

ACADEMIC CALENDAR August 2010 – July 2013

(Dates subject to change – date of last revision: January 20, 2010)

	Fall 2010	Fall 2011	Fall 2012
Registration – Returning Students – Day	Aug 10,11,12	Aug 9, 10,11	Aug 7, 8, 9
Registration – Returning Students – Evening	Aug 11	Aug 10	Aug 8
New Student Assessment / Orientation – Day / Evening	Aug 11	Aug 10	Aug 8
Credit by Examination – Test Out	Aug 18	Aug 17	Aug 15
Late Registration – Day and Evening	Aug 18	Aug 17	Aug 15
Day / Evening Session Classes Begin	Aug 23	Aug 22	Aug 20
Add / Drop Date *	Aug 31	Aug 30	Aug 28
Labor Day Δ	Sep 6	Sep 5	Sep 3
Columbus Day Δ	Oct 11	Oct 10	Oct 8
Mid-term Grades	Oct 14	Oct 13	Oct 11
Withdraw Date **	Oct 28	Oct 27	Oct 25
Thanksgiving Vacation Δ	Nov 24, 25	Nov 23, 24	Nov 21, 22
Last Day of Classes	Dec 13	Dec 12	Dec 10
Study Day	Dec 14	Dec 13	Dec 11
Final Exams	Dec 15, 16	Dec 14, 15	Dec 12, 13
Semester Break Begins	Dec 17	Dec 16	Dec 14
OBI closed Δ	Dec 27-30	Dec 26-29	Dec 24-25
OBI closed Δ			Dec 31, Jan 1
	Spring 2011	Spring 2012	Spring 2013
Last day to remove "I" grade earned in Fall semester	Jan 10	Jan 9	Jan 7
Registration – Returning Students – Day	Jan 12, 13	Jan 11, 12	Jan 9, 10
Registration – Returning Students – Evening	Jan 12	Jan 11	Jan 9
New Student Assessment / Orientation – Day / Evening	Jan 12	Jan 11	Jan 9
Credit by Examination – Test Out	Jan 12	Jan 11	Jan 9
Day / Evening Session Classes Begin	Jan 17	Jan 16	Jan 14
Add / Drop Date *	Jan 25	Jan 24	Jan 24
Presidents' Day Δ	Feb 21	Feb 20	Feb 22
Mid-term Grades	Mar 10	Mar 8	Mar 7
Mini Break	Mar 16, 17	Mar 7, 8	Mar 6, 7
Withdraw Date **	Mar 24	Mar 22	Mar 21
Mini Break	Apr 25, 26	Apr 9, 10	Apr 1, 2
Last Day of Classes	May 9	May 7	May 6
Study Day	May 10	May 8	May 7
Final Exams	May 11, 12	May 9, 10	May 8, 9
Graduation	May 14	May 12	May 11
	Summer 2011	Summer 2012	Summer 2013
Classes Begin	May 11	May 9	May 8
Add / Drop Date *	May 16	May 14	May 13
Memorial Day Δ	May 30	May 28	May 27
Last day to remove "I" grade earned Spring semester	Jun 6	Jun 4	Jun 3
Withdraw Date **	Jun 15	Jun 13	Jun 12
Independence Day Δ	Jul 4	Jul 4	Jul 4
Last Day of Classes	Jul 11	Jul 9	Jul 8
Last day to remove "I" grade earned Summer semester	Aug 8	Aug 6	Aug 5

* Last day to change schedule by adding or dropping a course

** Last day to withdraw from a course without academic penalty

Δ Building closed

INTRODUCTION

MISSION STATEMENT

The mission of Olean Business Institute is to offer practical academic programs designed to provide each student with a pertinent and timely career education, while supporting his/her personal, professional, and social development in a caring environment.

The college seeks to promote interpersonal and team skills applicable to a diverse workplace, to encourage critical thinking, to integrate relevant information and communication technologies and skills, to give students tools with which to make ethical decisions, and to engender the desire for life-long learning.

