIS110 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.  Students will learn how to properly start and shutdown Windows, manage files, customize the Control Panel, use built-in utilities, install and uninstall programs, and run Windows applications. Advanced topics include using Internet Explorer to navigate the World Wide Web, using Microsoft Outlook to communicate via email, customize Windows settings, run multiple applications, and share data between Windows applications.

**CIS111 Personal Computer Hardware - 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.

**CIS112 Essentials of Information Technology - 4 Hrs.**
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.

**CIS113 Introduction to Programming - 4 Hrs.**
Students 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. The course uses a prominent programming language as a tool for covering the material. Java is the language we currently use.

**CIS114 Computer Usage and Software Applications - 4 Hrs. (IAI BUS902)**
Prerequisite: CIS110 or demonstration of proficiency in Windows operating system
Students will be given an overview of the current Windows operating system, Internet and World Wide Web, and gain a comprehensive understanding of the Microsoft Office 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.

**CIS115 Word Processing Applications - 4 Hrs.**
Prerequisite:  CIS114 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 (MOS) Word certification exam upon successful completion of this course.

### CIS116 Spreadsheet Applications - 4 Hrs.
Prerequisites:  CIS114 or Proficiency Exam and proficiency in math
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 (MOS) Excel certification exam upon successful completion of this course.

### CIS117 Presentation Applications  - 4 Hrs.
Prerequisite:  CIS114 or Proficiency Exam
The course provides the student with a complete package of information from the planning and preparation of a presentation to creating web pages. It will include creating and formatting presentations, editing techniques, slide and visual content creation, creating visual appeal, collaboration and delivery techniques, and integration with other Microsoft Office applications. Students will be prepared to attempt the Microsoft Office Specialist (MOS) PowerPoint certification exam upon successful completion of this course.

### CIS118 Database Applications - 4 Hrs.
Prerequisites:  CIS114 or Proficiency Exam and proficiency in math
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.

### CIS119 Managing Projects - 4 Hrs.
Prerequisite:  CIS114 or Proficiency Exam
Students will be introduced to key project management concepts. This course will examine the essential elements of a successful project, define and plan a project by developing a project schedule, investigate appropriate project control factors, and demonstrate how to execute a project. This course will use popular project management and diagramming application software. The student will simulate a simple, real world project where class time will be dedicated to the completion of this assignment.

**CIS120 Web Design - 4 Hrs.  (IAI MC923)**
Prerequisite:  CIS112
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) and CSS (Cascading Style Sheets).  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.

**CIS130 Visual Basic Programming - 4 Hrs.**
Prerequisite:  CIS113
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.

**CIS151 Introduction to DOS - 4 Hrs.**
Prerequisite:  CIS112
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.

**CIS155 Java Programming - 4 Hrs.**
Prerequisite:  CIS113
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.

**CIS160 C++ Programming - 4 Hrs. (IAI CS911)**
Prerequisite:  CIS113
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.

**CIS161 Linux Operating System - 4 Hrs.**
Prerequisite:  CIS151
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.

### CIS171 Computer Support Services - 4 Hrs.
Prerequisites: CIS111

Students will learn how to successfully interact with end-users by learning effective techniques for: active listening, identifying and solving problems, documenting problems, solutions and procedures, and giving appropriate responses based on the end-user's level of expertise.

### CIS181 Windows Desktop Administration - 4 Hrs.
Prerequisite: CIS111

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.

### CIS202 Systems Analysis and Design - 4 Hrs.
Prerequisite: CIS113

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.

### CIS208 Database Management - 4 Hrs.
Prerequisites: CIS112 and CIS114

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.

### CIS210 Desktop Publishing - 4 Hrs.
Prerequisite: CIS114

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.

**CIS215 Web Graphics - 4 Hrs. (IAI MC924)**
Prerequisite:  CIS114
This course is an introduction to resolution-dependent raster graphics, vector motion graphics, and resolution-independent vector graphics for the Web.  Using the industry standard in graphics software, 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, file size optimization, principles of animation, and vector design and drawing tools.

**CIS218 Network Communications - 4 Hrs.**
Prerequisite:  CIS112
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.

**CIS220 Web Programming - 4 Hrs.**
Prerequisites:  CIS120 and CIS113
This course is an introduction to client-side and server-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.  Students will also be given a broad overview of technologies such as PHP, ASP, and server-side includes, along with their interaction with specific web server software.  Additional topics include, but are not limited to, forms, functions, properties, events, variables, and arrays.

**CIS236 Computer Forensics - 4 Hrs.**
Prerequisites:  CIS111, CIS151 and CIS161
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.

