Where it all comes **together**

MIDSTATE COLLEGE

1888

CATALOG
2015-2016

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2015-2016

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Term Ends.. Aug 7

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MESSAGE FROM THE PRESIDENT

On behalf of the Midstate College family, I am pleased to welcome you into the exciting educational journey that you have chosen to pursue. At Midstate, you will be afforded many opportunities to grow and expand your knowledge base, as well as interact with and learn from some of the area's top talent in the classroom, and best of all, achieve the goals you've set for yourself. The atmosphere at Midstate is unique, and I am proud of the comfort our students feel when they enter a classroom, the ease at which they interact with their instructors online, and the guidance they receive throughout their entire experience as a student. I truly believe that you will enjoy those same positive feelings as a student at Midstate College.

As we embark upon our 127th year of service, I am incredibly proud of the rich and distinguished history of Midstate College in Peoria. Our community is filled with thousands of graduates and hundreds of employers who have witnessed the exceptional quality of our fine academic institution. It has been our mission, for over a century, to strengthen the workforce with exceptional graduates and to help each student individually, with a caring, dedicated faculty that is unparalleled.

At Midstate, every member of our family is dedicated to your success. From your first moments on our campus, to the day you walk across the stage for graduation, our staff and faculty 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. The Higher Learning Commission is designated as a recognized accrediting agency by the U.S. Department of Education. The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, Illinois 60604-1413, Phone: 800.621.7440 / 312.263.0456, Fax: 312.263.7462, Email: info@hlcommission.org, Web: http://www.ncahlc.org.

Midstate College is approved by the Illinois Board of Higher Education to operate in Illinois. The State Contact information for a student complaint is as follows: Illinois Board of Higher Education, 431 East Adams, 2nd Floor, Springfield, IL 62701, info@ibhe.org, or Institutional Complaint Hotline: 217-557-7359.

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.

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 Midstate College Paralegal Studies Associate of Applied Science degree is American Bar Association (ABA) approved. ABA, 321 North Clark Street, Chicago, IL 60654, 312.988.5607, Web: http://www.americanbar.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 Rd, Peoria, IL 61614-3558
Phone: 309.692.4092
Toll Free: 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.

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. 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. 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 other states. There are many transfer students who have completed one to four years of college as well as an increasing number of adults continuing their education. We are proud of our ambitious and talented students. While most are preparing themselves for immediate employment or job advancement, others are continuing their education in newly defined areas. Midstate College graduates have established an excellent record with employers for over 125 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. Dues can be incorporated into the student's financial aid package. Please see the Director of Student Affairs for information.

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 $38.50 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, Illinois Health Information Management Association (ILHIMA). 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 $45 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.

- American Health Information Management Association www.ahima.org

- Illinois Health Information Management Association www.ilhima.org

Central Illinois Health Information Management Association (CIHIMA) - CIHIMA is a regional association, which is separate from AHIMA and ILHIMA. Annual

membership dues for CIHIMA are $10. CIHIMA provides quarterly educational meetings in Peoria, Normal, and other locations in Central Illinois. Student price to attend CIHIMA quarterly meetings is $12.50 for the full day of education.

- Central Illinois Health Information Management Association www.ilhima.org/regional/regional2.html

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 and attend the Midstate Jurists meetings and 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 in the paralegal profession

- To offer understanding and support for program peers and professionals

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

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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 healthcare professions, provide networking opportunities, and promote unification throughout the healthcare professions.

Phi Beta Lambda (Nu Alpha Epsilon Chapter) - Phi Beta Lambda is the collegiate division of the national association, Future Business Leaders of American-Phi Beta Lambda, Inc. (FBLA-PBL). Membership is open to all students interested in pursuing a business or business-related career. Phi Beta Lambda increases members' knowledge in business through chapter meetings, conferences, and competitive events.

The mission of FBLA-PBL is to bring business and education together in a positive working relationship through innovation leadership and career development programs. Through this interaction, student members become more marketable and establish contacts that will help them accomplish their career objectives. Businesses will benefit from PBL by gaining access to a market of highly qualified prospective employees.

The goals of Phi Beta Lambda include:

- To develop capable, aggressive business leadership

- To strengthen the confidence of students in themselves and their work

- To create more interest in and understanding of the American business enterprise

- To encourage members in the development of individual projects, which contribute to the improvement of home, business, and community

- To develop character, prepare for useful citizenship, and foster patriotism

- To encourage and practice efficient money management

- To encourage scholarship and promote school loyalty

- To assist students in the establishment of occupational goals

- To facilitate the transition from school to work

Student membership is $25 per year, and dues can be incorporated into the student's financial aid package. The application for membership is completed through the Student Affairs Office.

- Phi Beta Lambda www.fbla-pbl.org

Realtime Reporting Club - The primary mission and objective of the club is to promote fellowship among Realtime Reporting students and to stimulate and encourage training in their field. Annual plans for professional growth include

attending national and state conventions, participating in field trips, and inviting professional speakers to present at 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 health week, go green week, student appreciation day, spirit week, 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 Student Affairs Department, which 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

Midstate College offers an on-campus bookstore for students to purchase books, materials, course resources, supplies, logo apparel and more. 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. Midstate logo items cannot be charged to a student's account. A listing of textbooks, ISBNs, 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. ATM machine is located in the R. Dale Bunch Student Center next to the Bookstore.

Office of Student Success

The faculty and staff at Midstate College are dedicated to helping students succeed, not only while a student is at the College but through a lifetime of additional challenges. The Office of Student Success can help students coordinate resources which will assist in making the college experience positive, memorable, and successful. The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 217 (in person); (309) 692-4092, extension 2170 (phone); studentsuccess@midstate.edu (email).

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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 and graduates with information and assistance on part-time and full-time employment opportunities. The Midstate College Career Services Center also provides résumé 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 partner with the student/graduate to achieve the best possible result.

Midstate College is recognized as a leader by community, industry, and other training institutions for quality education, quality placement strategy, and quality employment standards. To contact the Career Services Center: careerservices@midstate.edu or 309.692.4092 ext. 2100.

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 earlier than 9:30 p.m. Monday through Thursday, 4:30 p.m. on Friday, and 12:30 p.m. on Saturday.

Sex Offender Registration Policy:

Midstate College requires registered sex offenders to register with Campus Security via email security@midstate.edu. Those who fail to comply within ten days of enrollment or conviction may result in denial of enrollment or expulsion. Campus Security will work closely with the Midstate Administration to determine appropriate restrictions on a case-by-case basis.

For additional information regarding sex offenders in Illinois, visit http://www.isp.state.il.us/sor/.

Specific to higher education institutions, the Sex Offender Registration Act states the following:

> "If the sex offender or sexual predator is employed at or attends an institution of higher education, he or she shall also register with:
>
> > (A) The chief of police in the municipality in which he or she is employed at or attends an institution of higher education, unless the municipality is the City of Chicago, in which case he or she shall register at the Chicago Police Department Headquarters;
> >
> > (B) or the sheriff in the county in which he or she is employed or attends an institution of higher education located in an unincorporated area, or if incorporated, no police chief exists; and with the public safety or security director of the institution of higher education which he or she is employed at or attends."

A registered sex offender is not allowed to attend class with a minor. The Registrar's Office tracks his or her schedule, and the sex offender will be required to make schedule adaptations when necessary. In addition to this, the sex offender's class schedule is provided to campus security each term.

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 consumer 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.

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 consumer 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.

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 Resource Sharing Alliance (a cooperative network of libraries in Central 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 Memorial 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 reviewed and monitored to ensure up-to-date information and resources are readily available.

ADMISSIONS

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ADMISSIONS OVERVIEW

Midstate College welcomes applicants 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. To ensure compliance with state regulations, students must be approved to enroll from any state other than Illinois. 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 their own intellectual and academic interests.

A complete application includes the following:

1. application paperwork correctly filled out and signed,
2. high school transcript or GED certificate and college transcript if applicable,
3. fees as indicated on the application,
4. completed entrance exam.

All applicants are required to complete entrance examinations 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 Deans. Failure to take the entrance examinations 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 following the application date 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.

RE-ADMISSION

If students interrupt the course of their academic program for more than two quarters, they must apply for re-admission. There is a re-application fee of $10.00. If the candidate is approved, he or she is subject to the current curriculum, tuition requirements, and regulations in effect at the time of re-admission. Students must complete a "Standard Period of Non-Enrollment" 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 re-admission to the College.

CONTINUING GRADUATES

Any graduate who wishes to continue at Midstate College must complete an Application for re-admission. There is a $10 re-admission fee for graduates who take a break of two terms or longer between programs. The fee is waived for graduates who re-apply prior to graduating.

TRANSFER STUDENTS

Students transferring from another regionally 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. Midstate College accepts transfer students who meet admissions requirements and who present an 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.

One-third of all credit hours for any one educational program, degree, or diploma must be taken at Midstate College and completed successfully. In addition, the student must have taken the final quarter term at Midstate to qualify for a Midstate degree or diploma.

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

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. If Midstate College placement test scores reflect the need for developmental English or math and the student has successfully completed a higher level transfer English or math class at another college or institution, a proficiency exam will be administered at no cost to the student to assist in determining skill levels. The Dean of Students will review the test results and any other pertinent information that may be available to determine appropriate class placement.

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 and all transcripts marked with the IAI GECC 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. (See General Education Philosophy and individual course descriptions for IAI code numbers for GECC courses.)

- Any student who attended an Illinois college, transferred "in good standing" with a completed Associate of Arts, Associate of Science, or Associate of Arts and Sciences, and completed the GECC requirements in force since the summer of 1998, will 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.

- Midstate is committed to careful review and consideration of transfer credit(s). For more information about the Illinois Articulation Initiative, go to www.itransfer.org.

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. Eligibility for a MAP grant is tracked by the equivalent number of quarter credit hours of MAP benefits paid on student's behalf (MAP Paid Credit Hours). There is a limit of 75 MAP Paid Credit Hours that can be paid while students are classified as a freshman or sophomore. If this maximum is reached, students must attain junior status for their MAP grant eligibility to resume. The maximum number of MAP Paid Credit Hours is capped at 135.

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. A student can receive a Federal Pell Grant for no more than six years.

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 College 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 employment 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, expected family contribution, 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. The eligibility conditions are the same as the subsidized Direct Loan Program. The Federal government does not pay an in-school interest subsidy on the unsubsidized Direct Loan. 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.

Repeat Enrollment - Federal and State regulations allow the use of student aid funds for one repeat enrollment of a previously passed course. This applies when the original attempt at the course was paid for by financial aid. Federal and State regulations state a passing grade for purposes of the regulations is any grade higher than an "F". This regulation applies regardless of any program policy requiring a higher grade.

Midstate College Scholarships

Merit-Transfer Scholarship - Award of up to $2000 for First Year of Enrollment at Midstate College - The Scholarship Committee will award a scholarship to deserving students who have earned an associate degree at Midstate College or from another accredited institution and are entering a bachelor degree program. Applicants must meet the standards which have been established by the Scholarship Committee on a continuing basis throughout their first four quarters of a bachelor degree at Midstate College. Scholarships will be awarded on a first come first serve basis. The scholarship will be prorated for enrollment at a less than full-time basis. The Admissions Representative will supply the prospective applicant with the application form.

First-Time, Full-Time Scholarship - $1000 Annually for up to 4 years for Bachelor Degree and 2 years for Associate Degree - Midstate College invites all first-time, full-time students to apply for the First-Time, Full-Time Student Scholarship. We believe that a college education can be an essential tool in providing opportunities for people to achieve their dreams, and we are looking to reward students who share this same belief. Scholarship recipients will be selected and notified by the scholarship panel. Scholarship will be awarded $250 per quarter for a maximum of four consecutive quarters each year, for four years. The Admissions Representative will supply the prospective applicant with the application form.

High School Graduate Scholarship - $1000 for First Year of Enrollment - Midstate College invites all high school seniors and recent graduates to apply for the High School Graduate Scholarship. We believe that a college education can be an essential tool in providing opportunities for people to achieve their dreams, and we are looking to reward students who share this same belief. Scholarship recipients will be selected and notified by the scholarship panel. The Scholarship

to be awarded is for $250 per quarter for a maximum of four consecutive quarters based on full-time enrollment. The scholarship will be prorated for enrollment at a less than full-time basis. The Admissions Representative will supply the prospective applicant with the application form.

Entrance Exam Excellence Scholarship - $1000 for First Year of Enrollment - In an effort to reward applicants whose entrance examination results show a composite score of 90 or higher and a Wonderlic Scholastic Level score of 25 or higher, Midstate College will award the Entrance Exam Excellence Scholarship. Scholarship recipients will be selected and notified by the scholarship panel. The Scholarship to be awarded is for $250 per quarter for a maximum of four consecutive quarters based on full-time enrollment. The scholarship will be prorated for enrollment at a less than full-time basis. The Admissions Representative will supply the prospective applicant with the application form.

Alumni Immediate Family Scholarship - $1000 for First Year of Enrollment - Midstate College has always maintained a family atmosphere for its faculty, staff, and students and would like for this to be a continued tradition. Scholarship recipients will be selected and notified by the scholarship panel. This scholarship will be awarded at $250 per quarter for a maximum of four consecutive quarters based on full-time enrollment. The scholarship will be prorated for enrollment at a less than full-time basis. The Admissions Representative will supply the prospective applicant with the application form.

Other Scholarship Opportunities

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 use 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 and receipt of financial assistance at Midstate College, 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 zero 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 (pace of completion) 67 percent of the credits attempted to maintain satisfactory academic progress. Pace of completion is calculated by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted. The pace of completion applies to all courses including developmental courses.

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

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. All periods of enrollment are counted toward the maximum timeframe regardless of the receipt of Title IV aid. If it is determined that it is not possible for a student to complete his or 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. When a student transfers to another program, the calculation of the 150 percent timeframe is revised to the completion of the required courses for the new program. If a student completes a program and subsequently enrolls in a second program, the calculation of the 150 percent timeframe is revised to the completion of the required courses for the new program.

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.

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. However, if it is not mathematically possible for a student to meet the 2.0 GPA and/or the 67 percent completion rate by the end of the next period of enrollment, then the student will be placed on suspension and given the option to submit an appeal to the Review Committee.

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 Dean of Students and the Director of Financial Assistance that he or 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 or 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 or 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 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 or 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 ....$5,410.00 per term

Part-Time Attendance/Single Subject:
Tuition for less than 12 credit hours per term.......................... $381.25 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) $6,300.00
Tuition for 24 credit hours (6 classes).......................................$7,000.00

Tuition is subject to change annually.

Payments

All tuition costs and fees are payable in full by the first day of each term. Midstate College offers a payment plan to students who are unable to pay the full amount by the due date. Questions concerning this payment plan should be directed to the Financial Assistance/Accounting Departments.

Graduates will not receive a degree, diploma, or official transcript 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 - upon enrollment (non-refundable) $25.00
Readmission $10.00
Graduation (last quarter only) $150.00
Additional Degree or Diploma (each)... $15.00
Cap and Gown for Associate and Diploma $22.00
Cap and Gown for Bachelor Degree.. $42.00
Single Subject Tuition Deposit $25.00
Course Proficiency Application $25.00
Course Proficiency Credit Award $125.00
*See Credit by Prior Learning Assessment on page 56 for fee structure.
Transcript $10.00
Technology Usage $70.00
Allied Health Lab $150.00
Health Information Software $150.00
Science Lab $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.

• Select courses will be charged an additional $70.00 technology usage fee. This fee will cover software, computer usage, licensure fees, and technical support.

• Medical assistant 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. The charge for the background check is $35.00 and is the responsibility of the student. 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.

- All students entering the Medical Coding Specialist program and Health Information Technology program must have an Illinois State Police background check. Those persons identified on the list will need to meet with the program director prior to admission. The charge for the background check is $35.00 and is the responsibility of the student. Students enrolled in the Medical Coding Specialist program and Health Information Technology program may be required by Professional Practice Experience host sites to have an additional background check, immunizations, physical examination, drug screening, and uniforms. These expenses will be the responsibility of the student. Health Information Technology students will be required to enroll as student members through the American Health Information Management Association (AHIMA). Membership dues for students are $45.00 and may be incorporated into financial aid. For additional details, see https://www.ahimastore.org/ProductDetailMembership.aspx.

- Stenographic machine rentals are available to on-campus Realtime Reporting Machine Shorthand Theory I, II, and III students only. Students will be expected to purchase a realtime writer (stenographic machine) approximately nine months after entering the Realtime Reporting program. Realtime Reporting students who do not attend on-campus courses their first quarter must purchase their own steno machines that meet certain specifications. More information is available about stenographic machine ordering and the Investment Certificate Program through the Bookstore or Realtime Reporting Coordinator.

- All Realtime Reporting students must own or purchase a laptop that meets specifications and current Case CATalyst (Student) Software. Realtime Reporting students who take theory, speedbuilding, or skills classes via eLearning are required to own or to purchase current Case CATalyst (Student) Software. The Realtime Reporting Case CATalyst (Student) Software Rent-to-Own program requires five 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 or Product Key Code ownership reverts back to the College or the student is responsible for the remaining balance.

- All Realtime Reporting students who take speedbuilding courses are required to pay a quarterly speedbuilding course fee of $76.95 and purchase variable speed software, currently $29.99. Broadcast Captioning Concentration students enrolled in BC360, BC430, and BC440 courses will be required to pay one quarterly course fee of $76.95 unless concurrently enrolled in a speedbuilding course. CART Reporting Concentration students enrolled in the CT400 course will be required to pay one quarterly course fee of $76.95 unless concurrently enrolled in a speedbuilding course.

Tuition Refunds and Return to Title IV 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 and 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

Financial aid funds are awarded to a student under the assumption that the student will attend school for the entire period of enrollment for which the assistance was received. If a student withdraws from all classes, the student may not have earned all of the aid they received. The Return to Title IV calculation must be performed to determine the amount of earned and unearned aid the student has received for the enrollment period. If it is determined that a student received more financial aid than was earned, the unearned funds will be returned to the Federal Financial Aid programs. 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 Federal Financial Aid Programs. Refunds to Federal Programs must be distributed in the following order:

1. Unsubsidized Federal Direct Loan

2. Subsidized Federal Direct Loan

3. Perkins Loan

4. Federal PLUS Loan

5. Federal Pell Grant

6. Federal SEOG

7. Other Title IV Assistance

The amount of assistance that students have earned is determined on a pro rata basis. For example, if students completed 30% of their period of enrollment, they earn 30% of the assistance they were originally scheduled to receive. Once students have completed more than 60% of the period of enrollment, they earn all the assistance that they were scheduled to receive for that period.