To demonstrate its commitment to this mission and to the communities it serves, the college will:

- ensure quality, relevance, and currency in all courses and programs.
- adhere to accreditation criteria and standards to maintain the academic and administrative soundness of its programs.
- promote the understanding of individual differences and foster appropriate attitudes for working effectively in functionally and culturally diverse teams.
- offer accessibility to all qualified students.
- provide personal attention to students in a caring, supportive environment.
- promote and reward excellence in teaching.
- be responsive to human resource and training needs of area employers.
- provide opportunities for lifelong learning to community residents.
- provide continuing educational opportunities for OBI graduates.
- foster the spirit of volunteerism and community involvement.
- foster a culture of excellence, inclusion, collaboration, and respect for diverse ideas.
- encourage and support active, engaged learning activities for all members of the college community.

NON-DISCRIMINATION STATEMENT

Olean Business Institute welcomes all students who meet the standard admissions requirements, regardless of race, creed, color, age, sex, national

origin, or disability. Olean Business Institute is an Equal Opportunity and Affirmative Action Employer M/F. The college's president acts in the capacity of coordinator of Affirmative Action.

ACCREDITATION

The curricula at OBI are registered by the New York State Education Department. OBI is authorized by the NYS Board of Regents to confer the Associate Degree (Applied Science and Occupational Studies) in its approved two-year programs of study. Olean Business Institute is accredited to award academic associate degrees by the Accrediting Council for Independent Colleges and Schools (ACICS), located at 750 First Street, NE, Suite 980, Washington, DC 2000002-4241; phone 202-336-6780. Persons interested in reviewing the college's certificates of accreditation and authorization may contact the President or Business Manager.

The State Education Department, University of the State of New York, and the Accrediting Council for Independent Colleges and Schools recognize OBI as a business college. OBI is approved by the New York State Education Department for the training of veterans and other eligible students. All programs are approved by the New York State Division of Veterans Affairs, Bureau of Veterans Education for the training of veterans and other eligible persons. OBI is approved to train clients/referrals of the New York State and Pennsylvania Manpower and Vocational Rehabilitation Divisions.

OBI FACULTY, STAFF, AND ADMINISTRATION

Administration

Jennifer Madison, President
Valerie Goodwin, Financial Aid Director
Debra Ralston, Business Manager
Carl English, Director of Admissions & Placement
Kim Marcellin, Academic Dean

Faculty

Laura Burlingame – Business

- M.S. – Buffalo State College – Education
- B.A. – SUNY Fredonia – Psychology

Nicole Clawson, CPC – Business (Medical)

- A.A.S. – Alfred State College – Business Administration and Management

Robert Close – Business

- M.B.A. – St. Bonaventure University – Business Administration
- B.A. – Empire State College - Business

Mary Davis – Business

- B.S. – Houghton College PACE – Management
- A.A.S. - Olean Business Institute – Accounting

Linda Edstrom – Business

- M.S.ed – St. Bonaventure University – Education Administration
- Permanent Certificate – SUNY Geneseo – Special Education
- Permanent Certificate – SUNY Brockport – Elementary Education
- B.S. – SUNY Brockport – Elementary Education

Valerie Goodwin – Business

- M.B.A. - St. Bonaventure University – Business
- B.B.A. – St. Bonaventure University - Accounting

Jillian Greene – Business (Medical)

- B.S. – Edinboro University of Pennsylvania – Chemistry/Industrial Biochemistry

Martha Hennessy – Business (Medical)

- A.A.S. – Alfred State College - Nursing

Cynthia Lisac – Business

- M.S. - University of Cincinnati – Health Planning and Administration
- B.S. – Slippery Rock University – Health / Physical Education

Jennifer Madison – Business

- B.S. – University of Pittsburgh – Computer Science

Kimberly Marcellin – Business

- M.S. - St. Bonaventure University – Education
- B.B.A. – St. Bonaventure University – Management Services
- A.A.S. – Alfred State College – Retail Business Management