**CIS250 Data Structures - 4 Hrs. (IAI CS912)**
Prerequisite:  CIS113
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.

**CIS281 Windows Network Administration - 4 Hrs.**
Prerequisite:  CIS181
Students will learn to administer the Windows Server operating system as well as plan and implement a Microsoft Windows Network.  Topics include, but are not limited to, account management, file systems, remote access, security, network protocols, name resolution, virtual private networks, and Active Directory services.

**CIS290 Object-Oriented Programming - 4 Hrs.**
Prerequisite:  CIS113
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.

**CIS299 Internship - 4 Hrs.**
Prerequisites:    Permission of the Program Director and availability of employment opportunity
The student will work in a professional environment in order to gain relevant work experience and learn how to operate in a structured work setting.  A Minimum of 160 hours on the job is required.

**CIS302 Advanced Systems Analysis and Design - 4 Hrs.**
Prerequisite:  CIS202
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.

**CIS308 Advanced Database Management Systems - 4 Hrs.**
Prerequisite:  CIS208
This course investigates advanced database models. Topics include the Enhanced E-R Model, converting conceptual data model to the relational data model, database design and performance, advanced SQL, concepts of client/ server architecture and applications, middleware, and database access; data quality, and security. Students will apply the studied topics to a real-world model or case study selected by the instructor.

**CIS318 Advanced Network Communications - 4 Hrs.**
Prerequisite:  CIS218
Advanced Network 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.

**CIS320 Java Programming and Web Design - 4 Hrs.**
Prerequisite:  CIS220
This course covers the field of Web programming using the Java programming language.  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.

**CIS325 Advanced Internet Topics - 4 Hrs.**
Prerequisites:  CIS120 and CIS218 or CIS318
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.

**CIS328 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.

**CIS338 Database Management II:  Security and Auditing - 4 Hrs.**
Prerequisite:  CIS328
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 simple to sophisticated security and auditing models.

**CIS348 Database Management III:  Management of Information Security - 4 Hrs.**
Prerequisite:  CIS328
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.

**CIS350 Information Technology - 4 Hrs.**
This course is 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.

**CIS400 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.

**CIS499 Internship - 4 Hrs.**
Prerequisites:   Permission of the program director and availability of employment opportunity. Must maintain at least a 2.50 cumulative grade point average or have the consent of the Externship Coordinator to enter the program. Student must have successfully completed at least 75% of the major and general education courses required in the program.
This course provides an opportunity for the student to apply the skills and knowledge gained in the areas of Computer and Information Science and Management Information Systems in a professional setting.  At the conclusion of the internship, the student will be expected to provide an analysis of the work experience.  The analysis will include how knowledge gained through previous coursework was applied on the job, what knowledge was gained from the experience, and how that knowledge may be applied toward future opportunities. A minimum of 120 hours on the job is required.

## ECONOMICS

**ECO144 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.

**ECO145 Introduction to Microeconomics - 4 Hrs. (IAI S3 902)**
Prerequisite:  ECO144
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.

**ECO325 The Federal Reserve and Financial Institutions - 4 Hrs.**
Prerequisites: ECO144 and ECO145
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.

**ECO350 Money and Banking - 4 Hrs.**
Prerequisites: ECO144 and ECO145
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

**ENG100 Basic English Skills - 4 Hrs.**
This course focuses 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.

**ENG109 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.

**ENG111 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.

**ENG116 Composition - 4 Hrs. (IAI C1 900R)**
Prerequisites: A score of 38 or better on written communication portion of the entrance examination and CIS114
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.

**ENG117 Advanced Composition - 4 Hrs. (IAI C1 901R)**
Prerequisite: A minimum of "C" in ENG116 or its equivalent
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.

**ENG120 Interpersonal Communications - 4 Hrs.**
Prerequisite: CIS114 or permission of the 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.

**ENG185 Introduction to Literature - 4 Hrs. (IAI H3 900)**
An introductory course to the major literary genres: 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.

**ENG230 Masterpieces of Literature - 4 Hrs. (IAI H3 906)**
Prerequisite: ENG117
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).

**ENG260 Grant Writing - 4 Hrs.**
This course will present the foundations and basic skills needed to participate in the grant writing process. Primary focus areas will include researching and writing grant proposals as well as exploring funding sources. Emphasis will be placed on the writing process to include strategy for acceptance of grant proposals.

**ENG300 Introduction to Non-fictional Prose - 4 Hrs.**
Prerequisite: ENG117
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.

**ENG310 Technical Writing - 4 Hrs.**
Prerequisite: ENG117
Introduction and practice in editing, proposals, and analytical writing; attention given to style manuals, research writing, technical terminology, and (as needed) publication. Computer assisted.