If students did not receive all of the funds that they earned, they may be due a post-withdrawal disbursement. If students' post-withdrawal disbursement includes loan funds, they must give their permission before the funds can be disbursed. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. If students' post-withdrawal disbursement includes grants, the funds will automatically be used to pay for tuition and fees. There may be some

Title IV funds that students were scheduled to receive that cannot be disbursed to students after a withdrawal because of other eligibility requirements. For example, if students are a first-time, first-year undergraduate student and they have not completed the first 30 days of their program before they withdraw, students will not receive any Direct Loan funds that they would have received had they remained enrolled past the 30th day.

If students receive excess Title IV program funds that must be returned, the school must return a portion of the excess equal to the lesser of:

1. students' institutional charges multiplied by the unearned percentage of their funds, or

2. the entire amount of excess funds

The school must return this amount even if it did not keep this amount of their Title IV program funds.

If the school is not required to return all of the excess funds, students must return the remaining amount.

Any loan funds that students must return, they will repay in accordance with the terms of the promissory note. That is, students make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that students must return is called an overpayment. The maximum amount of a grant overpayment that students must repay is half of the grant funds they received or were scheduled to receive. Students do not have to repay a grant overpayment if the original amount of the overpayment is $50 or less. Students must make arrangements with the school to return the unearned grant funds.

The requirements for Title IV program funds when students withdraw are separate from any refund policy of the school. Therefore, students may still owe funds to the school to cover unpaid institutional charges. The school may also charge students for any Title IV program funds that the College is required to return.

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
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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 12-week quarter. Students may take over 19 hours of credit with the approval of the Dean of Students. [See Satisfactory Academic Progress]

CLASSIFICATION OF STUDENTS

The normal academic year is divided into four quarters containing 12 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 12 hours of instruction with appropriate homework and study. Students are classified as sophomores when they have completed 44 quarter hours, juniors when they have completed 89 quarter hours, and seniors when they have completed 134 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. Students enrolled in an associate degree program are classified as either freshmen or sophomores depending on the number of accumulated hours earned in the specific 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 5 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

In accordance with federal regulations, Satisfactory Academic Progress (SAP) is reviewed using maximum time frame/pace of progression (quantitative) and GPA (qualitative) criteria at the end of each academic term. SAP at Midstate College is defined as maintaining at least a 2.0 cumulative grade point average, successfully completing at least 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 failure of the assignment(s), a lesser grade on assignment(s), failure of the course and/or suspension from the College. The course instructor will review all submitted documents and supporting evidence as well as the student's personal file for other notifications of academic dishonesty and will determine the level of action to be applied. The student may appeal the decision to the Dean of Students, whose decision will be final.

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. Further discussion of consequences regarding academic dishonesty are addressed in the Student Handbook and in each class syllabus.

Plagiarism

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. [Reference the Midstate College Student Handbook for additional information.] Its seriousness requires a measured response which includes consequences for inappropriate and/or no citation.

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, claiming to have submitted work that was not submitted, or falsification of data 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 are examples.

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 students (themselves or others), criminal activity, financial issues, excessive absenteeism, academic dishonesty, and the like. A student may appeal an administrative dismissal. All appeals must be submitted in writing to the Dean of Students 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 to 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. Those students for whom an appeal is approved and who have made continued progress will continue to follow a plan of study until the completion rate and/or the GPA are at federal requirements. Students who have been academically suspended may appeal to the Dean of Students to continue their academic program. If the appeal is accepted, a Satisfactory Academic Progress (SAP) plan must be signed and adhered to. No student may be awarded a degree or diploma from Midstate College without a cumulative grade point average of at least 2.0. [See Satisfactory Academic Progress]

STUDENT GRIEVANCES

A dispute is most effectively handled and resolved by those closest to the problem, having the best understanding of the issues, and having the ability to formulate a mutually acceptable resolution. Therefore, it is in the best interest of the student to resolve disputes through open and cooperative dialogue. 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). At all levels, all reasonable efforts must be made to maintain confidentiality.

A formal grievance will be submitted in writing to the Director of Student Affairs. Once the written complaint has been received, the student will be immediately contacted by the Director of Student Affairs to secure all information and discuss the concern. The Director of Student Affairs will also contact the staff/faculty member(s) directly involved and attempt to reach a solution. The Director of Student Affairs will treat the complaint as high priority and will follow up with the student within one week. If a suitable remedy for the grievance cannot be reached, the Dean of Students will be brought in to intervene and seek a resolution. If at those two levels an equitable agreement cannot be reached, a subcommittee consisting of the Dean of Students, the Dean of Academics, the Department Director, and randomly selected, impartial faculty member(s) will be formed to determine a resolution. The committee decision will be final. 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	Withdraw by end of sixth academic week.	
WP	Withdraw after the sixth and prior to the end of the ninth academic week and was passing the course at the time of withdrawal.	
WF	Withdraw after the sixth and prior to the end of the ninth academic week and was failing the course at the time of withdrawal.	
CR	Proficiency Credit	
TR	Transfer credit – no grade	
NR	Non-reported	

AU   Audited
AD   Administrative Drop due to lack of attendance

Auditing a Course

Auditing a course allows a student to take a course without benefit of a grade or credit for the course. A Permit-to-Audit form must be approved and signed by the student's Program Director, the Dean of Students, and the Registrar. Audited courses carry no academic credit, do not fulfill degree or diploma requirements, and may affect a student's full-time status. Students should be aware that credit value of audited courses is included in the term load for determining tuition and/or fees. Tuition is based on the level and number of credits for each course and is the same fee rate as courses for credit. Financial Aid cannot be applied to audited courses. Upon completion, the audited course will appear on the student's transcript as an AU (Audit); the course does not earn credit and does not impact the GPA or completion rate. The student must complete The Permit-to-Audit form and submit it for signature to his or her appropriate Program Director. The Program Director will sign the form and submit it for signature to the Dean of Students who will sign it and submit it to the Registrar for signature and filing. The Registrar will notify the class instructor of the student's audit status and notify the student that the audit has been approved. An auditor is considered a passive learner and may not recite in class or take examinations but is expected to attend classes with regularity. Students must have previously taken and successfully completed the course they wish to audit.

Grade Point Average

The cumulative grade point average (GPA) for candidates of degrees and diplomas is based on all courses completed at Midstate College. The GPA is determined by multiplying the number of quality points by the number of quarter hours for each course and dividing by the total number of quarter hours.

Academic Recognition

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.

President's List - Full-time students who earn a grade point average of 4.0 and have no incompletes are named to the President's List each quarter.

Academic 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 if they have earned a cumulative GPA of 3.87 – 3.94, and summa cum laude if they have earned a cumulative GPA of 3.95 – 4.0 for courses taken at Midstate College. Please note that the GPA for these honors is based on those courses applicable to the graduate's specific program.

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Incomplete Grades

The student should initiate the process to request an incomplete ("I") grade by contacting his or her instructor(s) to explain why the request is being made and have the Request for Incomplete Grade form signed. The instructor may grant the incomplete grade if, in his or her opinion, extreme circumstances beyond the control of the student have made it impossible for that student to complete the required examinations, materials, assignments, and projects in a given course. The student must have successfully completed 75 percent of the required coursework in order to be eligible for an incomplete grade. Once approved and signed by the instructor, the Dean of Students 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 first day of the following term to complete any/all remaining work. The instructor may extend the completion deadline to the end of the quarter following the "I" grade if he or 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 of Students. If the required work is not completed within the prescribed time, the incomplete grade ("I") will automatically be changed to an "F" grade. Under no circumstances will an incomplete grade be allowed to go beyond the quarter after which the "I" grade was issued. For example, a course where an "I" grade is awarded in the summer term must have a credit grade issued no later than the end of the immediately following fall term.

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 without the signature of the Dean of Students and then only under extenuating circumstances. In the event that a pending graduate is unable to complete his or her coursework on-time, all work not submitted by the end of the term will be graded 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 of classes. All other grading factors apply.

Repeating Courses

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 unless extenuating circumstances can be documented. Students may repeat any course attempted at Midstate College for which they received a "D" or "F" grade. Permission must be obtained from the Dean of Students prior to taking a class for the third (or subsequent) time. 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 and a higher grade earned.

Federal and State regulations allow the use of student aid funds for one repeat enrollment of a course in which a "D" was earned. This applies when the original

attempt at the course was paid for by financial aid. This regulation applies regardless of any program policy requiring a higher grade.

Students seeking permission to take a course for the third (or subsequent) time must submit a Course Repeat Petition form. There must be extenuating circumstances to justify the request, e.g. illness, family emergency, etc., and students must provide verification of circumstances. Poor performance in previous attempts will generally NOT be sufficient for a third or additional attempt. The Dean of Students will review all requests for course repetition and will notify the student and the Department Director of the final decision.

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 College has established attendance policies based on course delivery mode. If a student attends an on-campus course, he or she will be counted as present. To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial gradable work. Externships, practicums, and internships verify attendance weekly, either through assignments or documentation required by specific programs. Additionally, onsite student participation for externships, practicums, and internships will be tracked for program accreditation records and to ensure that the requirements (i.e. required clock-hours) are met.

A student is considered excessively absent if he or she misses three or more consecutive classes or has been absent more than ten percent of the total scheduled class sessions. In addition, in the event that a student is absent fourteen (14) consecutive days from the last date of attendance in all classes at any time through the term, he or she will be administratively dropped unless the student has indicated a rationale for the absence and expresses the desire not to be dropped.

Students who are excessively absent will be referred to the Office of Student Success. The Office of Student Success will follow up with all student referrals to offer support services (tutoring, study skills, test taking techniques, etc.) to help students become more independent learners and succeed in their respective classes.

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 Dean of Students.

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 or her Program Director or the Student Records Office of his or 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 (SPNE) status. If a student does not return after two quarters of non-enrollment, the student will be administratively withdrawn from the College. If the student later chooses to continue his or her education at Midstate College, he or she must complete the readmission process. If the student later chooses to continue his or her education at Midstate College, he or she must complete the readmission process.

Withdrawal

Administrative Drop/Withdrawal - Any student who has not been in attendance the first two weeks of class may be administratively dropped. The College believes absenteeism to this extent will result in failure or withdrawal in subsequent weeks. Thus, class attendance is monitored closely. Students will be contacted by their instructors and/or the Student Success staff before they are dropped from course(s). In addition, in compliance with government regulations, students who have been absent for fourteen (14) consecutive days from the last date of attendance in all classes at any time during the term will be administratively dropped unless the student can provide a substantial rationale for the absences and he or she requests to remain in the class.

Institutional Withdrawal - Any student desiring to withdraw should officially inform his or her Program Director or the Student Records Office. A student who does not officially withdraw will be considered enrolled until he or she misses fourteen (14) consecutive days from the last date of attendance in all classes. (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 should inform his or her Program Director or the Student Records Office. It is highly recommended that students seek the advice of their Program Director and the Financial Assistance Office prior to making a final decision.

Students failing to officially withdraw from a particular class will be considered enrolled in the class(es) 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 the cours(es) 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 students are having difficulty passing tests, problems with specific course work, or difficulty identifying study strategies, etc., the College provides positive support, problem-solving suggestions, and encouragement to assist students in finding the right strategy to help them grow in mastery of their 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.

eLearning with an On-campus Component

eLearning courses with an on-campus component are taught at a distance and delivered asynchronously using the Internet but contain an on-campus requirement such as a mock interview, a faculty lecture or session, or a proctored assignment. The student in this course may be asked to meet face-to-face with the instructor, proctor, or employer to complete assignments, assessments, etc.

On-campus with an eLearning Component

On-campus courses with an eLearning component are taught in a physical classroom (this can also be internship sites) on a weekly or bi-weekly basis. The student will also be required to complete work in an eLearning setting. This could include testing, homework submission, guided training, etc.

Flex Learning

Flex courses are taught both on-campus and through eLearning. Flex courses offer personalized learning where students can choose each week whether they want to attend on-campus, via eLearning, or both.

Arranged with an eLearning component

An arranged class with an eLearning component is a class taught at a distance and delivered asynchronously using the Internet but with the option to meet face-to-face as the student's academic progress dictates. If a student needs a course not being offered, the program director may recommend an arranged class with an eLearning component. The program director will complete an Alternative Delivery form to receive approval. 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: College Level Examination Program (CLEP); Departmental Proficiency

Examination; and Prior Learning Assessment (PLA) through a Portfolio Process and/or through the Non-Collegiate Instructional Evaluation Process. In each case the purposes of the evaluation are as follows: (a) to determine if the learning is representative of college-level learning, and (b) to award appropriate credit. Credit granted by examination, proficiency or PLA is limited to 25 percent of the total credits earned at Midstate College.

Credit by College Level Examination

Midstate College awards credit for college-level academic competence as substantiated 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 and submitting it to the Dean of Students. The application is then reviewed by the appropriate department director who will make arrangements with the student to complete the exam.

Proficiency must be completed prior to the beginning of the term. All proficiencies must be completed prior to the last term of instruction. Any exceptions to this policy must be approved by the Dean of Students. Students may not proficiency more than 25 percent of the total courses taken at Midstate College and 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. A course can be utilized as an elective only if it applies to the requirements of a particular program. 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.

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Credit by Prior Learning Assessment

Midstate College believes that college-level learning can occur in many places other than a classroom. As students are looking to further their education, the College encourages them to investigate the Prior Learning Assessment (PLA) program. The PLA program can help students receive college credit for learning acquired on-the-job, in the military, in the community, and through independent study.

A student who wishes to have credit for prior learning experience can complete the Prior Learning Assessment (PLA) Application and pay an application fee of $25. After completing this application and receiving approval to continue, the student can pay $125 to enroll in the PLA workshop. This workshop will help clarify educational goals and priorities and assist the student in learning how to articulate his or her prior learning. During the PLA workshop, the PLA Administrator will provide instruction for developing a portfolio which articulates and verifies the learning acquired through work and life experience.

From start to finish, the process may take from as little as a few weeks to as long as four terms. At no time can the entire process exceed four terms, including the possible need for a quarter off. If the maximum timeframe expires, the student must restart the entire process. Upon completion and submission of the PLA portfolio, the PLA Administrator will assemble a portfolio review committee comprised of faculty and staff to evaluate the completed portfolio contents. Course credit will be awarded if the review committee determines the portfolio demonstrates the learning is congruent with all learning objectives of the course requested to be credited. Students will pay an additional $125 when credit is awarded for the targeted course. Students will pay $25 for each additional Prior Learning Assessment (PLA) Application submission and $125 per course for any additional courses which are awarded credit.

Non-Collegiate Instructional Evaluation Process

A student who wishes to have credit for prior learning experience through non-collegiate instructional evaluation using credit recommendations from recognized directories must submit an official transcript. Recommendations for particular credit(s) will be evaluated in accord with individual course objectives. Successful completion of a course will result in actual course credit only when Midstate College accepts the hours toward a specific degree/diploma program.

The College applies rigorous standards in the PLA area; therefore, the student should not expect that credit will automatically be awarded. Prior experience credit may not duplicate credits already on the student's transcript or those earned in the major. There are courses which are not eligible for PLA credit due to degree program accreditation limitations. Only 25 percent of the student's total degree program may be earned through the PLA program.

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 Dean of Students.

Students enrolled in a degree program must complete the stated number of hours required by the curriculum. 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. Under exceptional circumstances a student may appeal the denial of an incomplete whereupon the Dean of Students will review documentation and make a decision. That decision will be final. 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. Diplomas are mailed approximately six 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.

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RELEASE OF EDUCATIONAL RECORDS

Midstate College complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. In brief, FERPA protects the privacy of students at postsecondary institutions by describing exactly how and when school officials may disclose personally identifiable information from their educational records, while also guaranteeing these students the right to inspect and review these records for accuracy. As a rule, school officials will not disclose any personally identifiable information from a student's educational record to any third party, without the student's written consent, unless the disclosure is an exception provided for by federal law.

Directory Information

Midstate College directory information is considered public knowledge and may be disclosed without consent. The following pieces of information fall into this category:

- Student's full name

- Major Program of study

- Enrollment status

- Dates of attendance

- Date of graduation

- Degrees and honors received

- Midstate email address

- Pertinent information relating to officially recognized activities

Student Right to Inspect, Review, and Request Revision to Educational Records

FERPA affords students certain rights for accessing and amending their educational records, as shown below:

1. Students may request to inspect and review their education records according to the following process:

   a. The student must provide photo identification, along with a written, signed request, that clearly identifies which records they would like to view, to the registrar's office.

b. The registrar or other college official will meet with the student, and provide access to the specified record(s) no more than 45 days from the date of request.

2. Students also have the right to request corrections to information they believe to be inaccurate, misleading, or in violation of their privacy rights. This provision applies only to correcting an inaccurate record, and cannot be used to alter an underlying decision, such as an undesirable grade, or any action upon which the record is based; the normal student petition process should be used to resolve disputes regarding underlying actions or decisions.

Students who feel they have found inaccuracies in their records should submit a written statement to the registrar that clearly identifies the information they believe is in error, as well as why they believe it is inaccurate or misleading.

Student Right to Opt-Out of Directory Information Disclosure

Students who wish to request that their directory information not be released may do so by completing a Request for Non-Disclosure of Directory Information form, which is available from the student records office. A student should be aware of the following when opting out of directory information disclosure:

1. The College receives many inquiries for directory information from a variety of sources outside the institution, including friends, parents, relatives, prospective employers, the news media, and honor societies. Opting out of directory information disclosure will prevent release of such information, even to those people. As an example, the College would not be able to verify to prospective employers that a student has received a degree without the student's signed consent.

2. Opting out of directory information disclosure applies to all elements of directory information in the student's record. The College does not apply this release differentially to the various directory information elements.

Third-Party Access to Records

Under most circumstances a student's education records may only be released to third parties (i.e., anyone not the student or a school official) upon the written request of the student. However, personally identifiable information from records of students may be released without the consent of the student.

Health and Safety Exemption

Prior consent to disclosure of information from student education records will not be required when notice is made to appropriate parties in connection to an emergency, where knowledge of the information is necessary to protect the health or safety of the student or individuals involved.

Any release will be narrowly-tailored considering the immediacy, magnitude, and specificity of information concerning the emergency. Such an exception is limited to the period of the emergency and generally will not allow for a blanket release of personally identifiable information from a student's education records.

Filing a Complaint

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Below is the name and address of the office that administers FERPA:

> Family Policy Compliance Office
> U. S. Department of Education
> 400 Maryland Avenue, SW
> Washington, DC 20202

Midstate's complete education records disclosure policy can be found online at http://online.midstate.edu/Downloads/Documents/FERPA/Educational_Records_Disclosure_Policy.pdf.

Questions related to the interpretation or implementation of FERPA, as well as any request for release of educational record information, should be directed to the registrar at registrar@midstate.edu or (309) 692-4092, ext. 1010.