Linda Summers – Business

- A.A.S. – Jamestown Community College – Business Administration

Melanie Zandi – Business (Legal)

- M.A. - St. Bonaventure University – History
- B.A. – Gannon University – Political Science
- A.A. – Gannon University – Paralegal Studies

Staff

- Lynn Hitchcock, Administrative Professional
- Charlotte Stoughton, Librarian
- James Morton, Director of Maintenance

Corporate Board

Olean Business Institute, Inc. is a coeducational, proprietary institution duly licensed as a corporation under the laws of the State of New York. Its Corporate Board and Officers consist of the following members:

- Jennifer L. Madison, President
- Debra Ralston, Secretary/Treasurer

Library Advisory Committee

- Charlotte Stoughton, Librarian
- Faculty Representative
- Administrative Representative
- Student Representative

Advisory Board

Board Chair:

Mark Kratts, PHR, Assistant VP / Indirect Loan Officer, Community Bank

Community Representatives:

Pamela Caldwell, Bookkeeper, Greater Olean Area Chamber of Commerce

Maureen Curry, Executive Director of Olean Food Pantry

Carol Frigo, IT Director, Bradford Regional Medical Center

Sandy Sleggs, SPHR, Assistant Director of Human Resources, Alcas Corporation

STUDENT SERVICES

Social and Recreational Activities

OBI students are reminded frequently that their primary objective is a successful and rewarding career. On the other hand, the administration recognizes the fact that students also must live, work, and enjoy themselves with others.

OBI sponsors several social activities, which may include: luncheons, Christmas party, class trips, and other activities. The Student Senate, a volunteer group that represents the student population in all academic and social matters, sponsors a Halloween party and co-sponsors class trips.

Message Center

The Message Center on the first floor is the primary means of communicating information of importance to OBI students. This area hosts a bulletin board for items directed to the entire student population. Please check the bulletin board daily for announcements of meetings, college policy reminders, etc. The current semester's academic calendar is displayed on a board in the Message Center.

Each student is given a folder in the message bins also located in the Message Center. Correspondence from the college's administration, staff, faculty, or other students may be placed in your folder. Phone or verbal messages from people outside the college community will be placed there.

We do not take or pass on messages to students, except in case of emergency or from academic/professional contacts.

Announcements, messages of interest to the college community, the academic calendar, and emergency closing announcements also may be found online at www.obj.edu.

Student Lounge

In the basement a student lounge and game room are available for student use during regular business hours. A refrigerator, coffee maker, and microwave are available for student use. Food and drink are permitted only in the student lounge and the reading/study areas of Room 205.

Parking

Parking facilities are available at the nearby city-owned parking lot, located on the corner of First and West Sullivan Streets (across the street from the college, above the Rite Aid parking lot). Parking is prohibited in either lot directly behind the school. These areas are reserved for faculty, staff, and members of the Eagles Club. Parking also is prohibited in the Rite Aid store lot. There will be a fee charged per semester for parking in the city lot. The fee is \$20 per semester. Students not wanting to pay the fee for a parking sticker/tag are welcome to use the metered parking in the city lot or to park in the mall parking lot.

Identification Cards and Student Discount Program

Within the first few weeks of the academic year, each student is issued an OBI Identification Card.

Through the cooperative effort of area merchants, students attending OBI are able to obtain discounts for various services or products at local businesses. These establishments include restaurants, theaters, beauty salons, clothing stores, etc.

Student Senate

The Student Senate is comprised of students who volunteer to represent their fellow students in all academic and collegiate social matters. Bylaws and other information may be viewed upon request.

Counseling

Counseling with the college's President, other administrators, or faculty advisors is available for students with academic or financial problems. Individual conferences with faculty advisors are held on a regular basis. Students requiring counseling for other (non-academic) reasons will be referred to local professional counselors and agencies.