**ENG319 Survey of American Literature I - 4 Hrs. (IAI H3 914)**
Prerequisite:  ENG117
A study and analysis of representative texts of literature in the United States from its beginnings to the realistic period.

**ENG320 Survey of American Literature II - 4 Hrs. (IAI H3 915)**
Prerequisite:  ENG117
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.

**ENG330 Creative Writing:  Fiction - 4 Hrs.**
Prerequisite:  ENG117
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.

**ENG331 Creative Writing:  Literary Non-fiction - 4 Hrs.**
Prerequisite:  ENG117
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.

**ENG340 The American Short Story - 4 Hrs. (IAI H3 901)**
Prerequisite:  ENG117
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

**FA110 Art Appreciation - 4 Hrs. (IAI F2 900)**
A survey of the visual arts (painting, drawing, printmaking, sculpture and architecture) as they transmit cultural traditions and humanistic and aesthetic values.  This course examines historical, social and technological factors that contribute to understanding the function and meaning of works of art.

**FA120 Music Appreciation - 4 Hrs. (IAI F1 900)**
This course introduces the student to representative music masterpieces through perceptive listening.  Emphasis is on the elements of music, various musical forms and periods, and great composers and performers.

### FA300 20th Century American Fine Arts I - 4 Hrs. (IAI HF 900)
Prerequisite: ENG117

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).

### FA301 20th Century American Fine Arts II - 4 Hrs. (IAI HF 901)
Prerequisite: ENG117

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

### FIN200 Principles of Finance - 4 Hrs.
Prerequisites: ACC101, ACC105 and MAT130 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.

### FIN300 Managerial Finance - 4 Hrs.
Prerequisites: ACC213, ECO144 or ECO145, and MAT130 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.

## GEOGRAPHY

### GEO140 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.

**GEO142 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

**HI100 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.

**HI130 Pathophysiology - 4 Hrs.**
Prerequisite: BIO110 and HI100
Corequisite: BIO120
This course provides an introduction to the study of pathophysiology. Diseases that affect humans can range from mild to severe and can be acute or chronic. We will discuss how some diseases are localized versus other that become systemic. We will discuss the predisposition of certain disease processes based on heredity, baseline health status and coexisting factors such as the use of medications, caffeine, tobacco and alcohol. Students will describe the Standard Precaution guidelines for disease prevention and identify laboratory and imaging data that is specific to each disease process. Genetics and diseases that affect the human body throughout the life cycle will be explored; building upon concepts utilized in BIO110.

**HI140 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, reimbursement methodologies, and healthcare statistics.

**HI150 Medical Transcription I - 4 Hrs.**
Prerequisites: BIO110, BIO120 and HI100
This course incorporates transcription theory and practical hands-on transcription techniques utilizing weekly practice transcription exercises. Students will learn how to format documents utilizing computer-generated templates, as well as edit and proofread transcribed reports. Information presented in this course is based on the official guidelines of the Association for Healthcare Documentation Integrity (AHDI, formerly American Association

for Medical Transcriptionists).  Professionalism, legal, and ethical issues related to medical transcription are introduced.  Transcription theory includes a systems approach to medical terminology, anatomy and physiology, pathophysiology, surgery, laboratory, radiology, and pharmacology.

### HI161 Computers in Health Information - 4 Hrs.
Prerequisite:  CIS114
Computerized health information systems will be introduced in this course including definitions, electronic data collection, storage, and retrieval, as well as how to implement, manage, and secure computer-based patient record systems. In addition, computer voice technology will be introduced.

### HI170 Medical Transcription II - 4 Hrs.
Prerequisite:  HI150
This course provides hands-on transcription preparation using a systems approach.  Areas covered include anatomy and physiology, human disease and surgical procedures, laboratory procedures, medical science, medical terminology, pharmacology, critical thinking skills, editing, proofreading and/or transcribing various types of medical documents including the H & P, Discharge Summary, Operation Record, Consultation Record, SOAP Note and Office Note.  Professional issues regarding the AHDI organization as well as publications and certifications available will also be discussed.

### HI190 Medical Coding Specialist Professional Practice 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.

### HI195 Medical Transcription Professional Practice Experience - 4 Hrs.
Prerequisite:  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 professional practice 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 professional practice experience grade.