TRANSCRIPT OF CREDITS

A fee of $10 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 he or she is not in compliance with the appropriate federal regulations as dictated by federal authorities.

GENERAL EDUCATION PHILOSOPHY

Midstate College promotes critical thinking, integration of knowledge, understanding of scientific processes and technology, and an awareness of our social, political, and cultural heritage. The College is committed to the education of the total individual. Midstate College will provide substantial opportunities for students to develop, perfect, and polish skills in oral and written communication. Midstate College will encourage students to become active participants in the process of inquiry and to develop an ongoing process for the acquisition and integration of information for practical and creative application throughout their lives.

GENERAL EDUCATION OBJECTIVES

1. Optimize written and oral communication by composing coherent essays, critical analyses, research papers, and documents, and delivering organized and coherent speeches and presentations using appropriate language, grammar, and documentation.

2. Demonstrate information fluency by locating, evaluating, and effectively using information from a variety of sources.

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

4. Demonstrate quantitative reasoning skills by generating solutions and recommending a course of action.

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

6. Develop global awareness and appreciation of social and cultural diversity in the world by analyzing an issue from the perspective of another cultural tradition and demonstrating an understanding of and respect for cultural differences.

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

GENERAL EDUCATION COURSES

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.

Communications

Communications Courses:		IAI Code:
ENG109	Principles of Speech	C2 900
ENG111	Business Communications	
ENG116	Composition	C1 900R
ENG117	Advanced Composition	C1 901R
ENG120	Interpersonal Communications	

Humanities

English Courses:		IAI Code:
ENG185	Introduction to Literature	H3 900
ENG230	Masterpieces of Literature	H3 906
ENG300	Introduction to Non-fictional Prose	
ENG310	Technical Writing	
ENG319	Survey of American Literature I	H3 914
ENG320	Survey of American Literature II	H3 915
ENG330	Creative Writing: Fiction	
ENG331	Creative Writing: Literary Non-fiction	
ENG340	The American Short Story	H3 901
ENG360	Grant Writing	

Fine Arts Courses:		IAI Code:
FA110	Art Appreciation	F2 900
FA120	Music Appreciation	F1 900
FA300	20th Century American Fine Arts I	HF 900
FA301	20th Century American Fine Arts II	HF 901

Humanities Courses:		IAI Code:
BUS201	Professional Development	
HUM110	Human Potential	
HUM130	World Religions	H5 904N
HUM200	International Studies	

Language Arts Course:	IAI Code:
LA110 Conversational Spanish	

American Sign Language Course:	IAI Code:
ASL100 Introduction to American Sign Language	

Philosophy Courses:		IAI Code:
PHI101	Introduction to Philosophy	H4 900
PHI220	Ethics	H4 904

Life Sciences

Biology Courses:		IAI Code:
BIO110	Anatomy and Physiology I	
BIO111	Anatomy and Physiology I Laboratory (2 hrs)	
BIO120	Anatomy and Physiology II	
BIO121	Anatomy and Physiology II Laboratory (2 hrs)	
BIO200	Principles of Microbiology (6 hrs)	

Environmental Science Courses:		IAI Code:
GEO142	Environmental Issues (6 hrs)	L1 905

Life Science Courses:		IAI Code:
LS110	Concepts of Biology (6 hrs)	L1 900
FSN260	Food Science and Nutrition	
FSN265	Food Science and Nutrition Laboratory (2 hrs)	

Physical Sciences

Physical Science Courses:		IAI Code:
CHE105	Introduction to Chemical Principles (6 hrs)	P1 902L
CHE106	Introduction to Chemistry	P1 902
CHE107	Introduction to Chemistry Laboratory (2 hrs)	
MET101	Principles of Weather (6 hrs)	P1 905L

Mathematics

Mathematics Courses:		IAI Code:
AH155	Mathematics for Medications	
BUS232	Business Statistics	BUS 902
BUS310	Quantitative Analysis (Advanced Statistics)	
MAT110	Business Mathematics	
MAT135	General Education Mathematics (6 hrs)	
MAT140	College Algebra	
MAT145	Discrete Mathematics	
MAT158	Trigonometry	
MAT161	Calculus for Business and Social Sciences (6 hrs)	
MAT170	Calculus I (6 hrs)	M1 900-1

Social/Behavioral Sciences

Economics Courses:		IAI Code:
ECO144	Introduction to Macroeconomics	S3 901
ECO145	Introduction to Microeconomics	S3 902
ECO342	Economics of Globalization	
ECO348	Urban Economic Development	

Social Science Courses:		IAI Code:
GEO140	World Regional Geography	S4 900N

History Courses:		IAI Code:
HIS120	Western Civilization I	S2 902
HIS121	Western Civilization II	S2 903
HIS122	Women in American History	
HIS130	U.S. History I	S2 900
HIS131	U.S. History II	
HIS300	Contemporary World History	

Political Science Courses:		IAI Code:
PSC110	Introduction to American Government	S5 900

Psychology Courses:		IAI Code:
PSY140	Introduction to Psychology	S6 900
PSY200	Human Growth and Development	S6 902
PSY305	Psychology of Deaf People and Their Culture	

Sociology Courses:		IAI Code:
SOC100	Introduction to Sociology	S7 900
SOC200	Marriage and Family	S7 902
SOC205	Health and Society	
SOC230	Adulthood and Aging	S6 905
SOC300	Social Psychology	S8 900
SOC310	Racial and Ethnic Relations	S7 903D
SOC320	Women, Gender, and Society	

DEVELOPMENTAL COURSES

Based on entrance and course exam scores, a student may be required to enroll in developmental courses. These are courses that prepare students for college-level courses. While these course credits are not applicable toward any degree program, they are a part of a student's quarter workload and are counted toward full-time or part-time status. Students may take up to 45 quarter hours of developmental classes and receive federal aid. The focus at Midstate College is on student success. Successful performance in developmental classes increases the likelihood of success in college-level classes.

Developmental Courses:
Accounting
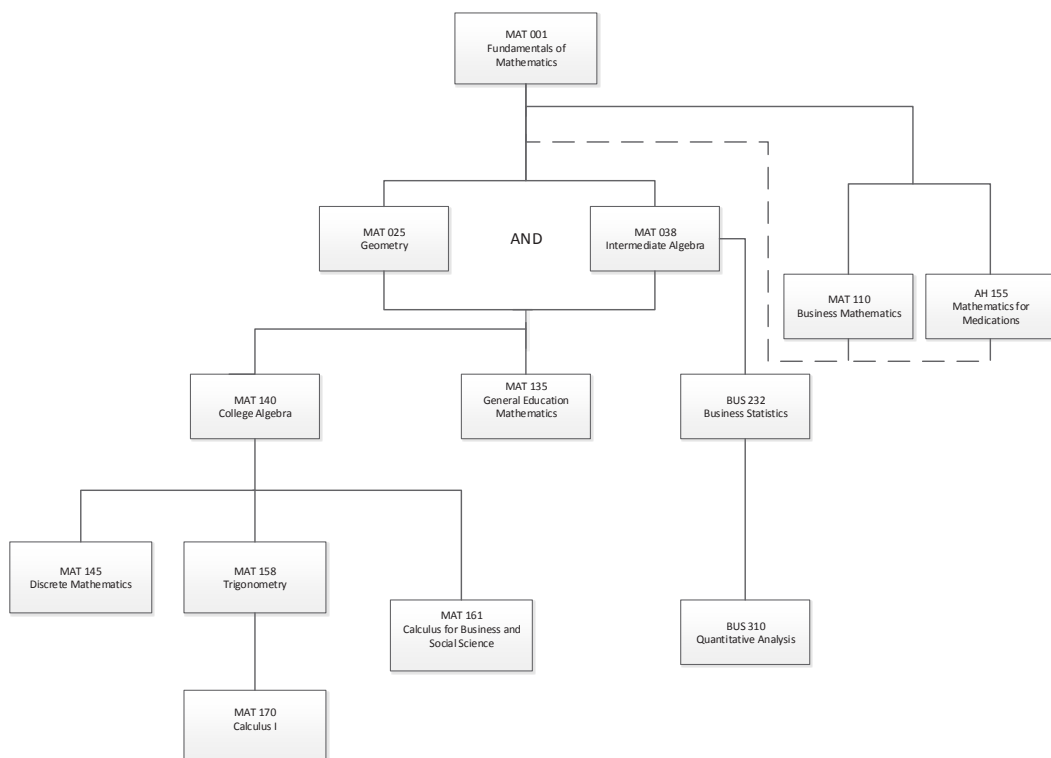ACC001 Fundamentals of Accounting

Communications
ENG010 Basic English Skills

Computers
CIS010 Technology Basics

Keyboarding
KEY007 Beginning Keyboarding
KEY011 Keyboarding Speed and Accuracy Improvement I
KEY021 Keyboarding Speed and Accuracy Improvement II
KEY031 Keyboarding Speed and Accuracy Improvement III
KEY041 Keyboarding Speed and Accuracy Improvement IV

Mathematics
MAT001 Fundamentals of Mathematics
MAT025 Geometry
MAT038 Intermediate Algebra

MATHEMATICS SEQUENCE

MAT 001
Fundamentals of
Mathematics

MAT 025
Geometry

AND

MAT 038
Intermediate Algebra

MAT 110
Business Mathematics

AH 155
Mathematics for
Medications

MAT 140
College Algebra

MAT 135
General Education
Mathematics

BUS 232
Business Statistics

MAT 145
Discrete Mathematics

MAT 158
Trigonometry

MAT 161
Calculus for Business and
Social Science

BUS 310
Quantitative Analysis

MAT 170
Calculus I

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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 provides individuals with the skill sets for advancement or to pursue administrative, managerial, or entrepreneurial opportunities in today's business world. The four concentration areas are as follows: Management, Human Resource Management, Marketing, and General Business.

Program Objectives:

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

1. demonstrate an understanding of economic institutions and the complex relationship between business, government regulations, and the informed consumer.

2. explain and analyze the operational areas of business, while identifying and solving real world business problems.

3. perform leadership tasks, utilizing strategic planning and displaying capabilities of an entrepreneur, while further developing creative thought and independent action.

4. apply an understanding of information technology to create solutions for the business environment.

5. evaluate business situations, articulate values, and apply ethical principles to managerial decisions.

6. evaluate and synthesize key components in human resource management, including employee recruiting, interviewing, hiring, training/development, and the delivery and management of compensation/benefit packages through an employer.

7. conduct research, analyze, and implement a successful marketing plan; including, defining a target market and objectives, recognizing or creating a brand/image, and focusing on relationship marketing and the selling process.

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements. 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.

Major:		**Quarter Hours:**
ACC101	Financial Accounting I	4
ACC105	Financial Accounting II	4
ACC213	Managerial Accounting	4
ACC300	Managerial Cost Accounting I	4
BUS106	Introduction to Business	4
BUS107	Business Law I	4
BUS108	Business Law II	4
BUS204	Principles of Management	4
BUS300	Advanced Business Communications	4
BUS315	Business Ethics	4
BUS340	Organizational Theory	4
BUS370	International Business	4
BUS390	Business Strategies and Policies	4
BUS395	Business Research Project	
	-or-	4
BUS495	Business Administration Internship	
CIS114	Computer Usage and Software Applications	4
CIS116	Spreadsheet Applications	4
FIN200	Principles of Finance	4
FIN300	Managerial Finance	4
MGT350	Human Resource Management	4
MGT360	Operations Management	4
MGT375	Leadership and Motivation	4
MGT400	Project Management in Business	4
MKT305	Marketing Management	4
	Total Hours	*92*

General Education:		**Quarter Hours:**
BUS232	Business Statistics	4
BUS310	Quantitative Analysis (Advanced Statistics)	4
ECO144	Introduction to Macroeconomics	4
ECO145	Introduction to Microeconomics	4
ENG109	Principles of Speech	
	-or-	4
ENG120	Interpersonal Communications	
ENG116	Composition	4
ENG117	Advanced Composition	4
MAT140	College Algebra	4

PSY140	Introduction to Psychology	
	-or-	4
SOC100	Introduction to Sociology	
	Total Hours	*36*

General Education Electives:	**Quarter Hours:**
Humanities	12
Life Science	6
Physical Science	4
Total Hours	*22*
Total hours before concentration	*150*

Choose one of the following:

General Business Concentration: This concentration provides students with an opportunity to broaden their general business knowledge through personal course selection. This concentration will allow students to gain additional business knowledge based upon individual needs. Additionally, this concentration will prepare General Business professionals for success in many different business environments.

General Business	**Quarter Hours**
Upper-Division Electives	12
Open Electives (BUS200 and BUS245 Recommended)	24
Total Hours	*36*

Human Resource Management Concentration: This concentration provides an option for students who want to focus on the ever-changing field of Human Resources. Students will develop solid theory and practice in selection and retention planning, compensation and benefits administration, training and development programs, and techniques to assess and increase employee performance. This concentration prepares Human Resource professionals for success in ever-changing business environments.

Human Resource Management Concentration		**Quarter Hours:**
HR315	Employee Recruitment, Interviewing, and Hiring	4
HR320	Employee Relations Strategies	4
HR330	Compensation and Benefits Administration	4
HR386	Employee Training and Development	4
HR405	Managing Change in the Modern Workplace	4
HR490	Human Resource Performance Improvement	4
Open Electives (BUS200 and BUS245 Recommended)		12
	Total Hours	*36*

Management Concentration: This concentration provides a comprehensive selection of courses to further prepare students for successful management careers in the modern business environment. The coursework incorporates customer service, small business management, entrepreneurship, e-business, and managing change in the modern workplace. This concentration enhances the program's core management curriculum for an in-depth study of best practices in the field.

Management Concentration		Quarter Hours
BUS325	Advanced Customer Satisfaction Strategies	4
HR405	Managing Change in the Modern Workplace	4
MGT345	Small Business Management	4
MGT370	Quality Management	4
MGT380	Entrepreneurship	4
MGT420	Principles of E-Business	4
Open Electives (BUS200 and BUS245 Recommended)		12
	Total Hours	*36*

Marketing Concentration: This concentration is designed to prepare future marketing professionals with the theoretical and practical knowledge for success in diverse marketing-related occupations. The concentration focuses on data-driven decision making through research and analysis of demographic and statistical marketing data. Students will develop and broaden skills in brand management, digital marketing, advertising and promotion, and consumer behaviors which apply to the changing role of marketing in today's organizations.

Marketing Concentration		Quarter Hours
BUS405	Professional Selling	4
MKT320	Consumer Behavior	4
MKT340	Brand Management	4
MKT350	Digital Marketing	4
MKT430	Marketing Research	4
MKT475	Advertising and Promotional Strategy	4
Open Electives (BUS200 and BUS245 Recommended)		12
	Total Hours	*36*

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

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ED Gainful Employment Disclosure

Bachelor of Business Administration

Award Year:	2013 - 2014
OPEID #:	004568
CIP CODE:	52.0201
Credential Level:	03 Bachelor Degree
Normal Time to Complete	4 years

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 Managers	11-3071.01
Storage and Distribution Managers	11-3071.02
Social and Community Service Managers	11-9151.00
Management Analysts	13-1111.00

Estimated Program Costs

Tuition and fees:	$83,578.00
Books and supplies:	$7,175.00
On-campus room and board:	not offered

On-Time Completion Rate*

Percent of graduates who completed their program on-time:	78%

Job Placement Rate**

Percent of job seeking graduates employed in their field of study:	not reported

Median Loan Debt*

Federal loans:	$46,128.00
Private education loans:	$0.00
Institutional financing plan:	$81.00

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

**This institution is not currently required to calculate a job placement rate for program completers.

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.

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 requirements. Each candidate for admission is considered individually on merit and potential.

Graduation Requirements:

All required coursework 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.

Major - Accounting:		Quarter Hours:
ACC101	Financial Accounting I	4
ACC105	Financial Accounting II	4
ACC110	Computerized General Ledger	4
ACC213	Managerial Accounting	4
ACC215	Tax Accounting I	4
ACC300	Managerial Cost Accounting I	4
ACC313	Managerial Cost Accounting II	4
ACC315	Tax Accounting II	4
ACC321	Intermediate Accounting I	4
ACC322	Intermediate Accounting II	4
ACC323	Intermediate Accounting III	4
ACC400	Advanced Accounting I	4
ACC405	Auditing I	4
ACC406	Auditing II	4
ACC409	Controllership	4
BUS107	Business Law I	4
BUS108	Business Law II	4
BUS204	Principles of Management	4
BUS310	Quantitative Analysis	4
BUS315	Business Ethics	4
BUS370	International Business	4
BUS390	Business Strategies and Policies	4
CIS114	Computer Usage and Software Applications	4
CIS116	Spreadsheet Applications	4
	Total Hours	*96*

General Education:		Quarter Hours:
BUS201	Professional Development	
	-or-	4
BUS350	Professional Advancement	
BUS232	Business Statistics	4
ECO144	Introduction to Macroeconomics	4
ECO145	Introduction to Microeconomics	4
ENG109	Principles of Speech	
	-or-	4
ENG120	Interpersonal Communications	
ENG116	Composition	4
ENG117	Advanced Composition	4
MAT140	College Algebra	4
PSY140	Introduction to Psychology	
	-or-	4
SOC100	Introduction to Sociology	
	Total Hours	*36*

General Education Electives:	Quarter Hours:
Humanities	12
Life Science with lab	6
Physical Science with lab	6
Social/Behavioral Sciences	8
Total Hours	*32*

Open Electives: **Quarter Hours:**
Select 12 hours of open electives   12
Total Hours   *12*

Upper-Division Electives: **Quarter Hours:**
Select 12 hours of upper-division electives   *12*

Total Hours Required for Degree   **188**

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ED Gainful Employment Disclosure

Accounting, Bachelor of Science Degree

Award Year:	2013 - 2014
OPEID #:	004568
CIP CODE:	52.0301
Credential Level:	03 Bachelor Degree
Normal Time to Complete	4 years

Occupations Related to this Program

Job Title:	SOC Code:
Accountants	13-2011.01
Auditors	13-2011.02
Budget Analysts	13-2031.00
Credit Analysts	13-2041.00
Financial Examiners	13-2061.00
Tax Examiners and Collectors, and Revenue Agents	13-2081.00
Business Teachers, Postsecondary	25-1011.00

Estimated Program Costs

Tuition and fees:	$84,410.00
Books and supplies:	$7,175.00
Room & board:	not offered

On-Time Completion Rate*

Percent of graduates who completed their program on-time:	100%

Job Placement Rate**

Percent of job seeking graduates employed in their field of study:	not reported

Median Loan Debt*

Federal loans:	$41,582
Private education loans:	$0.00
Institutional financing plan:	$0.00

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

**This institution is not currently required to calculate a job placement rate for program completers.*

COMPUTER INFORMATION SYSTEMS
Bachelor of Science Degree

The baccalaureate degree in Computer Information Systems is designed to provide students with a strong background in computer and information science and prepare them for successful careers in areas of computer technology ranging from network management, web design, and database management, 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 manage systems and processes in strategic areas of information technology. Additionally, they will be given a background in management theory, communication, and ethical reasoning so they will be able to facilitate intelligent decision making related to the constantly evolving field of computer information systems. 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. develop a plan for applying the theories, design, and technologies utilized in a business communications network.
8. blend business, computers, and information technology to develop successful business applications using current technology.
9. develop business and computer related security plans.