Tutoring

Students who find that they are having difficulty with a particular course should discuss the problem promptly with the instructor of that course. The instructor will be able to offer suggestions for improvement or arrange for individual help. OBI also offers a peer-tutoring program in which students with exceptional ability assist students who are having difficulty. Students should make tutoring arrangements through their instructors. There is no fee for any tutorial services. Each student is eligible for up to 45 hours of peer tutoring a semester.

GRADUATE SERVICES

Continuing Education Courses

Olean Business Institute offers a unique promise of continuing education to its graduates. If at any time in the future a new course is added to the diploma or degree program from which you graduated, you may return to OBI to take that course tuition free. Graduates also may update their skills by taking previously completed courses. Any book or lab fees still apply. This offer is made as part of our promise to graduates of lifetime job placement assistance.

Retraining Guarantee

OBI emphasizes practical training, and our students are exposed to both theory and practice in their fields of study. OBI will retrain a graduate in deficient skills if, after hiring an OBI graduate, an employer finds this person to be lacking in any skills derived from the college. This is a skills retraining guarantee that is provided for a period of six months after the graduate is hired.

Career Placement

Prior to graduation, each student completes a job preference survey and placement interview with the Placement Director. The survey assists OBI in sending out the graduate's resume after graduation. Area businesses are advised of graduates' availability and preparation for employment.

In order to be fully assisted by our Placement Office, students must comply with all aspects of the job placement program. These include successful completion of the Professionalism course, an internship (Associate Degree students only), exit interview, and submission of final resume for the placement file. Graduates are asked to keep in contact with the Placement Office and to share updates concerning employment, etc., also to respond to questionnaires that are sent out by that office.

LIBRARY RESOURCE CENTER

General Information:

- *Computer and Internet Usage Guidelines:* Computer and Internet Usage Guidelines are posted in the library. Failure to follow posted guidelines or verbal instructions from staff may cause loss of privileges.

On-Site Facilities:

- Approximately 1,500 volumes in the non-fiction section, including works of biographies and history.
- Reference holdings (encyclopedias, dictionaries, law references, etc.).
- Currently subscribe to 20 periodicals (in library and room 205) with archive issues being held.
- Works of fiction, poetry, drama, and special writings number approximately 300 volumes.
- Ten thin clients (computer workstations) with printer access.
- Electronic Database descriptions are indicated on the Electronic Resources page (accessed from www.obi.edu) and in the library brochure.
- Interlibrary Loan Agreement with St. Bonaventure University which includes: access to the University's 250,000 volumes, online access to the University's card catalog, permission to visit and use the University Library's facilities.

Policies And Procedures:

- Most books or periodicals from OBI's on-site Library may be borrowed for three weeks at a time, with the exception of books from the Reference section. Most reference sources may be photocopied for a small fee.
- Renewals will be permitted, providing there has not been a request for the title(s).
- You will be notified if the materials you have borrowed are overdue. If the materials are more than a month overdue, you will be notified in writing, and the Front Office will be notified. Failure to return books on time or to make restitution for lost or damaged materials may result in the loss of your borrowing privileges and/or your grades may be withheld. The

college's President will have the final say in this matter and will determine any additional measures to be taken, if necessary.

- Any fines incurred from St. Bonaventure University (or other lending institution) for overdue materials will be the responsibility of the student.
- In regards to an Interlibrary Loan from St. Bonaventure University (or other institution), any fees or charges for photocopying materials or shipping will be the responsibility of the student.
- All Interlibrary loan requests must be handled through the OBI Library Staff. No student will be allowed to borrow materials directly from St. Bonaventure University.
- Each student must provide his/her own paper for printing when working on the library computer workstations.
- No food or beverages are allowed in the library.
- The library is a quiet study area.