### HI205 Pharmacology for Health Information - 4 Hrs.
Prerequisite:  HI100
An introduction to the principles of pharmacology, including drug terminology; drug origins, forms, and actions; routes of administration; as well as the use of generic name drugs, trade name drugs, and classifications of drugs

to treat various body systems.  This course will integrate the disciplines of pharmacology, HIT, coding and medical transcription assisting students to decipher specific drug categories applicable with certain disease processes; thereby, decreasing the number of medication errors within the healthcare documentation record.  Research paper and group project will enable students to discuss current pharmacological issues such as ePrescribing and how it will specifically impact their chosen profession.

**HI215 Classification and Indexing Systems I - 4 Hrs.**
Prerequisites:  HI100
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.

**HI220 Health Information Law and Ethics - 4 Hrs.**
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, and 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.

**HI230 Principles of Health Information II - 4 Hrs.**
This course explores quality management, performance improvement, information systems, evolving technology, and the organization and supervision of health information functions.

**HI235 Classification and Indexing Systems II - 4 Hrs.**
Prerequisites:  HI100
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.

**HI250 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.

**HI260 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.

**HI275 Classification and Indexing Systems III - 4 Hrs.**
Prerequisites:  HI215 and HI235
This course provides experience with coding, utilizing ICD-9-CM, CPT, and HCPCS codes. Students will code case studies from diverse areas of specialization. Application of physician query development, POA indicators, MS-DRGs, and encoder use will be addressed.

**HI290 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 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, and 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. The student will take a mock Registered Health Information Technologist (RHIT) exam, which will constitute part of the course grade.

## HISTORY

**HIS120 Western Civilization I - 4 Hrs. (IAI S2 902)**
A preliminary survey of world history from Paleolithic man to the modern 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.

**HIS121 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.

**HIS122 Women in American History - 4 Hrs.**
A study of America with emphasis on the importance of women of the period who were instrumental in the shaping of America's past, present, and future.

**HIS130 U.S. History I - 4 Hrs.**
Survey of American history from the Pre-Columbian era through the U.S. Civil War: peoples and origins, colonial development, revolution, establishment of the U.S. Constitution, Early Republic, Age of Reform and Civil War.

**HIS131 U.S. History II - 4 Hrs.**
Survey of American history from the end of the Civil War to the present time. A study traces the growth of the United States from the position of a newly emerging industrial nation, with accompanying problems, to the position of the nation with global responsibilities and the problems characterizing this position.

**HIS300 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

**HSM300 Human Disease - 4 Hrs.**
Prerequisites: AH110 and AH120 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 illnesses, occupational illnesses, and genetic illness will be examined. The material explores approaches the healthcare provider can utilize to provide better care.

**HSM310 Principles of Community Health - 4 Hrs.**
An examination of a variety of health services required in a community including our own. Students will become familiar with services offered by a variety of agencies, use data to determine community needs and complete an epidemiological study.

**HSM320 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.

**HSM340 Management of Health Services I - 4 Hrs.**
Prerequisites: ENG116 and ENG117
A study of principles and methods utilized in the supervision of health care personnel and related activities or operations. Examine the supervisory process and its practical application in a variety of health care settings and situations. Management issues that distinguish health care organizations from other types of organizations will be identified and strategies for working

through these issues will be discussed. Topics covered include basic functions of management, delegation, time management, supervisory effectiveness, interviewing, relationships, leadership, motivation, performance appraisal, employee problems, and human resources.

### HSM341 Management of Health Services II - 4 Hrs.
Prerequisites: HSM340
A continuation of HSM340's study of principles and methods utilized in the supervision of health care personnel and related activities or operations. Topics covered include roles and values of health services managers in various settings, decision-making, change management, effective communications, meetings, budgeting, quality and productivity, working with teams, continuing education, and legal considerations for the supervisor.

### HSM375 Healthcare Sociology - 4 Hrs.
Prerequisites: PSY140 or SOC100
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.

### HSM400 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.

### HSM410 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, there is also an introduction to the philosophies, practitioners, techniques, and evidence of efficacy of complementary and alternative medicine.

### HSM420 Healthcare Marketing - 4 Hrs.
Strategic planning, marketing services in relation to organizational mission, methods for identifying the market, gathering and utilizing marketing data, continuous quality improvement and quality assurance are discussed. Students will gain an understanding of the unique role of marketing in healthcare and the function that marketing serves for society in general.

### HSM430 Basics of Healthcare Finance - 4 Hrs.
Prerequisites: BUS204 and CIS116 or knowledge of spreadsheets
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.

**HSM440 Current Issues & Health Service Management Capstone - 4 Hrs.**
Prerequisite: Completion of all other Health Services Management coursework. Current topics in the healthcare field will be discussed and analyzed. Students will complete case studies and discuss implications of decisions made. An intensive individual research project will be required.