Upon completion of the Database Management Concentration the student will be able to:
10. manage and administer databases.

Upon completion of the Networking Concentration the student will be able to:
10. operate networks effectively.

Upon completion of the Web Development Concentration the student will be able to:
10. design, create and maintain standards compliant web pages using web programming languages and design tools.

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements. Each candidate for admission is considered individually on merit and potential.

Graduation Requirements:

All required coursework 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 concentration of 36 hours must be completed. A grade of "C" or better must be achieved in all courses to be eligible to graduate.

Major:		Quarter Hours:
ACC101	Financial Accounting I	4
ACC105	Financial Accounting II	4
BUS204	Principles of Management	4
BUS300	Advanced Business Communications	4
BUS315	Business Ethics	4
BUS340	Organizational Theory	4
CIS113	Introduction to Programming	4
CIS114	Computer Usage and Software Applications	4
CIS118	Database Applications	4
CIS120	Web Design	4
CIS126	Information Technology Research and Analysis	4
CIS131	Technical Support I	4
CIS141	Technical Support II	4
CIS155	Java Programming	4
CIS181	Windows Desktop Administration	4
CIS218	Network Communications	4
CIS202	Systems Analysis and Design	4
CIS227	Information Security Fundamentals	4
CIS255	Java Programming II	4
CIS350	Information Technology	4
CIS402	Information Technology Project	4
	-or-	
CIS499	Computer Information Systems Internship	
FIN200	Principles of Finance	4
MGT400	Project Management in Business	4
	Total Hours	*92*

General Education:		Quarter Hours:
BUS201	Professional Development	4
BUS232	Business Statistics	4
ECO144	Introduction to Macroeconomics	4
ECO145	Introduction to Microeconomics	4
ENG109	Principles of Speech	
	-or-	4
ENG120	Interpersonal Communications	

ENG116	Composition	4
ENG117	Advanced Composition	4
MAT140	College Algebra	4
MAT145	Discrete Mathematics	4
PSY140	Introduction to Psychology	
	-or-	4
SOC100	Introduction to Sociology	
	Humanities	8
	Life Science with lab	6
	Physical Science with lab	6

	Total Hours	*60*
	Total hours before concentration	*152*

Choose one of the following:

Database Management: The Database Management concentration focuses on building SQL databases and analyzing and manipulating data into useful business information. The student will be able to apply management techniques in the area of disaster recovery, auditing and security when in a database administrator role.

Database Management Concentration		Quarter Hours
CIS208	Database Management	4
CIS308	Advanced Database Management	4
CIS328	Database Management I: Disaster Recovery	4
CIS338	Database Management II: Security and Auditing	4
CIS348	Management of Information Security	4
CIS358	Database Management III: Data Mining	4
CIS Electives		4
Open Electives		4
	Total Hours	*32*

Networking: The Networking concentration focuses on networking theory and management. The student will understand the functions of the active directory, different operating system platforms and network systems, and network security when in a networking administration role.

Networking Concentration		Quarter Hours
CIS251	Introduction to DOS and Scripting	4
CIS281	Windows Network Administration	4
CIS315	Windows Active Directory	4
CIS318	Advanced Network Communications	4
CIS361	Open Source Operating Systems	4
CIS348	Management of Information Security	4
CIS Electives		4
Open Electives		4
Total Hours		**32**

Web Development: The Web Development concentration focuses on web planning, development and maintenance. The student will be able to apply web design, graphics, programming, and security techniques when in a web developer and designer role.

Web Development Concentration	Quarter Hours
CIS210	Visual Communications	4
CIS215	Web Graphics	4
CIS220	Web Programming	4
CIS222	Web Design II	4
CIS326	Advanced Internet Topics	4
CIS348	Management of Information Security	4
CIS Elective		4
Open Electives		4
Total Hours		*32*

Total Hours Required for Degree	**184**

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ED Gainful Employment Disclosure

Computer Information Systems, Bachelor of Science Degree
Award Year: 2013 - 2014
OPEID #:   004568
CIP CODE: 11.0401
Credential Level: 03 Bachelor Degree
Normal Time to Complete   4 years

Occupations Related to this Program
Job Title: SOC Code:
Computer and Information Systems Manager   11-3021.00
Computer and Information Research Scientists   15-1111.00
Computer Science Teachers, Postsecondary   25-1021.00

Estimated Program Costs
Tuition and fees: $83,235.00
Books and supplies: $7,175.00
On-campus room and board: not offered

On-Time Completion Rate*
Percent of graduates who completed their program on-time: not reported

Job Placement Rate**
Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*
Federal loans: not reported
Private education loans: not reported
Institutional financing plan: not reported

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

**This institution is not currently required to calculate a job placement rate for program completers.*

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. All candidates for admission must pass the College's entrance examination requirements or have an associate's degree with at least one year of experience in the healthcare field.

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

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     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:**
AH120	Human Anatomy and Disease	4
BUS204	Principles of Management	4
BUS300	Advanced Business Communications	4
BUS340	Organizational Theory	4
ENG310	Technical Writing	4
HI105	Medical Terminology	4
HSM200	Billing and Reimbursement	4
HSM300	Human Disease	4
HSM308	Principles of Healthcare Management	4
HSM310	Principles of Community Health	4
HSM320	Healthcare of Aging	4
HSM340	Management of Health Services I	4
HSM341	Management of Health Services II	4
HSM360	Transcultural Healthcare	4
HSM375	Healthcare Sociology	4
HSM388	Healthcare Policies	4
HSM400	Advanced Healthcare Law and Ethics	4
HSM410	Principles and Practices of Alternative and Complementary Healthcare	4
HSM420	Healthcare Marketing	4
HSM440	Current Issues and Healthcare Capstone	4
MGT350	Human Resource Management	4
MGT375	Leadership and Motivation	4
	Total Hours	*88*

General Education:		**Quarter Hours:**
ACC101	Financial Accounting I	4
BUS106	Introduction to Business	4
BUS350	Professional Advancement	4
ECO144	Introduction to Macroeconomics	4

ENG109	Principles of Speech	
	- or -	4
ENG120	Interpersonal Communications	
ENG116	Composition	4
ENG117	Advanced Composition	4
HUM110	Human Potential	4
MAT140	College Algebra	4
PSY140	Introduction to Psychology	4
	Total Hours	*40*

General Education Electives:	Quarter Hours:
Choose 3 classes from the following disciplines:	
ENG, FA, FSN, GEO, HIS, HUM, LA, PHI, SOC	12
Total Hours	*12*

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: AH150, HI225, CIS114, CIS115, CIS116, FIN200, FIN300, MGT370, PSC110, SOC100, SOC300.	
Total Hours	*48*

Total Hours Required for Degree **188**

ED Gainful Employment Disclosure

Health Services Management, Bachelor of Science Degree
Award Year: 2013 - 2014
OPEID #:   004568
CIP CODE: 51.0701
Credential Level: 03 Bachelor Degree
Normal Time to Complete   4 years

Occupations Related to this Program
Job Title: SOC Code:
Medical and Health Services Manager   11-9111.00

Estimated Program Costs
Tuition and fees: $84,200.00
Books and supplies: $7,175.00
On-campus room and board: not offered

On-Time Completion Rate*
Percent of graduates who completed their program on-time: 82%

Job Placement Rate**
Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*
Federal loans: $27,753.00
Private education loans: $0.00
Institutional financing plan: $0.00

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

**This institution is not currently required to calculate a job placement rate for program completers

LAW AND SOCIAL JUSTICE
Bachelor of Arts Degree

The undergraduate program in Law and Social Justice provides students with an interdisciplinary curriculum that engages in critical analysis of justice issues. In Law and Social Justice, we seek to discover the social and historical roots of justice and injustice and examine how popular understandings of these principles shape public policies, including those of the legal system. The program consists of courses in history, politics/government, law, social and behavioral sciences, economics, and the environment. The program provides students with a broad but intensive understanding and appreciation of the social, ethical, political, and cultural issues pertinent to social justice and the law. Through critical inquiry, social science investigation, and experiential learning, Law and Social Justice students will develop an understanding of important social, ethical, political, environmental, economical, and cultural issues associated to the law by studying the structural roots of crime and examining the legal and social concerns of diverse, urban, low-income, and disenfranchised communities whose members are often clients of the criminal justice system.

The Bachelor of Arts degree in Law and Social Justice provides excellent preparation for employment in an extensive range of careers. This major not only prepares the student for a profession with advocacy groups, nonprofit organizations, federal, state, and local governmental institutions, or any employer seeking people with strong skills in research, writing, analysis, and advocacy with contemporary legal and social issues, it is also an excellent choice for professionals seeking advancement in criminal justice/law enforcement careers and for students considering advanced study in social services, urban and regional planning or law.

Program Objectives:

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

1. develop ethical decision-making skills guided by the values, principles and standards of the law and social justice professions, particularly the values of self-determination, empowerment, and regard for diversity.
2. analyze philosophies associated with different economic systems and their effects on people and environments.
3. produce local, regional, and international research using statistical and qualitative methods into social injustice and propose provisional solutions.
4. analyze skills and attitudes that promote effective leadership and responsible administration of organizations in the legal and social justice fields.
5. formulate effective communication skills both orally and in writing with particular emphasis on informative and persuasive argumentation supported by logic, legal precedent, and scholarly research.
6. analyze situations according to different social, historical, political paradigms.
7. compare various political systems that affect economic and social policy.
8. evaluate contemporary and historical effects of urban migration, industrialization, land ownership, urbanization and new technologies on specific social groups and societies.

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements or successful completion of the Paralegal Studies Associate of Applied Science degree. Each candidate for admission is considered individually on merit and potential.

Graduation Requirements:

A grade of "C" or better must be achieved in all courses to be eligible to graduate. To remain in good standing a GPA of 2.0 or better on a 4.0 scale is required.

Major:		Quarter Hours:
CIS114	Computer Usage and Software Applications	4
CIS116	Spreadsheet Applications	4
ECO342	Economics of Globalization	4
ECO348	Urban Economic Development	4
LSJ101	Introduction to Criminal Justice	4
LSJ110	Introduction to Social Justice	4
LSJ310	Theories of Justice and Social Change (Justice and Equality)	4
LSJ316	Women, Justice, and the Law	4
LSJ320	Law and Racism in America	4
LSJ325	Community Organizing/Community Law	4
LSJ331	Workers' Rights and Human Rights	4
LSJ338	Juvenile Justice System	4
LSJ354	Politics of Punishment, Analyzing Prisons and Jails	4
LSJ361	Public Administration	4
LSJ385	Professionalism and Ethics	4
LSJ450	Research Methods	4
LSJ495	Law and Social Justice Internship	4
	Total Hours	*68*

General Education:		Quarter Hours:
ECO144	Introduction to Macroeconomics	4
ENG109	Principles of Speech	4
ENG116	Composition	4
ENG117	Advanced Composition	4
ENG310	Technical Writing	4
MAT161	Calculus for Business and Social Sciences	6
PSC110	Introduction to American Government	4
PSY140	Introduction to Psychology	4
SOC100	Introduction to Sociology	4
SOC300	Social Psychology	4
	Total Hours	*42*

General Education Electives:	Quarter Hours:
Humanities 100-200 Level	8
Humanities 300 or higher	4
Life Science with Lab 100-200 Level	6
Social/Behavioral Sciences 300 or higher	4
Total Hours	*22*

LSJ Electives:	Quarter Hours:
Select 44 hours of legal and/or social justice courses	
Total Hours	*44*

Open Elective:	Quarter Hours:
Select 12 hours of open electives	
Total Hours	*12*

Total Hours Required for Degree	**188**

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ED Gainful Employment Disclosure

Law and Social Justice, Bachelor of Science Degree
Award Year: 2013 - 2014
OPEID #:   004568
CIP CODE: 22.0000
Credential Level: 03 Bachelor Degree

Occupations Related to this Program
Job Title: SOC Code:
Social Workers, All Others   21-1029.00

Estimated Program Costs
Tuition and fees: $84,270.00
Books and supplies: $7,175.00
On-campus room and board: not offered

On-Time Completion Rate*
Percent of graduates who completed their program on-time: not reported

Job Placement Rate**
Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*
Federal loans: not reported
Private education loans: not reported
Institutional financing plan: not reported

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

**This institution is not currently required to calculate a job placement rate for program completers.

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.

 Program Objectives:

1. write a 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, all non-realtime tests.
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. prepare a realtime translation of two 30-minute segments of CART services on varied topics for course evaluation taken from the internship experience.
25. complete 15 hours of research and dictionary preparation and 25 hours of writing, for a total of 40 hours 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.

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements. Each candidate for admission is considered individually on merit and potential.

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:
CIS115	Word Processing Applications	4
HI105	Medical Terminology	4
LEG100	Introduction to Law	4
PSY305	Psychology of Deaf People and Their Culture	4
RR114	Theory of Machine Shorthand I	4
RR115	Theory of Machine Shorthand II	4
RR116	Theory of Machine Shorthand III	4
RR125	English for Realtime Reporters	4
RR206	Computer Transcription and Technology	4
RR220	Realtime Reporting Machine Shorthand I (60/80)	4
RR240	Realtime Reporting Machine Shorthand II (100)	4
RR260	Realtime Reporting Machine Shorthand III (120)	4
RR280	Realtime Reporting Machine Shorthand IV (140)	4
RR290	Judicial Reporting Procedures	4
RR310	Realtime Reporting Machine Shorthand V (160)	4
RR315	Medical Dictation	4

RR320	Internet Research Techniques for Realtime Reporters	4
RR330	Realtime Applications for CART/Captioning	4
RR340	Dictionary Development and Management	4
RR355	Realtime Reporting Machine Shorthand VI (180 wpm)	4
RR370	Realtime Reporting Machine Shorthand VII (200 wpm)	4
RR380	Realtime Reporting Machine Shorthand VIII (225 wpm)	4
	Total Hours	*88*

General Education:		**Quarter Hours:**
AH121	Human Anatomy and Disease for Realtime Reporters	4
BUS201	Professional Development	4
CIS114	Computer Usage and Software Applications	4
ENG116	Composition	4
ENG117	Advanced Composition	4
GEO140	World Regional Geography	4
MAT140	College Algebra	4
PSC110	Introduction to American Government	4
PSY140	Introduction to Psychology	
	-or-	4
SOC100	Introduction to Sociology	
	Total Hours	*36*

General Education Electives:	**Quarter Hours:**
Humanities: Choose one HUM and one ENG	8
Life Science with lab	
-or-	6
Physical Science with lab	
Social/Behavioral Sciences: Choose one HIS	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*

Choose one of the following:

Broadcast Captioning Concentration: A broadcast captioner possesses the knowledge, skill, and ability to produce accurate, simultaneous translation and display of broadcasts utilizing realtime translation.

Broadcast Captioning Concentration:		**Quarter Hours:**
BC345	Broadcast Captioning Technology	4
BC360	Introduction to Broadcast Captioning	4
BC375	Broadcast Captioning 180 Literary	4
BC430	Broadcast Captioning I – News	4
BC440	Broadcast Captioning II – Sports	4

BC450	Broadcast Captioning Internship	4
RR350	Realtime Reporting 140 Literary	4
RR365	Realtime Reporting 160 Literary	4
	Total Hours	*32*

CART Reporting Concentration: 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.

CART Reporting Concentration:		Quarter Hours:
ASL100	Introduction to American Sign Language	4
CT345	CART Technology	4
CT360	Introduction to CART Reporting	4
CT375	CART Reporting 180 Literary	4
CT400	CART Reporting Practicum	4
CT450	CART Reporting Internship	4
RR350	Realtime Reporting 140 Literary	4
RR365	Realtime Reporting 160 Literary	4
	Total Hours	*32*

Judicial Reporting Concentration: 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.

Judicial Reporting Concentration:		Quarter Hours:
LEG123	Legal Word Processing and Terminology	4
RR312	Judicial Reporting Practicum	4
RR316	Freelance Reporting Procedures	
	-or-	4
RR317	Official Reporting Procedures	
RR360	Realtime Reporting Question and Answer (180 wpm)	4
RR390	Multi-Voice Speaker Designation for Judicial Reporting	4
RR420	Realtime Reporting Question and Answer (200 wpm)	4
RR445	Realtime Reporting Question and Answer (225 wpm)	4
RR450	Realtime Reporting Internship	4
	Total Hours	*32*

Total Hours Required for Degree   **186**

ED Gainful Employment Disclosure

Realtime Reporting, Bachelor of Science Degree
Award Year: 2013 - 2014
OPEID #:   004568
CIP CODE: 22.0303
Credential Level: 03 Bachelor Degree
Normal Time to Complete   4 years

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

Estimated Program Costs
Tuition and fees: $83,578.00
Books and supplies: $7,175.00
On-campus room and board: not offered

On-Time Completion Rate*
Percent of graduates who completed their program on-time: not reported

Job Placement Rate**
Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*
Federal loans: not reported
Private education loans: not reported
Institutional financing plan: not reported

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

**This institution is not currently required to calculate a job placement rate for program completers.*

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 or 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. Competency-based assessments will be used in some classes to demonstrate the skills needed by an administrative professional.

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. demonstrate business communication skills.
5. demonstrate knowledge of management principles.
6. utilize fiscal management principles.
7. use office productivity software effectively.
8. type a minimum of 45 wpm with 5 or fewer errors.

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements. Each candidate for admission is considered individually on merit and potential.

Graduation Requirement:

A grade of "C" or better must be achieved in all major 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 45 wpm with 5 or fewer errors.