ADDITIONAL INFORMATION OF INTEREST TO OBI STUDENTS

Emergency Closing

In the event of severe weather or other emergency, please listen to your local radio or TV station for possible cancellations of classes. Information will be available on the OBI website also. OBI does not expect students to place themselves in danger in order to attend classes. Students who find it impossible to get to school due to icy roads or other severe conditions should call the college to let us know of your situation.

Emergency Evacuation Procedure

If an emergency evacuation of the building is necessary, the repeated ringing of an alarm (a loud buzz) will alert students, faculty, and staff to exit the building immediately. All persons in the building should be familiar with evacuation routes as posted in each public access room. Use the nearest safe exit path—consider alternate routes to use if your path becomes blocked. After exiting, move to a safe location away from the building. College staff or emergency personnel will notify you when it is safe to go back inside. Do not attempt to remain in the building or to reenter the building without proper authorization. *Notice:* The College is required by law to hold two fire drills a year.

CAMPUS SECURITY

OBI has never had any occurrences of serious crime since its founding in 1961. We maintain excellent relations with local law enforcement agencies and make every effort to provide all students with a safe environment while on college property. If a student should notice a potentially dangerous situation or any suspicious activity, he/she is asked to notify the OBI staff promptly.

College Crime Statistics

Under Federal and State law, the college must inform you about campus security policies, procedures, victim rights and services, as well as the number of certain crimes reported to campus authorities. In OBI's history there have been zero occurrences of violent crime. The Campus Crime Security Survey Administrator of the United States Department of Education maintains official records of these statistics. Please visit

<http://ope.ed.gov/security> to view these statistics. You may also contact (Mrs.) Debra Ralston at OBI, 716-372-7978 for these statistics.

Advisory Committee on Campus Crime

As required by NYS Article 129-A Olean Business Institute has in place an advisory committee made up of two students, two faculty members, and two administrators. The committee meets once each semester and reviews current campus security policies and procedures and makes recommendation for their improvement.

How to Report a Crime

OBI does not maintain its own security personnel. Procedure for reporting an incident of sexual assault, rape, alcohol or drug possession, use or sale of alcohol or drugs, theft, burglary, etc. is to notify a member of the college's faculty or staff, the Front Office, or local law enforcement. The Front Office will contact the Olean Police Department or other local law enforcement agencies. If a student should notice any potentially dangerous situation or any suspicious activity, he/she should notify the administration promptly. It is imperative that anyone reporting an incident recall as much information about the situation to help administration and authorities solve the crime. If you are the victim, the college will aid you in contacting the criminal justice system and seeking services for medical or emotional needs. The college does not assume responsibility for property that is lost or stolen.

Federal Penalties For Drug Possession And Sale

The Federal Controlled Substances Act provides penalties including imprisonment and fines for unlawful distribution or possession of a controlled substance. Any person who unlawfully distributes a controlled substance to a person under 21 years of age may be punished by up to twice the term of imprisonment and fine otherwise authorized by law.

Federal trafficking penalties for Schedule I & II drugs range from a minimum of 5 years to a maximum of life in prison. Penalties for trafficking Schedule III & IV drugs range from 3 to 5 years in prison and a fine of \$25,000. Federal penalties for trafficking marijuana range from 5 to 10 years of imprisonment and up to a \$5 million dollar fine.

Learn more by visiting the U.S. Drug Enforcement Administration online at www.dea.gov. The Controlled Substances Act may be found at <http://www.usdoj.gov/dea/agency/csa.htm>

New York State Penalties For Drug Possession And Sale

The State of New York has established severe sanctions for the possession, use, and sale of controlled substances ("sell" under controlled substances definitions, means to sell, exchange, give or dispose of to another, or to offer or agree to do the same). The specific criminal sanctions are delineated in the New York State Penal Law. The severity of the offense depends on the type and quantity of the illegal substance, as well as the holder's intent (personal use, distribution or sale). Additional violations result in larger fines and the imposition of misdemeanor criminal charges, which include the establishment of a permanent criminal record.