## HUMANITIES

**HUM110 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.

**HUM130 World Religions - 4 Hrs. (IAI H5 904N)**
Prerequisites: ENG116
An introductory examination of the major Eastern and Western religions. Basic principles of the world's great religious traditions will be compared and contrasted. Religions studied will be selected from among the following: Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam.

**HUM200 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.

## KEYBOARDING

**KEY107 Beginning Keyboarding (30 GWAM) - 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.

**KEY109 Keyboarding Applications (45 GWAM) - 4 Hrs.**
Prerequisite: CIS114
Review of the keyboard, proofreading, and word processing techniques. Presentation of memorandums, email, business letters, envelopes, outlines, reports, manuscripts and tables.

**KEY111 Keyboarding Speed and Accuracy Improvement I - 4 Hrs.**
Prerequisite: Demonstrate speed and accuracy skill level of 30 gwpm or completion of KEY107 with a grade of "C" or better.
Students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy.

**KEY121 Keyboarding Speed and Accuracy Improvement II - 4 Hrs.**
Students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy.

**KEY131 Keyboarding Speed and Accuracy Improvement III - 4 Hrs.**
Students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy.

**KEY141 Keyboarding Speed and Accuracy Improvement IV - 4 Hrs.**
Students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy.

## LEGAL

**LEG100 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.

**LEG102 Criminal Law - 4 Hrs.**
Prerequisite: LEG100 or permission of the Program 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.

**LEG104 Wills, Trusts, and Estate Administration - 4 Hrs.**
Prerequisite: LEG100 or permission of the Program 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.

**LEG107 Family Law - 4 Hrs.**
Prerequisite:  LEG100 or permission of the Program 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.

**LEG115 Torts and Worker's Compensation - 4 Hrs.**
Prerequisite:  LEG100 or permission of the Program 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.

**LEG116 Legal Research I - 4 Hrs.**
Prerequisites:  LEG100 and LEG117 or permission of the Program 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.

**LEG117 Civil Procedure - 4 Hrs.**
Prerequisite:  LEG100 or permission of the Program 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.

**LEG123 Legal Word Processing and Terminology - 4 Hrs.**
Prerequisites: KEY109 or demonstrated skill, CIS115 or demonstrated skill, LEG100, or permission of the Program Director
Various legal documents, forms, and correspondence are prepared by the student with an emphasis on legal terminology.

**LEG203 Discovery and Investigation - 4 Hrs.**
Prerequisites:  LEG100 and LEG117 or permission of the Program 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.

**LEG207 Real Estate Law - 4 Hrs.**
Prerequisites: LEG100 and LEG104 or permission of the Program 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.

**LEG209 Legal Research II - 4 Hrs.**
Prerequisite: LEG116 or permission of the Program Director
This course provides a continuation of LEG116 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.

**LEG210 Paralegal Internship - 4 Hrs.**
Prerequisites: Successful completion of 32-quarter hours of legal courses (including LEG116 and LEG213) and permission of the Program Director.
The Paralegal Studies Program internship is designed to provide the Paralegal Studies' students with the opportunity to apply their formal education to actual work situations while providing the student 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 126 hours of work experience. The 126-hour work schedule needs to be arranged between the internship site supervisor and the student intern. All internship sites must be approved by Paralegal Studies Program Director prior to the commencement of the internship experience.

**LEG213 Law Office Management - 4 Hrs.**
Prerequisites: LEG100 and LEG117 or permission of the Program 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

### LS110 Concepts of Biology (Lab) - 6 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

### MAT101 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.

### MAT110 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.

### MAT130 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.

### MAT135 General Education Mathematics - 6 Hrs. (IAI M1 904)
Prerequisite: MAT130 or qualifying math placement score or consent from Dean or two years of high school algebra and one year of high school geometry. This course is designed to fulfill general education requirements, and not designed as a prerequisite for any other college mathematics course. It focuses on mathematical reasoning and the solving of real-life problems, rather than routine skills. Topics include counting techniques and probability, logic and set theory, the mathematics of finance, and statistics. Some of the topics may be substituted with geometry, graph theory, mathematical modeling, game theory, or linear programming.

**MAT138 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 MAT130, 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.

**MAT140 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.

**MAT145 Discrete Mathematics - 4 Hrs. (IAI M1 905)**
Prerequisite: MAT140 College Algebra
Introduction to analysis of finite collections and mathematical foundations of sequential machines, computer system design, data structures and algorithms. This includes sets, counting, recursion, graph theory, trees, nets, Boolean algebra, automata, and formal grammars and languages.