Major:		**Quarter Hours:**
ACC101	Financial Accounting I	4
ACC110	Computerized General Ledger	4
AP112	Office Skills	4
AP208	Integrated Office Project	4
AP207	Administrative Office Procedures	4
BUS106	Introduction to Business	4
BUS204	Principles of Management	4
BUS245	Customer Satisfaction Strategies	4
CIS114	Computer Usage and Software Applications	4
CIS115	Word Processing Applications	4
CIS116	Spreadsheet Applications	4
CIS119	Managing Projects	4
CIS117	Presentation Applications	4
CIS123	Communications and Time Management Applications	4
KEY109	Keyboarding Applications	4
	Total Hours	*60*

General Education:		**Quarter Hours:**
BUS201	Professional Development	4
ENG109	Principles of Speech	
	-or-	4
ENG120	Interpersonal Communications	
ENG111	Business Communications	4
ENG116	Composition	4
HUM110	Human Potential	4
MAT110	Business Mathematics	4
PSY 140	Introduction to Psychology	4
	-or-	
SOC 100	Introduction to Sociology	
	Total Hours	*28*

Electives:		**Quarter Hours:**
Complete 4 hours of electives		
	Total Hours	*4*

Total Hours Required for Degree	**92**

ED Gainful Employment Disclosure

Administrative Professional, Associate of Applied Science Degree

Award Year:	2013 - 2014
OPEID #:	004568
CIP CODE:	52.0401
Credential Level:	02 Associate Degree
Normal Time to Complete	2 years

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 and fees:	$41,620.00
Books and supplies:	$3,575.00
On-campus room and board:	not offered

On-Time Completion Rate*

Percent of graduates who completed their program on-time:	not reported

Job Placement Rate**

Percent of job seeking graduates employed in their field of study:	not reported

Median Loan Debt*

Federal loans:	not reported
Private education loans:	not reported
Institutional financing plan:	not reported

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

**This institution is not currently required to calculate a job placement rate for program completers.*

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 will 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. identify and apply the practical skills needed to demonstrate proficiency in the fields of accounting, finance, and marketing within a business environment.
2. analyze the complex interrelationship between the business and employment environments including legal, ethical and social responsibilities.
3. demonstrate an understanding of computer literacy, and perform application skills, vital to successful contribution within a business environment.
4. determine the customer satisfaction factors which will influence consumer and organizational decision-making.

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements. 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.

Major:		Quarter Hours:
ACC101	Financial Accounting I	4
ACC105	Financial Accounting II	4
ACC213	Managerial Accounting	4
BUS106	Introduction to Business	4
BUS107	Business Law I	4
BUS108	Business Law II	4
BUS200	Principles of Marketing	4
BUS204	Principles of Management	4
BUS245	Customer Satisfaction Strategies	4
CIS114	Computer Usage and Software Applications	4
CIS116	Spreadsheet Applications	4
FIN200	Principles of Finance	4
	Total Hours	*48*

General Education: **Quarter Hours:**

BUS201   Professional Development   4
BUS232   Business Statistics   4
ECO144   Introduction to Macroeconomics   4
ENG109   Principles of Speech
          -or-   4
ENG120   Interpersonal Communications
ENG116   Composition   4
ENG117   Advanced Composition   4
HUM110   Human Potential   4
MAT140   College Algebra   4
PSY140   Introduction to Psychology
          -or-   4
SOC100   Introduction to Sociology
          Total Hours   *36*

Open Electives: **Quarter Hours:**

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

Total Hours Required for Degree   **92**

ED Gainful Employment Disclosure

Business Administration, Associate of Applied Science Degree
Award Year: 2013 - 2014
OPEID #:   004568
CIP CODE: 52.0201
Credential Level: 02 Associate Degree
Normal Time to Complete   2 years

Occupations Related to this Program
Job Title: SOC Code:
Sales Managers   11-2022.00
Administrative Services Managers   11-3011.00
Industrial Production Managers   11-3051.00
Transportation Managers   11-3071.01
Storage and Distribution Manager   11-3071.02
Construction Managers   11-9021.00
Social and Community Service Managers   11-9151.00
Management Analysts   13-1111.00

Estimated Program Costs
Tuition and fees: $41,060.00
Books and supplies: $3,575.00
On-campus room and board: not offered

On-Time Completion Rate*
Percent of graduates who completed their program on-time: 55%

Job Placement Rate**
Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*
Federal loans: $27,986.00
Private education loans: $0.00
Institutional financing plan: $0.00

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

**This institution is not currently required to calculate a job placement rate for program completers.*

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. communicate financial data and reports to management using accounting-based information technology.
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 requirements. 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:
ACC101	Financial Accounting I	4
ACC105	Financial Accounting II	4
ACC110	Computerized General Ledger	4
ACC213	Managerial Accounting	4
ACC215	Tax Accounting I	4

BUS106	Introduction to Business	4
BUS107	Business Law I	4
BUS108	Business Law II	4
BUS204	Principles of Management	4
BUS232	Business Statistics	4
BUS245	Customer Satisfaction Strategies	4
CIS114	Computer Usage and Software Applications	4
CIS116	Spreadsheet Applications	4
FIN200	Principles of Finance	4
	Total Hours	*56*

General Education:		**Quarter Hours:**
BUS201	Professional Development	4
ECO144	Introduction to Macroeconomics	4
ENG109	Principles of Speech	
	-or-	4
ENG120	Interpersonal Communications	
ENG116	Composition	4
ENG117	Advanced Composition	4
HUM110	Human Potential	4
MAT140	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**

ED Gainful Employment Disclosure

Business Computer Accounting, Associate of Applied Science Degree

Award Year:	2013 - 2014
OPEID #:	004568
CIP CODE:	52.0302
Credential Level:	02 Associate Degree
Normal Time to Complete	2 years

Occupations Related to this Program

Job Title:	SOC Code:
Tax Preparers	13-2082.00
Bookkeeping, Accounting, & Auditing Clerks	43-3031.00
Payroll and Timekeeping Clerks	43-3051.00
Brokerage Clerks	43-4011.00
Bioinformatics Technicians	43-9111.01

Estimated Program Costs

Tuition and fees:	$41,130.00
Books and supplies:	$3,575.00
On-campus room and board:	not offered

On-Time Completion Rate*

Percent of graduates who completed their program on-time: not reported

Job Placement Rate**

Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*

Federal loans:	not reported
Private education loans:	not reported
Institutional financing plan:	not reported

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

**This institution is not currently required to calculate a job placement rate for program completers

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. apply basic business management principles.
4. characterize stages of the Software Development Life Cycle (SDLC).
5. demonstrate the fundamentals of logical problem solving, decision making, and quantitative skills.
6. apply procedural and objective-oriented programming techniques.
7. apply troubleshooting strategies and techniques (including research tools) to resolve microcomputer hardware and software challenges.
8. apply the concepts of database management systems.
9. describe various network operating systems and network components including protocols, topologies, and standards.
10. design, create, and maintain standards-compliant web pages using web programming languages and design tools.
11. form articulated opinions arising from new technologies currently flooding the IT market.
12. describe essential security concepts.

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements. 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:**
ACC101	Financial Accounting I	4
BUS204	Principles of Management	4
CIS113	Introduction to Programming	4
CIS114	Computer Usage and Software Applications	4
CIS118	Database Applications	4
CIS120	Web Design	4
CIS126	Information Technology Research and Analysis	4
CIS131	Technical Support I	4
CIS141	Technical Support II	4
CIS155	Java Programming	4
CIS181	Windows Desktop Administration	4
CIS218	Network Communications	4
CIS202	Systems Analysis and Design	4
CIS227	Information Security Fundamentals	4
	Total Hours	*56*

General Education:		**Quarter Hours:**
BUS201	Professional Development	4
ECO144	Introduction to Macroeconomics	4
ENG109	Principles of Speech	
	-or-	4
ENG120	Interpersonal Communications	
ENG116	Composition	4
ENG117	Advanced Composition	4
HUM110	Human Potential	4
MAT140	College Algebra	4
SOC100	Introduction to Sociology	
	-or-	
PSY140	Introduction to Psychology	4
	Total Hours	*32*

CIS Electives:	**Quarter Hours:**
Choose any CIS courses (CS119 or higher except for CIS123)	4
Total Hours	*4*

Total Hours Required for Degree   **92**

ED Gainful Employment Disclosure

Computer and Information Science, Associate of Applied Science Degree

Award Year:	2013 - 2014
OPEID #:	004568
CIP CODE:	11.0101
Credential Level:	02 Associate Degree
Normal Time to Complete	2 years

Occupations Related to this Program

Job Title:	SOC Code:
CJob Title:	SOC Code:
Computer and Information Systems Managers	11-3021.00
Computer and Information Research Scientists	15-1111.00
Informatics Nurse Specialists	15-1121.01
Database Administrators	15-1141.00
Network and Computer Systems Administrators	15-1142.00
Telecommunications Engineering Specialists	15-1143.01

Estimated Program Costs

Tuition and fees:	$41,550.00
Books and supplies:	$3,575.00
On-campus room and board:	not offered

On-Time Completion Rate*

Percent of graduates who completed their program on-time:	not reported

Job Placement Rate**

Percent of job seeking graduates employed in their field of study:	not reported

Median Loan Debt*

Federal loans:	not reported
Private education loans:	not reported
Institutional financing plan:	not reported

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

**This institution is not currently required to calculate a job placement rate for program completers.*

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 students 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 requirements. 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.

Major:		**Quarter Hours:**

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

Communications:
ENG109	Principles of Speech	4
ENG116	Composition	4
ENG117	Advanced Composition	4
	Total Hours	*12*

Social/Behavioral Science:
PSY140	Introduction to Psychology	4
SOC100	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.
	Life Science Elective	
	Physical Science Elective	
	Total Hours	*10*

Mathematics:
	Mathematics Electives	
	Total Hours	*6*

Humanities and Fine Arts:
	Humanities Elective	4
	Fine Arts Elective	4
	Humanities or Fine Arts Elective	4
	Total Hours	*12*

Open Electives:		**Quarter Hours:**

Choose 44 hours of open electives
Recommended:
BUS201	Professional Development	
CIS114	Computer Usage and Software Applications	
HUM110	Human Potential	
	Total Hours	*44*

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 and 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, ICD-10-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.

Graduation Requirements:

Students must achieve a grade of "C" or better in all coursework.

Major:		Quarter Hours:
AH220	Medical Office Procedures IV	4
HI105	Medical Terminology	4
HI140	Principles of Health Information I	4
HI161	Computers in Health Information	4
HI210	Pathopharmacology	4
HI215	Classification and Indexing Systems I	4
HI225	Healthcare Law and Ethics	4
HI230	Principles of Health Information II	4
HI235	Classification and Indexing Systems II	4
HI250	Management for Health Information	4
HI260	Alternate Healthcare Settings	4
HI275	Classification and Indexing Systems III	4
HI285	Medical Coding and Billing Capstone	4
HI290	Health Information Professional Practice Experience	4
	Total Hours	*56*

General Education:		Quarter Hours:
BIO110	Anatomy and Physiology I	4
BIO120	Anatomy and Physiology II	4
BIO111	Anatomy and Physiology Lab I	2
BIO121	Anatomy and Physiology Lab II	2
BUS201	Professional Development	4
CIS114	Computer Usage and Software Applications	4
ENG116	Composition	4
HUM110	Human Potential	4
MAT140	College Algebra	4
PSY140	Introduction to Psychology	
	- or -	4
SOC100	Introduction to Sociology	
	Total Hours	*36*

Total Hours Required for Degree 92

Health Information Technology Program Requirements:

1. All candidates for admission must pass the College's entrance examination requirements. Each candidate for admission is considered individually on merit and potential.
2. Health Information Technology program applicants will be required to have an Illinois State Police background check at the applicant's expense, as accreditation and regulatory agencies have increasingly strict requirements for students completing their Professional Practice Experience (PPE) at healthcare facilities. Those persons identified as having a record will need to meet with the program director prior to admission.
3. Official transcripts from any college, university, or school attended are required. Students seeking to transfer credit from a non-accredited Health Information Technology program into the Midstate College Health

Information Technology A.A.S. degree program accredited by CAHIIM will need to demonstrate that they meet the competency requirements of the courses that are transferred.

4. Students re-entering the program may be required to take HI289 Health Information Technology Review if it has been more than two years since completing core HI courses or if it is otherwise deemed necessary.

5. Health Information Technology A.A.S. degree students are required to complete a professional practice experience (PPE).
    a. All core HI courses must be successfully completed prior to enrolling in HI290 Health Information Technology Professional Practice Experience.
    b. The PPE shall consist of a combination of simulation case studies and observation experiences completed at one or more healthcare facilities.

6. PPE host sites may require that students complete drug testing, credit check, and/or additional background checks at the student's own expense. Some healthcare facilities may require students to furnish proof of current physical examination status upon request. This may include PPD and drug screens. The student is responsible for furnishing such documentation to the program director, who will make it available to the site upon request. All expenses associated with physical examination requirements are the responsibility of the student. Students should expect to sign and uphold confidentiality statements. Hours and site of PPE cannot be guaranteed.

7. The college exit survey must be satisfactorily completed.

8. Health Information Technology students will be required to enroll as student members through the American Health Information Management Association (AHIMA). Membership dues for students are $45 and may be incorporated into financial aid. For additional details, see https://www.ahimastore.org/ProductDetailMembership.aspx.

9. 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. The department assessment process and survey must be satisfactorily completed.

10. Students in their final quarter of the Health Information Technology A.A.S. Degree program and Graduates are eligible to take the American Health Information Management Association (AHIMA) Registered Health Information Technician (RHIT) exam. Review for the exam is provided as a component of the HI 290 Health Information Technology Professional Practice Experience course. Information regarding the RHIT exam may be found at http://ahima.org/certification/rhit.aspx. Students will be provided with an option to take the RHIT exam at the end of their final quarter during HI290. Financial aid may be used to cover the cost of the examination. The exam fee is $229 for AHIMA members and $299 for non-members.

ED Gainful Employment Disclosure

Health Information Technology, Associate of Applied Science Degree
Award Year: 2013 - 2014
OPEID #:   004568
CIP CODE: 51.0707
Credential Level: 02 Associate Degree
Normal Time to Complete   2 years

Occupations Related to this Program
Job Title: SOC Code:
Medical Records and Health Information Technicians   29-2071.00

Estimated Program Costs
Tuition and fees: $41,060.00
Books and supplies: $3,825.00
On-campus room and board: not offered

On-Time Completion Rate*
Percent of graduates who completed their program on-time: 79%

Job Placement Rate**
Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*
Federal loans: $21,429.00
Private education loans: $0.00
Institutional financing plan: $0.00

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

***This institution is not currently required to calculate a job placement rate for program completers.*

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 and ICD-10-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 and demonstrate 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:
ACC101	Financial Accounting I	4
AH120	Human Anatomy and Disease	4
AH125	Basic Principles of Medical Assisting	4
AH145	Clinical Procedures I	4
AH150	Administrative Medical Assisting	4
AH165	Clinical Procedures II	4
AH200	Medical Office Procedures III	4
AH205	Clinical Procedures III	4
AH220	Medical Office Procedures IV	4
AH225	Clinical Procedures IV	4
AH250	Medical Assistant Externship	4
BUS245	Customer Satisfaction Strategies	4
HI105	Medical Terminology	4
HI225	Healthcare Law and Ethics	4
HI210	Pathopharmacology	4
KEY109	Keyboarding Applications	4
	Total Hours	*64*

General Education:		Quarter Hours:
AH155	Mathematics for Medications	4
BUS201	Professional Development	4
CIS114	Computer Usage and Software Applications	4
ENG109	Principles of Speech	
	-or-	4
ENG120	Interpersonal Communications	
ENG111	Business Communications	4
ENG116	Composition	4
HUM110	Human Potential	4
PSY140	Introduction to Psychology	
	- or -	4
SOC100	Introduction to Sociology	
	Total Hours	*32*

Total Hours Required for Degree   **96**

Medical Assistant Program Requirements:

1. All candidates for admission must pass the College's entrance examination requirements. Each candidate for admission is considered individually on merit and potential.
2. Prior learning experience is not acceptable in our accredited, competency-based program. Official transcripts from any college, university, or school attended are required. Students seeking transfer credit from another college for the Midstate College Medical Assistant degree program may be required to enroll in a review class and correctly demonstrate all CAAHEP psychomotor competencies before credit is awarded.

3. 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 requirements must be met at the accredited medical assisting program granting the diploma, certificate or degree.
4. 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, and to complete competency-based educational goals required by CAAHEP. Written request for accommodation must be made to Midstate College
5. Health Documentation Requirements will be required prior to any clinical. Please see current Student Handbook for Medical Assisting. Clinical involving invasive procedures require 100 percent of health requirements completed. Health Documentation Requirements include:
    a. a current physical exam performed and signed by an M.D., D.O., P.A., or A.P.R.N. on our form.
    b. a two-step TB skin test that if positive is followed by chest x-ray and medical clearance.
    c. proof of three Hepatitis B vaccine immunizations.
    d. proof of two MMR immunizations or a rubella titer (unless born before 1958).
    e. proof of two varicella immunizations or titer.
    f. proof of adult pertussis immunization.
    Some students may need additional immunizations and lab work prior to attending an extern site. All health requirements will be obtained at the student's expense. The physical, TB skin test, MMR, Varicella, and Pertussis should be obtained prior to enrolling in AH145. No student will be registered for AH165, AH205, AH225, or AH250 without the completion of all health requirements. Students with immune disorders or religious objections will need to see the program director. Any change in health status noted by the student, doctor, or program director will require a health release or physical update form completed by a physician. The health requirements 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.
6. Clinical Procedures and Medical Office Procedures classes have a professionalism competency including a dress code and minimum attendance requirements which students must earn 70 percent to pass the course. Failing any competency means course failure.

7. Externship experiences may require that students complete lab and drug testing, financial, and/or additional background checks at the student's own expense. Most facilities will require a criminal background check and/or financial bonding. Many extern sites will require a current influenza immunization, nicotine testing and other health-related tests before accepting a student as an extern. Students should expect to sign and uphold confidentiality statements. Hours and site of externships cannot be guaranteed. There are no night or weekend externships available. The college exit survey must be satisfactorily completed.

8. All Medical Assistant A.A.S. Degree students are invited to enroll 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.

9. 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 participation in an exam which may award the credentials of Certified Clinical Medical Assistant to the student after graduation.
   d. The department assessment process and survey must be satisfactorily completed

10. Graduates of the A.A.S. in Medical Assistant are eligible for the American Association of Medical Assistant's national certification examination. Midstate College will reimburse the enrollment fee for the C.M.A. test if the student passes the exam and is awarded the certification. 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.

11. 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.

12. 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. The cost of the background check is paid by the student.

ED Gainful Employment Disclosure

Medical Assistant, Associate of Applied Science Degree

Award Year:	2013 - 2014
OPEID #:	004568
CIP CODE:	51.0801
Credential Level:	02 Associate Degree
Normal Time to Complete	2 years

Occupations Related to this Program

Job Title:	SOC Code:
Medical Assistants	31-9092.00

Estimated Program Costs

Tuition and fees:	$43,420.00
Books and supplies:	$3,950.00
On-campus room and board:	not offered

On-Time Completion Rate*

Percent of graduates who completed their program on-time: not reported

Job Placement Rate**

Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*

Federal loans:	not reported
Private education loans:	not reported
Institutional financing plan:	not reported

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

**This institution is not currently required to calculate a job placement rate for program completers

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).