ADMISSIONS

OBI welcomes all students who meet the standard admission requirements, regardless of race, creed, color, sex, national origin, or disability. The President acts in the capacity of coordinator for Affirmative Action.

Students may enroll in the Fall, Spring, or Summer semester in either the day or evening division. A student is admitted to OBI if his/her education, character, initiative and/or personal qualifications indicate a desire for a career-oriented education. No previous business or technology education is necessary for admission, nor does acceptance depend on any prescribed program of courses taken in high school.

Graduation from a recognized high school, as evidenced by an official transcript indicating a high school diploma or a General Equivalency Diploma (GED), is required for admission into an academic program of study. Students of junior or senior high school standing who desire to take OBI courses for credit should follow the admissions procedure described under the Jump Start section of this catalog.

Notice Regarding Sexual Offender Status

The Admissions Director searches local criminal registries for the names and status of prospective students after they have officially applied for admission to the college. If the prospective student is a registered sex offender, he/she will be denied admission/access to the college. If the prospective student becomes enrolled and is later determined to be a registered sex offender, he/she will be immediately dismissed from the college, forfeiting any and all monies paid to the college for tuition and/or other fees. The Admissions Director will refer any discoveries regarding sexual offender status to the college's President who will be responsible for acting on the information in regards to denial of admission or for dismissal.

Registration Procedure

Registration is held in August for Fall Semester, in January for Spring Semester, and in May for the Summer Semester. At this time, class

schedules are confirmed, financial aid matters and/or payment arrangements are discussed.

Assessment

All incoming freshman will be evaluated to determine each student's level of math skills unless a. student has approved math transfer credits or b. student opts out of taking the test in which case student is automatically required to take College Math.

Credit by Examination

Students having previous experience or proficiencies may attempt to receive credit for selected courses by paying a fee and taking an examination for each course for which credit is desired.

- A nonrefundable examination fee of \$25.00 will be assessed to administer each test.
- Upon successful completion of the test, a recording fee of \$25.00 per credit hour will be charged for the credits to be posted to the student's OBI transcript.
- Successful completion is defined by achieving a grade of 80 percent or better on the test.
- Any credit for a course earned through examination will be reported on the student transcript as a "P" (Passing). Credit is granted but no quality points are added into the cumulative grade point average for this grade.
- Arrangements for testing may be made before or during registration for regular semester classes. Tests must be taken during the examination dates established for the current Academic Year. Examination date will be the Wednesday prior to the start of the Fall and Spring semesters. Students will be advised of specific exam dates in their registration packets.
- The primary instructor for each class has designated the examination for that class which may include written and/or application (i.e. computer test) portions. The form of the exam will be explained when registering for the exam.

Courses Eligible for Credit by Examination

101 Accounting Fundamentals I	501 College Composition I
302 College Keyboarding	603 College Algebra
308 Word Processing	701 Medical Terminology
404 Microcomputer Applications	

Retesting after Assessment: 601 College Math

Immunization Policy

All students born after December 31, 1956 are required to provide proof of immunization within 30 days after the beginning of classes, in accordance with New York State's College Immunization Law. This law specifically requires proof of immunity as follows:

- **Measles (Rubeola)** – two doses of live vaccine, after one's first birthday and at least 30 days apart.
- **Mumps** - one dose of vaccine.
- **German Measles (Rubella)** - one dose of vaccine
- **Meningitis** – proof of vaccine or sign off

Physician's documentation of a medically diagnosed disease may be substituted for the Measles and/or Mumps vaccine. Serologic evidence of immunity (blood test) is considered acceptable evidence for each of the three diseases.

Refusal to provide proof of the required immunizations/immunity will result in dismissal.

The U.S. Centers for Disease Control and Prevention (CDC), the American College Health Association (ACHA), and the American Academy of Pediatrics (AAP) recommend that college students, particularly freshmen who plan to live in dormitories, and their parents, learn about meningococcal disease and the potential benefits of vaccination. Other college undergraduates wishing to reduce their risk may also choose to be vaccinated.