**MAT150 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.

**MAT161 Calculus for Business and Social Sciences - 6 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.

**MAT170 Calculus I - 6 Hrs. (IAI M1 900-1)**
Prerequisite: MAT150
Differentiation of polynomial, rational, exponential, logarithmic, and trigonometric functions and associated applications. Introduction to integration with applications.

## METEOROLOGY

**MET101 Principles of Weather - 6 Hrs. (IAI P1 905L)**
An introductory physical science course with a laboratory component, this course examines 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.

## MANAGEMENT

**MGT308 Principles in Healthcare Management - 4 Hrs.**
Prerequisite: BUS204
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.

**MGT320 Labor-Management Relations - 4 Hrs.**
Prerequisites: BUS204 and BUS340
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.

**MGT330 Compensation Management - 4 Hrs.**
Prerequisite: BUS204
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.

**MGT340 Advanced Financial Institutions Management - 4 Hrs.**
Prerequisite: BUS240
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.

**MGT345 Small Business Management - 4 Hrs.**

Prerequisite:  BUS204

A study of the management and operations of small business, including  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.

**MGT350 Human Resource Management - 4 Hrs.**

Prerequisites:  BUS204

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.

**MGT360 Operations Management - 4 Hrs.**

Prerequisites:  CIS114 and BUS232

This course is an 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 time and inventory modeling, production control, and quality planning and control.

**MGT370 Quality Management - 4 Hrs.**

Prerequisite:  MGT360

A study in the theory, history, and management of quality management programs in the United States and in foreign countries, including 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.

**MGT375 Leadership and Motivation - 4 Hrs.**

Prerequisites:  BUS204

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.

**MGT380 Entrepreneurship - 4 Hrs.**

Prerequisites:  ACC101, ACC105 and ACC213

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.

**MGT388 Healthcare Policies - 4 Hrs.**

Prerequisite:  ECO144

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.

**MGT390 Performance Improvement - 4 Hrs.**

Prerequisites:  BUS204 and MGT350

This course examines the theories and applications of human performance improvement in organizations. The student will study methods for analyzing performance gaps and their root causes as well as performance improvement interventions.

**MGT400 Project Management in Business - 4 Hrs.**

Prerequisites:  CIS114, CIS116 and BUS204

This course is an in-depth study of project management, the organization, and its many contributing parts.  The course will examine organizational form, management functions, staffing, time management, and special topics that can influence and differentiate a successful project from an unsuccessful one.  The course approach will utilize text readings, case studies, projects and additional outside research.  Since this course focuses on project management, groups will simulate a project and class time will be devoted to the completion of this exercise. It is recommended that students take this course within the last term of their program.

**MGT405 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.

**MGT420 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

### MKT250 Planning Organizational Marketing - 4 Hrs.

This course will present the core concepts of marketing, stressing relationship building with customers and satisfying their wants, needs and demands using the marketing tools of product, price, place and promotion. The course will help students develop necessary skills and understanding useful to small business, corporate and nonprofit organizations in their marketing efforts. Special emphasis will be placed on the development of an effective marketing plan.

### MKT305 Marketing Management - 4 Hrs.

Prerequisites: BUS204 and ACC101

This course examines 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.

## PHILOSOPHY

### PHI101 Introduction to Philosophy - 4 Hrs. (IAI H4 900)

This is 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.

### PHI220 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

### PSC110 Introduction to American Government - 4 Hrs. (IAI S5 900)

This course provides an introduction to the organization and function of the United States national government. More specifically, this course will examine the ideological foundations of the Constitution and its influence on current U.S. political institutions and culture, federalism, political behavior, the different branches of the American system of government and their respective roles, and public policy.

## PSYCHOLOGY

### PSY140 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.

### PSY200 Human Growth and Development - 4 Hrs. (IAI S6 902)
Prerequisite: PSY140
An overview of the total life span of human growth and development from conception through old age including the neurobiological, physical, cognitive, social and emotional development of humans, this course presents the current theories and principles of human development, emphasizing normal developmental stages and patterns of adjustment to differing lifetime demands.

### PSY305 Psychology of Deaf People and Their Culture - 4 Hrs.
The study of psychological processes, behavior, emotional and social maturity, disability adjustments of deafness, social and educational aspects from past to present, family status, socialization in groups and in the Deaf Community, economic status of deaf persons, types of accommodations, and basic sensitivity issues related to working with the Deaf and hard-of-hearing community.

## REALTIME REPORTING

### RR114 Theory of Machine Shorthand I - 4 Hrs.
Recommended: Knowledge of the QWERTY keyboard
Phoenix Theory is 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.