Admission Requirements:

All candidates for admission must pass the College's entrance requirements.

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 Legal Studies 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 being 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.

Legal Specialty Courses:		**Quarter Hours:**
(Four (4) Legal Specialty Courses must be taken through traditional classroom instruction or the equivalent.)		
LEG102	Criminal Law	4
LEG104	Wills, Trusts, and Estate Administration	4
LEG107	Family Law	4
LEG116	Legal Research I	4
LEG117	Civil Procedure	4
LEG203	Discovery and Investigation	4

| LEG209 | Legal Research II | 4 |
| | *Total Hours* | *28* |

Major Courses: **Quarter Hours:**
BUS107	Business Law I	4
BUS108	Business Law II	4
BUS201	Professional Development	4
CIS114	Computer Usage and Software Applications	4
CIS115	Word Processing Applications	4
LEG100	Introduction to Law	4
LEG213	Law Office Management	4
	Total Hours	*28*

Choose 8 hours of legal electives: **Quarter Hours:**
LEG115	Torts and Worker's Compensation (Legal Specialty course)	4
LEG123	Legal Word Processing and Terminology	4
LEG207	Real Estate Law	4
LEG210	Paralegal Internship	4
	Total Hours	*8*

General Education: **Quarter Hours:**
ENG109	Principles of Speech	4
ENG116	Composition	4
ENG117	Advanced Composition	4
MAT140	College Algebra	4
PSY140	Introduction to Psychology	4
SOC100	Introduction to Sociology	4
	Total Hours	*24*

General Education Elective: **Quarter Hours:**
| Humanities | | 4 |
| | *Total Hours* | *4* |

Total Hours Required for Degree **92**

ED Gainful Employment Disclosure

Paralegal Studies, Associate of Applied Science Degree

Award Year:	2013- 2014
OPEID #:	004568
CIP CODE:	22.0302
Credential Level:	02 Associate Degree
Normal Time to Complete	2 years

Occupations Related to this Program

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

Estimated Program Costs

Tuition and fees:	$41,060.00
Books and supplies:	$3,575.00
On-campus room and board:	not offered

On-Time Completion Rate*

Percent of graduates who completed their program on-time: not reported

Job Placement Rate**

Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*

Federal loans:	not reported
Private education loans:	not reported
Institutional financing plan:	not reported

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

**This institution is not currently required to calculate a job placement rate for program completers.*

::: midstate college

MEDICAL CODING SPECIALIST
Diploma Program

This program prepares the student for an entry-level position as a coder or biller 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. The program provides information about coding along with valuable experience using 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.
8. perform medical billing skills.

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements. An Illinois State Police background check is required at the student's expense.

Graduation Requirements:

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

Major:		Quarter Hours:
AH220	Medical Office Procedures IV	4
BIO110	Anatomy and Physiology I	4
BIO111	Anatomy and Physiology I lab	2
BIO120	Anatomy and Physiology II	4

BIO121	Anatomy and Physiology II lab	2
CIS114	Computer Usage and Software Applications	4
HI105	Medical Terminology	4
HI210	Pathopharmacology	4
HI215	Classification and Indexing Systems I	4
HI225	Healthcare Law and Ethics	4
HI235	Classification and Indexing Systems II	4
HI275	Classification and Indexing Systems III	4
HI285	Medical Coding and Billing Capstone	4
HUM110	Human Potential	4

Total Hours Required for Diploma   **52**

Medical Coding Specialist Program Requirements:

1. Each candidate for admission is considered individually on merit and potential.
2. Medical Coding Specialist program applicants will be required to have an Illinois State Police background check at the applicant's expense, as accreditation and regulatory agencies have increasingly strict requirements at healthcare facilities. Those persons identified as having a record will need to meet with the program director prior to admission.
3. Official transcripts from any college, university, or school attended are required. Students seeking to transfer credit may need to demonstrate that they meet the competency requirements of the courses that are transferred.
4. Students re-entering the program may be required to take HI189 Medical Coding and Billing Review if it has been more than two years since completing core HI courses or if it is otherwise deemed necessary.
5. All Medical Coding Specialist diploma students may become members of the American Health Information Management Association (AHIMA). The dues can be incorporated into the student's financial aid package. Questions should be directed to the Department Director.
6. 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. The department assessment process and survey must be satisfactorily completed.
7. Students and Graduates of the Medical Coding Specialist diploma program are eligible to take the American Health Information Management Association (AHIMA) Certified Coding Associate (CCA) exam. Review for the exam is provided as a component of the HI285 Medical Coding and Billing Capstone. Information regarding the CCA exam may be found at http://ahima.org/certification/cca.aspx. Students will be provided with an option to take the CCA exam at the end of their final quarter during HI285. Financial aid may be used to cover the cost of the examination. The exam fee is $199 for AHIMA members and $299 for non-members.

ED Gainful Employment Disclosure

Medical Coding Specialist, Diploma Program
Award Year: 2013 - 2014
OPEID #:   004568
CIP CODE: 51.0713
Credential Level: 01 Undergraduate Certificate
Normal Time to Complete   1 year 3 months

Occupations Related to this Program
Job Title: SOC Code:
Medical Records and Health Information Technicians   29-2071.00

Estimated Program Costs
Tuition and fees: $23,235.00
Books and supplies: $2,475.00
On-campus room and board: not offered

On-Time Completion Rate*
Percent of graduates who completed their program on-time: not reported

Job Placement Rate
Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*
Federal loans: not reported
Private education loans: not reported
Institutional financing plan: not reported

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

**This institution is not currently required to calculate a job placement rate for program completers.*

MEDICAL OFFICE TECHNICIAN
Diploma Program

This program is designed to offer training in the medical reception profession. A Medical Office Technician or Front Office Technician provides education to successfully perform duties in the front office of a physician, ophthalmologist, chiropractor, or podiatrist office. Medical Office Technicians facilitate flow through facilities and maintain calm and efficient environments. Entry-level duties may include answering the phone, taking payments, making appointments, and pulling records. Medical Office Technicians are trained to provide excellent customer service skills.

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

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements. Students are required to pay for an Illinois State Police background check. AH150 and AH125 require business casual attire or white pants, lab coat, and solid-colored scrub top.

Graduation Requirements:

A grade of "C" or better must be achieved in all coursework and competencies to be eligible to graduate. Medical Office Technicians must demonstrate a proficiency of 35 wpm with five or fewer errors

Major:		Quarter Hours:
ACC101	Financial Accounting I	4
AH125	Basic Principles of Medical Assisting	4
AH150	Administrative Medical Assisting	4
BUS245	Customer Satisfaction Strategies	4
CIS114	Computer Usage and Software Applications	4
HI105	Medical Terminology	4
HI225	Healthcare Law and Ethics	4
KEY109	Keyboarding Applications	4
	Total Hours	*32*

General Education:		Quarter Hours:
BUS201	Professional Development	4
ENG111	Business Communications	4
ENG116	Composition	4
HUM110	Human Potential	4
	Total Hours	*16*

Total Hours Required for Degree **48**

ED Gainful Employment Disclosure

Medical Office Technician, Diploma Program
Award Year: 2013 - 2014
OPEID #: 004568
CIP CODE: 51.0710
Credential Level: 01 Undergraduate Certificate
Normal Time to Complete 1 year

Occupations Related to this Program
Job Title: SOC Code:
Medical Secretaries 43-6013.00

Estimated Program Costs
Tuition and fees: $21,710.00
Books and supplies: $2,150.00
On-campus room and board: not offered

On-Time Completion Rate*
Percent of graduates who completed their program on-time: 44%

Job Placement Rate**
Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*
Federal loans: $15,848.00
Private education loans: $0.00
Institutional financing plan: $104.00

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

**This institution is not currently required to calculate a job placement rate for program completers.

![midstate college] midstate college

college overview

admissions

academics

programs offered

course descriptions

OFFICE ASSISTANT
Diploma Program

This program offers a career course of study that will prepare the student for a supportive role in performing the basic duties necessary to assure the successful operation of a business office. This program will prepare the student for entry-level office support positions. Competency-based assessments will be used in some classes to demonstrate the skills needed by an office assistant.

Program Objectives:

Upon completion of this program, the graduate will be able to:
1. key a minimum of 35 wpm with 5 or fewer errors
2. prepare presentations using current application software
3. generate and maintain documents in a manner acceptable in the office environment
4. develop spreadsheets using current application software
5. compute business math transactions such as a payroll, percent, and discounts
6. apply time management techniques
7. communicate as a business professional
8. utilize interpersonal skills and other professional strategies to complete support tasks

Admission Requirements:

All candidates for admission must pass the College's entrance examination requirements.

Graduation Requirements:

A grade of "C" or better must be maintained in all coursework in order to graduate. To be eligible to graduate, the student must also achieve a keyboarding speed and accuracy minimum of 35 wpm with five or fewer errors.

Major:		Quarter Hours:
AP112	Office Skills	4
BUS201	Professional Development	4
CIS114	Computer Usage and Software Applications	4
CIS115	Word Processing Applications	4
CIS116	Spreadsheet Applications	4
CIS117	Presentation Applications	4
CIS123	Communication and Time Management Applications	4
ENG116	Composition	4
ENG111	Business Communications	4
HUM110	Human Potential	4
KEY109	Keyboarding Applications	4
MAT110	Business Mathematics	4
	Total Hours	*48*

Open Electives:		Quarter Hours:
Choose 4 hours of open electives		4
	Total Hours	*4*

Total Hours Required for Diploma   **52**

ED Gainful Employment Disclosure

Office Assistant, Diploma Program

Award Year:	2013 - 2014
OPEID #:	004568
CIP CODE:	52.0408
Credential Level:	01 Undergraduate Certificate
Normal Time to Complete	1 year 3 months

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 Clerks	43-9041.01
Insurance Policy Processing Clerk	43-9041.02
Office Clerk, General	43-9061.00

Estimated Program Costs

Tuition and fees:	$23,375.00
Books and supplies:	$2,225.00
On-campus room and board:	not offered

On-Time Completion Rate*

Percent of graduates who completed their program on-time: not reported

Job Placement Rate**

Percent of job seeking graduates employed in their field of study: not reported

Median Loan Debt*

Federal loans:	not reported
Private education loans:	not reported
Institutional financing plan:	not reported

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

**This institution is not currently required to calculate a job placement rate for program completers.

COURSE DESCRIPTIONS

CATALOG
2015-2016

ACCOUNTING

ACC001 Fundamentals of Accounting - 4 Hrs.
This developmental course provides an introduction to standard accounting procedures as they apply to personal, professional, or small business entity records. This 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. Credit not applicable toward degree program.

ACC101 Financial Accounting I - 4 Hrs. (IAI BUS 903)
Prerequisite: Successful completion high school accounting/bookkeeping credits or ACC001.
This course provides an introduction to accounting and its fundamental principles as applied to a sole proprietorship. Included is the theory of double-entry bookkeeping (debit and 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 BUS 903)
Prerequisite: ACC101
This course is 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: ACC101
This course will introduce the student to an off-the-shelf General Ledger (G/L) software system called QuickBooks. Students will practice entering data for small to medium sized businesses in this stand-alone accounting system. Students will prepare ledger problems both manually and using the QuickBooks software to ensure that they understand the general ledger procedures and how to perform them using the software. Students will prepare financial statements and other accounting functions such as maintaining the control account and subsidiary ledger for accounts receivable, accounts payable, inventory and payroll.

ACC213 Managerial Accounting - 4 Hrs. (IAI BUS 904)
Prerequisites: ACC105 and CIS116
This course will provide an introduction and application of managerial accounting

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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
Students will be introduced 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
In this course students will apply 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
This course will provide 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 and 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
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 and S corporations - Form 1120 and 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
This course is 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. It then starts a more detailed view of the income statement, balance sheet and 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
This course is 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
This course is a study of the remaining major balance sheet accounts and issues not covered in Intermediate I and II. The course starts with a review of the conceptual bases for leases from the standpoint of lessor and lessee and their presentations. Then, the subject matter moves to pensions and postretirement benefit plans and income tax accounting and 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
This course provides an advanced 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 and 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: ACC321
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
This course is a 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.
This course is 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.

ACC498 Accounting Internship - 4 Hrs.
Prerequisite: Consent of Program Director.
This course provides an opportunity for students to complete an Internship experience to apply skills and knowledge gained in the area of accounting.

ADMINISTRATIVE PROFESSIONAL

AP112 Office Skills - 4 Hrs.
Prerequisite: CIS114
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. Course fees may apply.

AP206 Administrative Professional Internship - 4 Hrs.
Prerequisites: AP112 and consent of Program Director.
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: AP112
This course stresses the changing organizational pattern of the office environment and office professional's role in it. Workplace behavior subjects covered are professionalism, teamwork, ethics, leadership, and presentation skills. Students will learn how to complete travel plans and plan meetings and events. Students will learn office technology problem solving techniques and business etiquette. Students will complete competencies in both the workplace behavior subjects and office skills. Course fees may apply.

AP208 Integrated Office Project - 4 Hrs.
Prerequisite: Consent of Program Director.
Students will coordinate the day-to-day operation of a small business in a hypothetical work experience. Students will use application skills mastered in other 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. Course fees may apply.

ALLIED HEALTH

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: HI105
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. Course fees may apply.

AH145 Clinical Procedures I - 4 Hrs.
Prerequisites: HI105
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. Course fees may apply.

AH150 Administrative Medical Assisting - 4 Hrs.
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 demonstrate ability to use basic electronic charting as well as use a computer-based billing, appointment, scheduling, insurance processing and income analysis program necessary in the management of a computerized medical office. The student will develop skills and meet competencies in reception techniques, clerical duties, filing procedures, preparation of a medical record, and written communication and operations related to accounts receivable and payables. Course fees may apply.

AH155 Mathematics for Medications - 4 Hrs.
Prerequisite: MAT001 or Entrance Examination placement at MAT110 level.
This course contains only a brief review of basic math skills. The focus of this course is on metric, apothecary and household measurements and using dimensional analysis to convert between systems. Calculation of oral and parenteral medication for adults, children, and special populations are covered. Other important areas include abbreviations for pharmaceuticals, reading labels and medication orders, drawing up medication and accurately reading syringes.

AH165 Clinical Procedures II - 4 Hrs.
Prerequisites: HI105
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. The course includes information on bandaging, application of heat and cold therapies, urinary devices ambulation equipment, sigmoidoscopy, and nebulizers. Course fees may apply.

AH170 Pharmacy Tech I - 4 Hrs.
Prerequisite: HI225
In this course emphasis will be on patient profiles, receiving and interpreting drug orders, routes of administration, dosage forms, and brand versus generic drugs. The importance of accuracy will be addressed along with methods of avoiding medication errors.

AH172 Pharmacy Tech II - 4 Hrs.
Prerequisite: AH170
This course will emphasize reimbursement issues related to the pharmacological field. Various types of government and private payer plans, as well as third party payers, will be discussed. Claims processing and reconciling accounts will also be addressed.

AH242   Pharmacy Tech III - 4 Hrs.
Prerequisite: AH172
This course will be an overview of all pharmacy technician program courses and concepts. Review and preparation of materials needed to take and pass the Pharmacy Technician Certification Board examination will be emphasized.

AH245   Pharmacy Externship - 4Hrs.
Prerequisite: Satisfactory completion of core major courses.
This course is a supervised practical experience in an outpatient pharmacy setting with 160 hours of experience in the unit-dose area of a pharmacy. The practicum will be under the direction of practicing pharmacists and pharmacy technicians. This practicum will allow the student to gain experience as a pharmacy technician in an actual pharmacy setting and is essential to training. Course fees may apply.

AH200 Medical Office Procedures III - 4 Hrs.
Prerequisites: HI105
Students are introduced to the fundamentals of assigning International Classification of Diseases (ICD-9-CM) codes, Current Procedural Terminology (CPT) codes, and Health Care 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 consent of 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. Course fees may apply.

AH220 Medical Office Procedures IV - 4 Hrs.
Prerequisite: AH200 or HI215 and HI235.
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. Course fees may apply.

AH225 Clinical Procedures IV - 4 Hrs.
Prerequisites: AH145, AH165 and all health requirements completed, or consent of 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. Course fees may apply.

AH248 Clinical Skills Review - 4 Hrs.
Prerequisites: AH145, AH165, AH205, AH225 or consent of 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: AH150, AH200, AH220, or consent of Program Director.
This course 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. The student will not replace an employee and should not expect to be offered employment at the externship site.

Specific arrangements must be made with the department director and/or program coordinator during the quarter preceding the planned externship experience. Externships are done during day hours. Evening and weekend externship hours are rarely available. At the conclusion of this course, the student will take a comprehensive final assessment exam which will constitute part of the externship grade. Some students will be awarded the CCMA credential for a successful score on this test. Students will be assisted with applying for the CMA exam. Course fees may apply.

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. Course fees may apply.

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. Course fees may apply.

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. Course fees may apply.

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
This course is 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 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 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) at 96 percent verbatim accuracy following NCRA's "What is an Error?" guidelines. The instructor will grade a random five-minute selection from each 15-minute take. 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 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.
This course provides 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.
This course provides 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
This course provides 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.
Prerequisite: BUS106
This course provides 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.
Prerequisite: Last term of program or consent of Program Director.
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. Course fees may apply.

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 Business Administration Externship - 4 Hrs.
Prerequisite: Recommended during the last term or consent of Program Director.
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 internship is supervised by the Program Director in addition to the on-site supervisor. A minimum of 160 hours is required.

BUS232 Business Statistics - 4 Hrs. (IAI BUS 902)
Prerequisite: MAT038 or placement based upon Entrance Exam Score.
An introduction to the use of statistics in business, science, and everyday life;

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frequency distributions, probability, 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.

BUS245 Customer Satisfaction Strategies - 4 Hrs.
This course provides 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 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
This course provides an advanced application of survey and sampling design, multiple regression, analysis of variance, and research models with emphasis placed on writing research reports.

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
This course provides a study of the way a 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.
Prerequisite: BUS204 or HI250
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.
Prerequisite: Recommended during the last term of program or consent of Program Director.
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
This course is 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; and the impact of cultural and political differences on the business environment.

BUS390 Business Strategies and Policies - 4 Hrs.
Prerequisite: Recommended during last term of program or consent of Program Director.
This capstone course provides an 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. Course fees may apply.