<p>INFORMATION ON MENINGOCOCCAL DISEASE AND COLLEGE STUDENTS</p>

*From the American College Health Association website -
http://www.acha.org/projects_programs/meningitis/index.cfm*

The American College Health Association (ACHA), founded in 1920, is a national non-profit organization serving and representing the interests of professionals and students in health and higher education. Its mission is to be the principal advocate and leadership organization for college and university health. The association will provide advocacy, education, communications, products, and services, as well as promote research and culturally competent practices to enhance its members' ability to advance the health of all students and the campus community.

Overview

Meningococcal disease is a potentially life-threatening bacterial infection caused by *Neisseria meningitidis*, a leading cause of bacterial meningitis in older children and young adults in the United States. The disease most commonly is expressed as either meningococcal meningitis, an inflammation of the membranes surrounding the brain and spinal cord, or meningococemia, a serious infection of the blood.

The incidence of meningococcal disease has increased since the early 1990's, including cases at U.S. colleges and universities. Data suggests that certain social behaviors, such as exposure to passive and active smoking, bar patronage and excessive alcohol consumption, may increase students'

risk for contracting the disease. Recent data also show students living in dormitories, particularly freshmen, have a six-fold increased risk for the disease.

Vaccination

A vaccine is available against four of the most common strains of *N. meningitidis* in the United States. The vaccine is 85 to 100 percent effective in preventing disease in older children and adults. Studies suggest that up to 80 percent of college cases are vaccine preventable.

Vaccination Recommendations for College Students

The U.S. Centers for Disease Control and Prevention (CDC), the American College Health Association (ACHA), and the American Academy of Pediatrics (AAP) recommend that college students, particularly freshmen who plan to live in dormitories, and their parents, learn about meningococcal disease and the potential benefits of vaccination. Other college undergraduates wishing to reduce their risk may also choose to be vaccinated.

Meningococcal disease can affect people at any age. Certain groups are at increased risk for contracting the disease including those in close contact with a known case, individuals with compromised immune systems, and persons traveling to endemic areas of the world.

Transmission and Symptoms

Meningococcal disease is transmitted through respiratory secretions (e.g., coughing and sneezing) and direct contact with persons infected with the disease. Oral contact with shared items such as cigarettes or drinking glasses, or intimate contact such as kissing could put a person at risk for contracting meningococcal disease. People identified as close contacts of a patient are at an increased risk for disease and should receive antibiotics to prevent meningitis.

Many normal healthy people become carriers of these bacteria and usually nothing happens to the person other than developing natural antibodies. Very rarely, for reasons such as suppressed immunity or concurrent respiratory illness, the bacteria invade the body, causing disease.

Meningococcal disease usually peaks in late winter and early spring. The disease can easily be misdiagnosed as something less serious, because symptoms are similar to the flu. The most common symptoms include high fever, headaches, stiff neck, confusion, nausea, vomiting, and lethargy. Once the disease has progressed, a rash can appear, usually on the arms or legs. Anyone with similar symptoms should contact a physician immediately. If untreated, often within hours of the onset of symptoms, the disease can progress rapidly and can lead to shock and death.

Transfer Students

Students who have attended other accredited higher education institutions and who wish to transfer to OBI should follow the normal admissions procedure. Transfer students must submit an official copy of their college credentials to the Admissions Office in order to receive academic credit for transferable courses. College transcripts will be evaluated to determine the transferability and appropriateness of all credit to be applied to OBI's diploma or degree requirements. Credit will be given only for courses completed with a grade of C or better, that parallel those offered in the specific program at OBI for which application is being made. No more than 17 credit hours will be transferred toward a diploma program, and no more than 33 credit hours will be transferred toward an Associate degree. Transfer credits will show "CR" in the letter grade column of the student's progress reports and final transcript. Courses for which transfer credit is awarded will not be used in the calculation for the student's term or cumulative grade point average.