### RR115 Theory of Machine Shorthand II - 4 Hrs.
Prerequisite: RR114
This course is a continuation of Theory of Machine Shorthand I. More advanced computer-compatible, conflict-free machine shorthand theory concepts are covered.

**RR116 Theory of Machine Shorthand III - 4 Hrs.**

Prerequisite:  RR115

This course is a continuation of Theory of Machine Shorthand II.  More advanced computer-compatible, conflict-free machine shorthand theory concepts are covered. The student will be introduced to speedbuilding principles including the memorization of briefs, practice principles, and testing procedures. Extensive drills on unfamiliar material and timed writings will prepare the student to pass timed writings at 40, 60, and 80 wpm.

**RR125 English for Realtime Reporters - 4 Hrs.**

Prerequisite:  ENG116

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.

**RR206 Computer Transcription and Technology - 4 Hrs.**

Prerequisites:  CIS114, CIS115, and RR260

The student will learn the process of creating a complete and accurate 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 write realtime. Information on other related software packages will be introduced.

**RR220 Realtime Reporting Machine Shorthand I (60/80 WPM) - 4 Hrs.**

Prerequisite:  RR116

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 material and 60 wpm and 80 wpm two-voice testimony material while writing realtime.  Each test must be transcribed with 95 percent accuracy.  Emphasis is placed on the ability to write conflict-free outlines with accuracy and to read notes fluently.

**RR240 Realtime Reporting Machine Shorthand II (100 WPM) - 4 Hrs.**

Prerequisite:  RR220

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 material and two five-minute tests at 100 wpm on two-voice testimony material while writing realtime.  Each test must be transcribed with 95 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.

### RR260 Realtime Reporting Machine Shorthand III (120 WPM) - 4 Hrs.

Prerequisite:  RR240

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 material and two five-minute tests at 120 wpm on two-voice testimony material while writing realtime.  Each test must be transcribed with 95 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.

### RR280 Realtime Reporting Machine Shorthand IV (140 WPM) - 4 Hrs.

Prerequisite:  RR260

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 material, and 140 wpm on two-voice testimony material while writing realtime.  Each test must be transcribed with 95 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.

### RR290 Judicial Reporting Procedures - 4 Hrs.

Prerequisites:  RR206 and RR280

This 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 with special emphasis on the NCRA Code of Professional Ethics. 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.  (Formerly RR210 Judicial Reporting Procedures)

### RR310 Realtime Reporting Machine Shorthand V (160 WPM) - 4 Hrs.

Prerequisite:  RR280

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 material, and 160 wpm on two-voice testimony material while writing realtime.  Each test must be transcribed with 95 percent accuracy.  Emphasis is placed on jury charge, literary, medical, technical, and two-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.

### RR312 Judicial Reporting Practicum - 4 Hrs.

Prerequisites:  RR206 and RR290

The student 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. (Formerly JR220 Judicial Reporting Practicum)

**RR315 Medical Dictation - 4 Hrs.**
Prerequisites: RR310 and AH110
This course places emphasis on accurately writing medical terminology on the Stenograph machine while utilizing realtime technology with 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.

**RR316 Freelance Reporting Procedures - 4 Hrs.**
Prerequisite: RR290
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 JR315 Freelance Reporting Procedures)

**RR317 Official Reporting Procedures - 4 Hrs.**
Prerequisite: RR290
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, 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, and examinations and certifications. (Formerly JR317 Official Reporting Procedures)

**RR320 Internet Research Techniques for Realtime Reporters - 4 Hrs.**
Prerequisite: CIS114
The student will learn the most efficient and reputable Internet research techniques for general use and in order to gather pertinent information and compile word lists of realtime reporting terminology as specified for each concentration in NCRA's CASE 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.

**RR330 Realtime Applications for CART/Captioning - 4 Hrs.**
Prerequisites:  RR310 and RR206
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 or improve conflict-free writing methods and hone their realtime skills for endeavors in CART reporting and/or broadcast captioning.  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 and writing methods 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 for realtime certification preparation.

**RR340 Dictionary Development and Management - 4 Hrs.**
Prerequisites:  RR320 and RR330
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's CASE General Requirements and Minimum Standards Captioning and 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.

**RR350 Realtime Reporting 140 Literary - 4 Hrs.**
Prerequisites:  RR380 and RR340
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 percent verbatim accuracy or better with the evaluation based on NCRA's "What is an Error?" Guidelines.  Emphasis is placed on literary material and the ability to write conflict-free realtime with accuracy. Realtime accuracy will be charted and analyzed for improvement.  Weekly current events assignments will be given.  Laboratory tape sessions augment classroom dictation and instruction.