BUS395 Business Research Project - 4 Hrs.
Prerequisite: Recommended during last term of program or consent of Program Director.
The research project is designed to enhance knowledge in an area related to one's work and to provide research skills to assist in effective decision-making. Students will choose a topic, locate the resources, and conduct interviews. Students will report on the knowledge gained from the synthesis of the research on the chosen topic. The project will provide an opportunity to improve research skills, gather data, and synthesize that data toward workable conclusions. The student will complete a research project related to his or 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.

BUS405 Professional Selling - 4 Hrs.
Prerequisites: ENG117 and MKT305
Students will have the opportunity to examine and practice sales communication methods, which include effective listening, critical thinking, sales presentation, communicating value, responding to concerns and creating action. Theory and practice of personal and professional selling, focusing on relationship marketing and the selling process, are discussed in depth. Students will develop skills in product knowledge, customer analysis, prospecting, and presenting and closing of a sale.

BUS495 Business Administration Internship - 4 Hrs.
Prerequisite: Recommended during last term of program or consent of Program Director.
This course provides students the opportunity to apply their business administration skills and knowledge in an organizational setting. It includes both seminar and actual field experience and is recommended for business administration majors who elect to take an internship in the areas of management, finance, marketing, and/or operations. All internships are supervised by a faculty coordinator and an executive in a business firm. A minimum of 160 hours is required.

CHEMISTRY

CHE105 Introduction to Chemical Principles - 6 Hrs. (IAI P1 902L)
This course is 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. Course fees may apply.

CHE106 Introduction to Chemistry - 4 Hrs. (IAI P1 902)
This course is 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.
This course is 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. Course fees may apply.

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

CIS010 Technology Basics - 4 Hrs.
Prerequisite: Placement based upon Entrance Exam Score.
This course is designed to help students understand technology basics that are essential for success in their educational experience and applicable in today's workplace. Students will learn keyboarding essentials, basic file management procedures, research methods for online information, software and hardware and their use, maintenance and security methods, and sending email with proper email etiquette. Credit not applicable toward any degree program. Course fees may apply.

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. Course fees may apply.

CIS114 Computer Usage and Software Applications - 4 Hrs. (IAI BUS 902)
Prerequisite: CIS010 or placement based upon Entrance Exam Score.
Students will be given an overview of the current Windows operating system, online research, 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. Course fees may apply.

CIS115 Word Processing Applications - 4 Hrs.
Prerequisite: CIS114
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. Course fees may apply.

CIS116 Spreadsheet Applications - 4 Hrs.
Prerequisite: CIS114
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. Course fees may apply.

CIS117 Presentation Applications - 4 Hrs.
Prerequisite: CIS114
The course provides the student with a complete package of information from the planning and preparation of a presentation to creating web pages. This course 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. Course fees may apply.

CIS118 Database Applications - 4 Hrs.
Prerequisite: CIS114
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. Course fees may apply.

CIS119 Managing Projects - 4 Hrs.
Prerequisite: CIS114
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. Students will learn to use current project management application software. Students will complete a project that simulates a simple real-world scenario. Course fees may apply

CIS120 Web Design - 4 Hrs. (IAI MC 923)
Prerequisite: CIS114
This course is designed to teach the concepts and techniques needed to create web pages for the World Wide Web. Included in the course is a discussion of various Web authoring tools as well as basic Hypertext Markup Language (HTML). Additional topics include but are not limited to building efficient site architectures based on the principles of hierarchy, developing efficient navigational structures in the interest of usability and accessibility, creating web pages and sites that are compliant with current state and World Wide Web Consortium standards, and proper site maintenance techniques for both local sites and remote servers. Course fees may apply.

CIS123 Communication and Time Management Applications - 4 Hrs.
Prerequisite: CIS114
This course will provide the student with important techniques on appropriate business professional communication and time management techniques. The student will learn time management and communication methods by using current calendaring and email software applications. Successful completion of this course will help students prepare to attempt the Microsoft Office Specialist (MOS) Outlook certification exam. Course fees may apply.

CIS126 Information Technology Research and Analysis - 4 Hrs.
Prerequisite: CIS114
This course provides students the opportunity to research and investigate different Information Technology fields. Students will complete a specialized study under the supervision of a faculty member. Course fees may apply.

CIS131 Technical Support I - 4 Hrs.
Prerequisite: CIS114 and CIS126
Students will learn the skills needed to be a successful computer support specialist. This course covers hardware and software troubleshooting methods. Students will participate in practical lab exercises using simulation software. Students will also learn techniques to successfully communicate and interact with computer users. Course fees may apply.

CIS141 Technical Support II - 4 Hrs.
Prerequisite: CIS131
The student will learn the skills needed to be successful computer support specialists. This course covers technical troubleshooting methods for operating systems, networking, and security. Students will participate in practical lab exercises using simulation software. Students will also learn techniques to successfully communicate and interact with users. Course fees may apply.

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. Course fees may apply.

CIS181 Windows Desktop Administration - 4 Hrs.
Prerequisite: CIS141
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. Course fees may apply.

CIS189 Computer Usage Review - 4 Hrs.
Prerequisites: Consent of Program Director.
This is a review of needed skills to use current computer technology. The student will complete assignments designed to update predetermined skill levels.

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CIS202 Systems Analysis and Design - 4 Hrs.
Prerequisites: CIS113 and CIS118
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. Course fees may apply.

CIS208 Database Management - 4 Hrs.
Prerequisites: CIS118
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. Course fees may apply.

CIS210 Visual Communication - 4 Hrs.
Prerequisite: CIS114
Students will be introduced to key visual communication concepts and develop the skills required to produce professional-looking documents using desktop publishing software. Through lectures and demonstrations students will become familiar with design theory, image acquisition, copyright practices, typography, proof of print process, and professional critique to help create appealing publications for a variety of media. Course fees may apply.

CIS215 Web Graphics - 4 Hrs. (IAI MC 924)
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. Course fees may apply.

CIS218 Network Communications - 4 Hrs.
Prerequisite: CIS126
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. Course fees may apply.

CIS220 Web Programming - 4 Hrs.
Prerequisites: CIS120 and CIS155
This course is an introduction to client-side and server-side web programming. Students enrolled in this course will learn to utilize HTML, CSS, JavaScript, PHP and MySQL programming to enable dynamic content web pages. The course will center on developing a web application using aforementioned technology. Course fees may apply.

CIS222 Web Design II - 4 Hrs.
Prerequisite: CIS120
This course reinforces fundamental web design techniques to develop advanced standards compliant web sites that are flexible for multiple devices. Students enrolled in this course will produce media rich web sites through the use of current hand-coding languages, HTML editors, and content management systems. Course fees may apply.

CIS227 Information Security Fundamentals - 4 Hrs.
Prerequisites: CIS141 and CIS218
This course is designed to provide students with a foundational understanding of information security. The course will include information and lab exercises on how to implement practical hardware, software, network, and Internet security configurations. Course fees may apply.

CIS236 Computer Forensics - 4 Hrs.
Prerequisite: CIS141 or CIS181
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 forensic 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. Course fees may apply.

CIS251 Introduction to DOS and Scripting - 4 Hrs.
Prerequisites: CIS112 and CIS114
This course introduces the students to the Microsoft Disk Operating System (MS-DOS) which will be used as a tool to teach operating system installation and command line skills. The students will also learn how to use a current task automation framework consisting of a platform's command-line interface tool and scripting language. Windows PowerShell will be the platform used. Course fees may apply.

CIS255 Advanced Java Programming - 4 Hrs.
Prerequisite: CIS155
This course expands upon foundational Java programming. Topics will include inheritance relationships, class differences, handling exceptions, GUI applications, applets and recursion. Course fees may apply.

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. Course fees may apply.

CIS285 Trends in Information Technology - 4 Hrs.
Prerequisites: CIS114 and ENG116.
This course gives the student an opportunity to examine current information technology trends, techniques or topics that are not thoroughly covered in other courses. For one academic year, this course will focus on one topic, technique, or trend. The focus in this course will change depending on subject feasibility and student demand. Course fees may apply.

CIS299 Computer and Information Science Internship - 4 Hrs.
Prerequisite: Consent of Program Director.
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 120 hours on the job is required.

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. Course fees may apply.

CIS315 Windows Active Directory - 4 Hrs.
Prerequisite: CIS281
This course is designed to provide students with the knowledge and skills necessary for designing, deploying, and maintaining Microsoft Windows Active Directory services. Students will learn installation procedures, Active Directory components, Group Policy strategies, replication, configuration, security, and administration techniques. Course fees may apply.

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. Course fees may apply.

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. Course fees may apply.

CIS326 Advanced Internet Topics - 4 Hrs.
Prerequisite: CIS120, CIS218, and CIS350
This course is an analysis of the internet structural design and how it affects information technology and society. Topics covered include, but are not limited to internet architecture, socio-economic issues, security, networks, content, and internet applications. Course fees may apply.

CIS328 Database Management I: Disaster Recovery - 4 Hrs.
This course introduces key concepts for developing disaster recovery procedures. Discussions focus 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. Course fees may apply.

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. Course fees may apply.

CIS348 Management of Information Security - 4 Hrs.
Prerequisite: CIS227
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.

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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. Course fees may apply.

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. Course fees may apply.

CIS358 Database Management III: Data Mining - 4 Hrs.
Prerequisite: CIS328
This course presents key data mining theories through the study of predictive analysis, statistical analysis, and business Intelligence. The student will learn current tools and data science methods and techniques used to discover knowledge in data. Course fees may apply.

CIS361 Open Source Operating Systems - 4 Hrs.
Prerequisite: CIS251
Students will explore the latest developments in open source operating systems technologies and learn about the most current topics in the rapidly changing fields of open source operating systems and networking. Important concepts covered include process management, memory management, file systems, I/O system management including device drivers, distributed systems, and multi-user concepts including protection and security. Process management discussions focus on threads, scheduling, and synchronization. Memory management topics include paging, segmentation, and virtual memory. Students will examine how these concepts are realized in several current open-source operating systems, including Linux. Course fees may apply.

CIS402 Information Technology Project - 4 Hrs.
Prerequisite: Consent of Program Director.
The student will create an IT project plan. The project plan will showcase the student's knowledge in an IT related area and apply the student's project planning skills and knowledge to a real-world project. The plan could be related to his or her employment environment, solve a current problem, or implement an opportunity to enhance the business. Project management concepts and methods will be utilized. The project will be monitored by the course instructor and will involve 120 hours. Students will report on the knowledge gained from the synthesis of the research on the chosen topic. A presentation of the project plan will be given by the student to a review panel. Course fees may apply.

CIS499 Computer Information Systems Internship - 4 Hrs.
Prerequisite: Consent of Program Director.
This course provides an opportunity for the student to apply the skills and knowledge gained in the area of Information Systems and Technology in a professional career 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
This course provides 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.

ECO342 Economics of Globalization - 4 Hrs.
Prerequisite: ECO144 and CIS116
This course examines the phenomenon of globalization using economic and sociological analyses to explore controversial themes of the globalization debate, some of which include: off-shoring, economic development, international migration, sweatshops, transnational corporations, the Global South, and gender equity. We will examine both the benefits and costs that have resulted from the opening and crossing of international boundaries and borders and examine how these changes have impacted people from both rich and poor countries throughout the world.

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ECO348 Urban Economic Development - 4 Hrs.
Prerequisites: ECO144 and CIS116
This course examines the interdisciplinary approach to theories of urban/local economic development including economics, planning, political science, finance, sociology, and marketing. It will also cover real-world economic issues including local area, business, community, and human resource development, high technology and technology transfer.

ECO350 Money and Banking - 4 Hrs.
Prerequisites: ECO144 and ECO145
This course is 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

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.
Prerequisite: CIS114 and ENG010 or placement based upon Entrance Exam Score.
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. Course fees may apply.

ENG116 Composition - 4 Hrs. (IAI C1 900R)
Prerequisites: CIS114 and placement based upon Entrance Exam Score.
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. Course fees may apply.

ENG117 Advanced Composition - 4 Hrs. (IAI C1 901R)
Prerequisite: ENG116
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. Course fees may apply.

ENG120 Interpersonal Communications - 4 Hrs.
Prerequisite: CIS114 or consent of Program Director.
A study of and participation in communication processes, including the self as a communicator, verbal and nonverbal communication, cultural expectations, cooperation, and conflict resolution. Experiential exercises encourage understanding and interpretation of the student's own and other people's attempts at communication. At least one face-to-face presentation with visual aids is required.

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).

ENG300 Introduction to Non-fictional Prose - 4 Hrs.
Prerequisite: ENG117
This course includes 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. Course fees may apply.

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, poetry, and drama 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.

ENG360 Grant Writing - 4 Hrs.
Prerequisite: ENG117
This course focuses on grant writing and will incorporate all major elements of technical communication and provide a comprehensive, step-by-step guide for grant writers to include development of skills and knowledge to seek, solicit, and receive grant awards from public and private sources. Through readings, discussions and projects, students will learn how to research and write grants, as well as how to conduct needs assessments and program evaluation. The majority of the course will be devoted to the development of the skills and knowledge necessary to produce a competitive proposal.

FINANCE

FIN200 Principles of Finance - 4 Hrs.
Prerequisites: ACC101, ACC105, and MAT038 or equivalent placement on Entrance Exam score
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 MAT038 or higher based on Entrance Exam score
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.

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 - 2013).

FOOD SCIENCE AND NUTRITION

FSN260 Food Science and Nutrition - 4 Hrs.
This course will explore essential nutrients and their roles in the body, the changing nutritional needs of individuals throughout their lifespan, and food technology and science. Students will study the impact of exercise and food choices on metabolism, commercially prepared foods, and major diseases and conditions. This course will emphasize factors that impact the food choices of individuals across cultural, religious, and age groups. Students will also learn about water's role in health, healthy eating, food labeling and preparation, supplements, and allergies.

FSN265 Food Science and Nutrition Laboratory - 2 Hrs.
This course is designed for students to develop laboratory techniques in the area of food science and nutrition. Students will also develop skills to collect anthropometric measurements on themselves and/or classmates and evaluate the results. This lab course will include food experiments, water sampling, food research, diet planning, etc. Concurrent enrollment in lecture course FSN260 is required. Course fees may apply.

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. Course fees may apply.

HEALTH INFORMATION TECHNOLOGY

HI105 Medical Terminology - 4 Hrs.
Medical terminology is the study of the basic structure of medical words. Students will be able to define, pronounce and spell medical terms using the prefixes, suffixes, root words, and combining forms as they relate to basic structure of the human body. This class will introduce the medical dictionary, medical abbreviations and specializations in medicine and the body structures.

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.

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. Course fees may apply.

HI189 Medical Coding Review - 4 Hrs.
Prerequisite: Consent of Program Director.
This is a review of the theory and principles relative to preparation for employment opportunities in any industry that provides coding and data abstraction services. The student will review skills and theories that support accurate, complete and consistent coding practices for the production of quality healthcare data.

HI210 Pathopharmacology – 4 Hrs.
Prerequisites: BIO110, HI105, and successful completion or concurrent enrollment in BIO120.
This course combines pathophysiology and pharmacology concepts. There is a focus on the pathologic causes, physiological effects, prevention, and basic treatments of diseases. These aspects of the disease processes are combined with pharmacologic treatments which may be applied to disease processes.

HI215 Classification and Indexing Systems I - 4 Hrs.
Prerequisite: HI105
This course provides information about ICD-9-CM, ICD-10-CM, and ICD-10-PCS coding for inpatient and outpatient settings. Students will learn to use ICD-9-CM and ICD-10-CM diagnosis and ICD-10-CM and ICD-10-PCS procedure codes. Course fees may apply.

HI225 Healthcare Law and Ethics - 4 Hrs.
This course is designed to provide legal and ethical information for the employment in and delivery of health care. Topics will include legislative process, reimbursement and reporting requirements, workplace regulations, HIPAA regulations, privacy, security, confidentiality, and policies and requirements regarding the collection and documentation and maintenance of health information. Students will also study ethical implications of many controversial medical practices, living wills, and advanced directives.

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.
Prerequisite: HI105
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, ICD-10-CM/PCS, 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. Course fees may apply.

HI285 Medical Coding and Billing Capstone - 4 Hrs.
Prerequisite: Satisfactory completion of major courses.
The student will complete case studies from a diverse set of professional settings

to reinforce skills in medical coding and billing to transition to a career as a medical coder and biller. Mock certification examinations are included in this course. Course fees may apply.

HI289 Health Information Technology Review - 4 Hrs.
Prerequisite: Consent of Program Director.
This is a review of the theory and principles relative to preparation for employment opportunities in any industry that utilizes health information. The student will be refreshed on topics that ensure the ability to effectively manage patient information and healthcare data needed to deliver high-quality treatment and care to the public, become experts in health data collection, and maintain the highest standards of integrity, confidentiality, and security.

HI290 Health Information Professional Practice Experience - 4 Hrs.
Prerequisite: Satisfactory completion of major courses.
The Health Information program student will perform procedures in a healthcare facility under the direction of a health information professional. This experience will provide the student with hands-on experience in applying his or her 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.

HI310 Health Information Data Management - 4 Hrs.
This course examines data maintenance and health informatics using electronic records with a comparison to transition from paper and hybrid records. Legal and ethical aspects of health information management are examined along with reimbursement methodologies and revenue cycle management.

HI320 Advanced Principles of Health Information Management - 4 Hrs.
Prerequisite: BUS232
This course introduces management of health information and data for research, quality, organizational change, human resources, healthcare finance, and strategic planning.

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HI410 Healthcare Quality and Performance Improvement - 4 Hrs.
In this course performance improvement models are applied to various aspects of health information management, including risk management, patient safety, prevention, human resources, accreditation, and change management.

H450 Healthcare Data Reporting and Analysis - 4 Hrs.
Prerequisite: BUS232
This course applies statistical terms, definitions, and healthcare-specific statistical formulae (census data, percent of occupancy, miscellaneous rates, length of stay, etc.). Collection, measurement, statistical analysis, and presentation techniques will be examined as they pertain to research in healthcare.

HI480 Current Issues in Health Information Management – 4 Hrs.
Prerequisites: HI310 and HI320
This course explores recent and evolving issues impacting health information management professionals, including regulatory changes, career field trends, and associated change management techniques. Evaluation of the progression of the career field allows the students to create personal and occupational goals in order to best prepare for professional establishment and advancement.

HI490 Health Information Management Professional Practice Experience – 4 Hrs.
Prerequisites: HI310, HI320, HI410, HI450, and HI480
This course provides experiences for students to apply health information administration knowledge and skills in order to prepare for the transition from student to professional. Students will gain practical experience in health data management, regulations and standards pertinent to health information and data administration, revenue cycle management, reimbursement methodologies, quality management, performance improvement, statistics, legal and ethical issues, human resources, strategic planning, and organization management.

HEALTH SERVICES MANAGEMENT

HSM200 Billing and Reimbursement - 4 Hrs.
Prerequisites: HI105 and AH120
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 as well as diagnostic and procedural coding.

HSM300 Human Disease - 4 Hrs.
Prerequisites: HI105
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.

HSM308 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.

HSM310 Principles of Community Health - 4 Hrs.
This course is 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. At completion of this course, the student will be able to evaluate and determine various ways in which community health programs and educators build healthier communities.

HSM320 Healthcare of Aging - 4 Hrs.
This course is designed to sharpen career skills by applying managerial knowledge to the care of the elderly and aging patient. Physical, emotional, and mental changes, finance, facilities, environment, regulations, and organizations specific to aging are covered. At completion of this course, the student will be able to discuss and evaluate skills in administration, finance, health promotion, and chronic illnesses within the aging community.

HSM340 Management of Health Services I - 4 Hrs.
Prerequisite: ENG117
This course is a study of principles and methods utilized in the supervision of health care personnel and related activities or operations. The students will 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.
Prerequisite: HSM340
This course is 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.

HSM360 Transcultural Healthcare - 4 Hrs.
Prerequisite: ENG117
This course exposes the student to the traditions, customs, and healthcare practices of 30 diverse population groups from around the world using Purnell's 12 step model: inhabited localities, communications, cultural roles, family roles, bicultural ecology, high risk behaviors, nutrition, pregnancy, childbearing practices, death rituals, spirituality, healthcare practices and healthcare practitioners. The goal is culturally competent health care.

HSM375 Healthcare Sociology - 4 Hrs.
Prerequisite: PSY140 or SOC100
This course provides a broad overview of the influence of role, values, culture, socioeconomic status and lifestyle as it impacts an individual's health, illness, and recovery. Also covered are sociological influences that drive the industry's accommodation of individual patient differences.

HSM388 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.

HSM400 Advanced Healthcare Law and Ethics - 4 Hrs.
An examination of the law and legal system that regulates health services and the ethical issues and dilemmas that arise. Topics will include: malpractice, confidentiality, HIPAA 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.

HSM440 Current Issues and 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.

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. (IAI S2 900)
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.

HUMAN RESOURCE

HR315 Employee Recruitment, Interviewing and Hiring - 4 Hrs.
Prerequisite: MGT350

This course provides the student with knowledge of concepts, theories and methods utilized in effective and efficient staffing of an organization. The importance of creating a competitive edge will be highlighted through instructing students how to build a qualified and positive workforce, including development of talent. The student will learn how different types of organizations recruit, and how to prepare for and conduct interviews, in which the candidate is meaningfully and successfully assessed based upon organizational needs. The hiring process will be explored, including legal compliance, and students will learn how to extend an offer of employment, and practice negotiation skills.

HR320 Employee Relations Strategies - 4 Hrs.
Prerequisite: BUS204

This course will study the improvement of relationship management between the company and the employee. Embracing diversity, ethnicities, and empowerment of women will be explored. Students will analyze union and non-union management relationships and the influence of economic, political, and legal issues on the labor force.

HR330 Compensation and Benefits Administration - 4 Hrs.
Prerequisites: BUS204 and MGT350

Students will examine job evaluation systems and compensation plans, including the costs of providing and administering an employee benefit program that is

competitive. Students will study the legally mandated benefits and discuss how these can impact the balance sheet of an organization.

HR386 Employee Training and Development - 4 Hrs.
Prerequisite: MGT350
An examination of an organization's most valuable resource, the employee. Students will learn the value of creating an effective employee training and development program, which facilitates the achievement of an organization's objectives. Additionally, the students will learn the value of promoting and supporting an employee's development to improve performance and career potential.

HR405 Managing Change in the Modern Workplace - 4 Hrs.
Prerequisite: BUS340
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.

HR490 Human Resource 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.

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)
Prerequisite: ENG116
This course is 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

KEY007 Beginning Keyboarding - 4 Hrs.
In this developmental course 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. At least one five-minute timed writing must be proctored by the instructor. Course fees may apply. Credit not applicable toward any degree programs.

KEY011 Keyboarding Speed and Accuracy Improvement I - 4 Hrs.
Prerequisite: KEY007
In this developmental course students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy. At least one five-minute timed writing must be proctored by the instructor. Course fees may apply. Credit not applicable toward any degree programs.

KEY021 Keyboarding Speed and Accuracy Improvement II - 4 Hrs.
Prerequisite: KEY011
In this developmental course students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy. At least one five-minute timed writing must be proctored by the instructor. Course fees may apply. Credit not applicable toward any degree programs.

KEY031 Keyboarding Speed and Accuracy Improvement III - 4 Hrs.
Prerequisite: KEY021
In this developmental course students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy. At least one five-minute timed writing must be proctored by the instructor. Course fees may apply. Credit not applicable toward any degree programs.

KEY041 Keyboarding Speed and Accuracy Improvement IV - 4 Hrs.
Prerequisite: KEY031
In this developmental course students practice various drills and timed writings to assist them in reaching their required skill level in keyboarding speed and accuracy. At least one five-minute timed writing must be proctored by the instructor. Course fees may apply. Credit not applicable toward any degree programs.

KEY109 Keyboarding Applications - 4 Hrs.
Prerequisite: CIS114 and demonstrate a speed and accuracy skill level of 30 Gross Words per Minute (GWPM).
This course provides a review of the keyboard, proofreading, and word processing techniques. Presentation of memorandums, email, business letters, envelopes, outlines, reports, manuscripts and tables. At least one five-minute timed writing must be proctored by the instructor. Course fees may apply.

LANGUAGE ARTS

LA110 Conversational Spanish - 4 Hrs.
This course is an introduction to basic spoken and written Spanish language 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.

LAW AND SOCIAL JUSTICE

LSJ101 Introduction to Criminal Justice - 4 Hrs.
This course examines the development of criminal justice systems and operations in the United States and introduces the student to the major components of the criminal justice system.

LSJ110 Introduction to Social Justice - 4 Hrs.
This course examines the theme of justice as a foundational goal of all social institutions in a democracy and introduces students to critically examining social injustices, especially in institutions and social structures. In order to arrive at a vision and practice of justice, we will study those "acceptable" injustices through the lens of justice and equality for all.

LSJ310 Theories of Justice and Social Change (Justice and Equality) - 4 Hrs.
Prerequisite: LSJ110 or consent of Program Director
This course provides analysis of gender, race, class, and related inequalities in the context of political economy in the United States and explores general theories of social change, such as social evolutionism and historical materialism, and the relationship between social change and the pursuit of justice. The starting point is unjust social structures and processes, leading into analysis of how social change occurs, especially through social movements and the strategies for reducing these injustices.

LSJ316 Women, Justice, and the Law - 4 Hrs.
Prerequisite: LSJ110 or consent of Program Director
This course explores the concept of justice and its intersection with gender. The course focuses on federal statutes and their interpretation, on sexual harassment and employment, and state statutes focusing on family law and criminal law.

LSJ320 Law and Racism in America - 4 Hrs.
Prerequisite: LSJ110 or consent of Program Director
This course will examine the role of the law in both preserving and eliminating racial injustice in the United States from the inception and rise of slavery during the colonial period through the racial desegregation decision of the United States Supreme Court in Brown v. Board of Education (1954) to modern day racial injustices. This course explores the nature of racism, its essential features and their relationship to legal, social, and economic practices in the United States.

LSJ325 Community Organizing/Community Law - 4 Hrs.
Prerequisite: LSJ110 or consent of Program Director
This course provides an examination of community organizing theories and approaches that focus on case studies and hands-on experiences while examining the impact of law and policy related issues on the public. Service learning hours required.

LSJ331 Workers' Rights and Human Rights - 4 Hrs.
Prerequisite: LSJ110 or consent of Program Director
This course analyzes fundamental labor laws including workman's compensation, unemployment compensation, and the National Labor Relations Act and also provides discussions of worker influence on company/factory decision making.

LSJ338 Juvenile Justice System - 4 Hrs.
Prerequisite: LSJ110 or consent of Program Director
This course offers socio-economic analysis on the history of the juvenile justice system in an effort to understand how the system functions and whom it serves.

LSJ354 Politics of Punishment, Analyzing Prisons and Jails - 4 Hrs.
Prerequisite: LSJ110 or consent of Program Director
This course explores, from a global perspective, the history, development, and philosophies of punishment and the debate within the United States over the purpose of correctional institutions. This course will study the historic development of prisons focusing on current practice and emphasizing consequences of expanding the prison population and community based alternatives to incarceration.

LSJ361 Public Administration - 4 Hrs.
Prerequisite: LSJ110 or consent of Program Director
In this course, the theory and practice of public administration is reviewed, including the principles and problems of administrative organization, personnel and fiscal management and bureaucratic behavior.

LSJ385 Professionalism and Ethics - 4 Hrs.
Prerequisite: LSJ110 or consent of Program Director
This course explores professional ethics applied to the legal system. Students examine the philosophical origins of ethics and the relationship of ethics to law and the concept of justice in society. General ethical propositions are established and applied to specific issues in society to educate students about ethical decision making and to assist students in becoming personally responsible in their professional careers.

LSJ450 Research Methods - 4 Hrs.
Prerequisites: Six upper-level (300-level) Law and Social Justice Program major courses and General Education math requirement.
In this course, students learn the mechanics of applying and interpreting fundamental statistics to projects and data in the field of Law and Social Justice. Along with developing research designs and initiating studies on law and social justice topics, students also determine which set of measures are most appropriate for a given case study and the precise meaning of the results.

LSJ495 Law and Social Justice Internship - 4 Hrs.
Prerequisites: Ten upper-level (300-level) Law and Social Justice Program major courses and consent of Program Director.
The Law and Social Justice Program internship course is designed to solely benefit the Law and Social Justice students (hereinafter student intern) by providing the student intern with the opportunity to apply their formal education (through internship and seminar) to real life situations in the law and social justice arena. This course involves the supervised practical application of the specific skills, theories, and concepts acquired through the Law and Social Justice Program that are necessary for a successful career in the law and social justice arena. The student intern will train under the direct supervision of the internship coordinator and a professional in the law and social justice field. In addition to attending the required seminar meetings during the 12-week term, the student intern must complete a minimum of 160 hours in practical on-the-job experiences. The 160-hour schedule needs to be arranged between the internship site and the student intern. All internship sites/schedules must be approved by the Legal Studies Program Director prior to the commencement of the internship experience. Students receive academic credit upon successful completion of the 160-hour practicum and meeting the LSJ495 course requirements. There is no remuneration for time spent at the internship site nor are students entitled to a job with the internship site at the conclusion of the internship experience.

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 consent of 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 consent of 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 consent of 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 consent of 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 consent of 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. Course fees may apply.

LEG117 Civil Procedure - 4 Hrs.
Prerequisite: LEG100 or consent of 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 consent of 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 consent of 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 consent of 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.

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LEG209 Legal Research II - 4 Hrs.
Prerequisite: LEG116 or consent of 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. Course fees may apply.

LEG 210 Paralegal Internship - 4 Hrs.
Prerequisites: Successful completion of 32-quarter hours of legal courses (including LEG116 and LEG213) and consent of Program Director.
The Paralegal Studies Program internship course is designed to solely benefit the Paralegal Studies' students (hereinafter student intern) by providing the student intern with the opportunity to apply their formal education (through internship and seminar) to real life situations in the legal arena. This course involves the supervised practical application of the specific skills, theories, and concepts acquired through the Paralegal Studies Program that are necessary for a successful career in the paralegal field. The student intern will train 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/ public defender's office, government agency, public defender's office, or legal department of a business.

In addition to attending the required seminar meetings during the 12-week term, the student intern must complete a minimum of 126 hours in practical on-the-job experiences. The 126-hour schedule needs to be arranged between the internship site supervisor and the student intern. All internship sites/ schedules must be approved by the Legal Studies Program Director prior to the commencement of the internship experience. Students receive academic credit upon successful completion of the 126-hour practicum and meeting the LEG210 course requirements. There is no remuneration for time spent at the internship site nor are students entitled to a job with the internship site at the conclusion of the internship experience.

LEG213 Law Office Management - 4 Hrs.
Prerequisites: LEG100 and LEG117 or consent of 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. Course fees may apply.

MANAGEMENT

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 or HI250 and ENG117
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
This course provides 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.
Prerequisite: BUS204 or HI250
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.

MGT400 Project Management in Business - 4 Hrs.
Prerequisites: CIS114 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. Course fees may apply.

MGT420 Principles of E-Business - 4 Hrs.
Prerequisites: BUS204 and MGT360
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.

MATHEMATICS

MAT001 Fundamentals of Mathematics - 4 Hrs.
Prerequisite: Placement based upon Entrance Examination Score.
This developmental course serves as 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

applications of ratio and proportion and an introduction to the foundations of algebra. Solving word problems is emphasized throughout the course. Credit not applicable toward degree programs. Course fees may apply.

MAT025 Geometry - 4 Hrs.
Prerequisite: MAT001
This developmental course is designed for students with less than one full year of high school geometry. Students will examine the properties, measurements, and relations of two- and three-dimensional objects such as points, lines, planes, triangles, polygons, circles, and solids. Geometric proofs utilizing inductive and deductive reasoning will also be included. Credit not applicable toward degree programs.

MAT038 Intermediate Algebra - 4 Hrs.
Prerequisite: MAT001 or placement based upon Entrance Exam Score.
This developmental course is designed for students with less than two years of high school algebra or for those students needing a review of algebra. Topics to be covered include factoring, 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, and solving systems of linear equations. Credit not applicable toward degree programs.

MAT110 Business Mathematics - 4 Hrs.
Prerequisite: MAT001 or placement based upon Entrance Exam Score.
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.

MAT135 General Education Mathematics - 6 Hrs.
Prerequisite: MAT038 and MAT025
This course is designed to fulfill general education requirements and is 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.

MAT140 College Algebra - 4 Hrs.
Prerequisite: MAT038 or placement based upon Entrance Exam Score.
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.
Prerequisite: MAT140
This course is an 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.

MAT158 Trigonometry - 4 Hrs.
Prerequisite: MAT140
This course will develop skills to sufficiently write and use the definitions of trigonometric functions; sketch the graph of the trigonometric functions; prove identities; solve trigonometric equations; apply the law of sines and cosines; write a complex number in trigonometric form and find all the roots of a complex number; introduce the polar coordinate system and graph basic equations. Conic sections and vectors will also be covered.

MAT161 Calculus for Business and Social Sciences - 6 Hrs.
Prerequisite: MAT140
This course covers the fundamental concepts of calculus. It will include the following: 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: MAT158
This course covers differentiation of polynomial, rational, exponential, logarithmic, and trigonometric functions and associated applications and serves as an 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.

MARKETING

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.

MKT320 Consumer Behavior - 4 Hrs.
Prerequisite: MKT305
This course provides students with knowledge of the affective, behavioral, cognitive and environmental factors which influence marketplace decisions. Content will focus on determining and applying theories of consumer behavior to diverse marketplace strategies, while targeting peoples' consumption-related behaviors for the 21st century.

MKT340 Brand Management - 4 Hrs.
Prerequisite: MKT305
Students will learn how to identify an existing brand or create a new brand, while learning proper brand management. Students will discover how each brand management component should interact, in order to create a valuable, long-lasting brand and customer relationship.

MKT350 Digital Marketing - 4 Hrs.
Prerequisite: MKT305
This course investigates the tools and practices of today's digital marketer. Students will gain an understanding of the transformation of business from passive customer relationships to participation and profitability on both sides. Traditional marketing roles are being replaced with a new world of digital marketing, aimed at creating extraordinary customer engagement, improved position, and targeting to combat increasing competitiveness in the marketplace.

MKT430 Marketing Research - 4 Hrs.
Prerequisites: BUS232 and MKT305
Students will explore the nature, role, and scope of marketing research as it relates to goods and services. Students will learn how to use statistics to gain

an understanding of the data and to make meaningful decisions. Students will be involved in hands-on activities, aiming to solidify the understanding of the methods of collection, analysis and summarization of data, pertinent to solving marketing problems.

MKT475 Advertising and Promotional Strategy - 4 Hrs.
Prerequisite: Satisfactory completion of Marketing Concentration courses and consent of Program Director.
This course broadly examines the role of advertising professionals and promotional strategies related to marketing management in enterprise. Students will survey the nature of the creative process, and the plethora of media available to the modern advertiser. Students will survey the theoretical and practical aspects of advertising and promotion research, planning, strategies, tactics, and campaigns to recognize that a unified message should be delivered to the consumer. Contemporary issues and methods will be addressed using case studies and/or research.

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)
This course is 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 his or her 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.

This course covers 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.

REALTIME REPORTING

RR114 Theory of Machine Shorthand I - 4 Hrs.

Recommended: Proficient on QWERTY keyboard.

Phoenix Theory is a computer-compatible, conflict-free, realtime translation 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. It is recommended that this course be taken prior to RR220.

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 or 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. 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. 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. 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. 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.

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. 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.

RR315 Medical Dictation - 4 Hrs.
Prerequisites: RR310 and HI105
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.

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.

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 fields. All students must have their own realtime capable steno machines with realtime cables, laptops, realtime capable computer-aided transcription software, and a base dictionary.

Upon successful completion of this course, the student will begin fine-tuning current realtime dictionaries 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. 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.

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. 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.

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.

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. 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.

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. Each test must be transcribed with 95 percent accuracy, all within 75 minutes. Students 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.

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.

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. 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.

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. 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.

RR450 Realtime Reporting Internship - 4 Hrs.
Prerequisites: RR312, RR370, RR420, and 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.

SOCIOLOGY

SOC100 Introduction to Sociology - 4 Hrs. (IAI S7 900)
This course is 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.

SOC205 Health and Society - 4 Hrs.
Prerequisite: SOC100
This course examines the effects of the major social and cultural variables – including age, gender, social/economic class, and race/ethnicity – on the health of the population by exploring empirical research and theoretical methods of epidemiological research. This course will also analyze the historical development and contemporary issues of mainstream and alternative health professions and occupations and the current crisis in our health care system.

SOC230 Adulthood and Aging - 4 Hrs. (IAI S6 905)
Prerequisite: SOC100
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)
This course provides 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)
Prerequisite: SOC100
This course is 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.

SOC320 Women, Gender, and Society - 4 Hrs.
Prerequisite: SOC100
This course explores the concepts of gender from a sociological perspective. The student will examine how men and women are treated differently in the social structure – differences in rules, regulations and expectations – and how these differences often result in benefits for men at the expense of women. The student will also study the social causes and consequences of the dissimilar treatment of men and women as well as the problems associated with separating gender into strict dichotomies.

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