**RR355 Realtime Reporting Machine Shorthand VI (180 WPM) - 4 Hrs.**
Prerequisite:  RR310
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 material, and 180 wpm on two-voice testimony material while writing realtime.  Each test must be transcribed with 95 percent accuracy.  Emphasis is placed on jury charge,

literary, medical, technical, and two-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 JR350 Machine Shorthand VI [180 wpm])

**RR360 Realtime Reporting Question and Answer (180 WPM) - 4 Hrs.**
Prerequisite: RR310
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 95 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 JR360 Question and Answer [180 wpm])

**RR365 Realtime Reporting 160 Literary - 4 Hrs.**
Prerequisite: RR350
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 percent verbatim accuracy or better with the evaluation based on NCRA's "What is an Error?" Guidelines. Emphasis is placed on literary material and the ability to write conflict-free realtime with accuracy. Realtime accuracy will be charted and analyzed for improvement. Weekly current events assignments will be given. Laboratory tape sessions augment classroom dictation and instruction. (Formerly RR410 Realtime Reporting 160 Literary)

**RR370 Realtime Reporting Machine Shorthand VII (200 WPM) - 4 Hrs.**
Prerequisites: RR355 and RR360
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 material, and 200 wpm on two-voice testimony material while writing realtime. Each test must be transcribed with 95 percent accuracy. Emphasis is placed on jury charge, literary, medical, technical, and two-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 JR410 Machine Shorthand VII [200 wpm])

**RR380 Realtime Reporting Machine Shorthand VIII (225 WPM) - 4 Hrs.**
Prerequisite: RR370
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 material, and 225 wpm on two-voice testimony material while writing realtime. Each test must be transcribed with 95 percent accuracy, all within 75 minutes. STUDENT MUST PASS THE TESTS AS DESCRIBED ABOVE TO BE ELIGIBLE TO GRADUATE. 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.   Students will be required to transcribe a simulated RPR (Registered Professional Reporter) skills test in 3.75 hours to be eligible to graduate.  (Formerly JR440 Machine Shorthand VIII [225 wpm])

**RR390 Multi-Voice Speaker Designation for Judicial Reporting - 4 Hrs.**
Prerequisites:  RR330 and RR370
The student will write multi-voice material of various types utilizing realtime principles specific to judicial reporting at appropriate variable speeds.  This course emphasizes elements and uses of multi-voice speaker designations in regard to the judicial reporting industry and environments including 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 percent or higher.   (Formerly JR390 Multi-Voice Speaker for JR)

**RR420 Realtime Reporting Question and Answer (200 WPM) - 4 Hrs.**
Prerequisites:  RR355 and RR360
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 95 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 JR420 Question and Answer [200 wpm])

**RR445 Realtime Reporting Question and Answer (225 WPM) - 4 Hrs.**
Prerequisites:  RR370 and RR420
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.  Each 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 JR445 Question and Answer [225 wpm])

**RR450 Realtime Reporting Internship - 4 Hrs.**
Prerequisites:  RR312, RR370, RR420, LEG123
The internship will include a minimum of 40 verified hours of actual writing time under the guidance of experienced realtime reporters.   Students in the Judicial Reporting Concentration must meet this requirement to be eligible to graduate.  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.  A 40-page complete and accurate transcript will be prepared.  A narrative of the internship experience is required.  All writing logs will be submitted for approval.  A resume will be prepared.  (Formerly JR450 Judicial Reporting Internship)

## SOCIOLOGY

### SOC100 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. Research and writing is required.

### SOC200 Marriage and Family - 4 Hrs. (IAI S7 902)
Prerequisite: SOC100
This course surveys the contemporary family in historical and cross-cultural perspectives. Trends in mate selection, marriage, child-rearing, employment, gender roles, and communication within the family are included.

### SOC230 Adulthood and Aging - 4 Hrs. (IAI S6 905)
The student will investigate the biological, cognitive, and psychosocial factors from early adulthood through old age. Topics such as age, gender, race/ethnicity, socioeconomic status, culture; career choice and development; mate selection and marriage; conventional and nonconventional families; theories of adult personality development; mid- and late-life transitions; aging; and dying, death and bereavement are included.

### SOC300 Social Psychology - 4 Hrs. (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.

### SOC310 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.

## SPANISH

### SP110 Conversational Spanish - 4 Hrs.
An introduction to basic spoken and written Spanish and Hispanic culture. Upon completion, the student will be able to communicate at an elementary level in spoken and written Spanish and will demonstrate an introductory knowledge of Spanish-speaking cultures. Not open to native speakers of Spanish.

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# midstate college

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## W

**midstate college**

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