OBI students who change programs during active enrollment transfer the grades from courses completed in their previous programs to the required courses or electives in their new programs, for those courses that are the same in each. In the case of an active enrollment program change, letter grades are retained. Letter grades are also retained if a former OBI student or graduate re-enters the same or different academic program after a break in enrollment.

Readmission of Diploma Graduates

OBI one-year diploma graduates are encouraged to return as candidates for the Associate Degree. They will be required to complete the degree requirements in effect at the time of their re-enrollment.

Application Fee

A \$25 application fee will be assessed for each application for admission. This will be refunded if the applicant is not accepted for admission.

Tuition and Fees

Tuition and fees listed are per semester. A student registered for 12 or more credit hours in a semester is considered full-time. A student registered for fewer than 12 credit hours is classified as a part-time student. A person may audit a course for a reduced tuition but will not receive credit or a grade for the course. No refunds are granted for non-credit courses after the course start date. All students are required to pay the listed Technology and Activity fees. Tuition and fees do not include the cost of textbooks or other course materials for which the student is responsible. Tuition and fees for each semester are due in full prior to the first day of classes, unless payment arrangements have been made through the college's Business Office.

<i>Per semester by Academic Year</i>	Full-time tuition	Part-time tuition (per credit hour)	Non-credit tuition (per course)	Jump Start tuition (per course)	Technology fee (per credit hour)	Activity fee
2010-11	5400	480	480	150	10	50
2011-12	5600	500	500	150	10	50
2012-13	5800	520	520	150	10	50

Course Materials

Textbooks and other required course materials may be purchased from the OBI Bookstore prior to each semester during registration. Students are not required to purchase books or other supplies from the college. If choosing to buy from another source, the student may request a book list, which is also available online at www.ob.edu. The cost of required course materials varies by academic program but is approximately \$500 per semester.

Cap and Gown Fee

Candidates for diplomas and degrees are required to pay a \$30 fee for their caps and gowns for use at the graduation ceremonies. This is a one-time fee paid during the semester in which the student is graduating.

Payment Methods

Students should have all financial arrangements to pay for tuition, fees, and books in place by the start of the semester. OBI accepts cash, checks, credit cards, and GOACC gift certificates. If a balance remains after all financial aid has been applied, you will receive a statement within 30 days of the start of the semester. Payment is due in full when the statement is received. Any other payment arrangements must be made with the Business Manager. Any balances left after a semester is completed will accrue finance charges of 2% a month or 24% annually.

On-time graduation

Students are advised of the following: If courses are taken as suggested when offered *and* successfully completed, a day session student may graduate in four semesters and an evening session student in five semesters. Exceptions might include students completing double majors or students who drop, withdraw from, or fail a course. A student who meets one of these exceptions may be able to take the course in the evening session (for day students) or day session (for evening students) in order to complete on time.

Independent Study

Independent study for a course may be allowed at the discretion of the instructor for that course. Other mandatory requirements include: a cumulative grade point average (GPA) of 3.0 or higher; the course must be one required for graduation and is not scheduled already as a day or evening

session course; the student must be in the last semester of his/her program, and; the student must be able to meet with the instructor for at least one hour weekly. All course work requirements would be the same as the student would expect if enrolled in that course as a regularly scheduled class.

Refunds

Refunds for students who withdraw for any reason after tuition and fees have been paid but prior to the start of classes will be 100% of tuition and fees.

After the beginning of classes, refunds are calculated as follows:

Week 1.....	90%	Week 6.....	25%
Week 2.....	90%	Week 7.....	25%
Week 3.....	50%	Week 8.....	25%
Week 4.....	50%	Week 9 and	
Week 5.....	25%	after 0%

After the add/drop date, tuition will not be adjusted for withdrawing from a course or courses.

All refunds will be made within 30 days of the last day of recorded attendance.

Financial Aid Adjustment

Federal regulations determine how the financial aid office calculates the adjustments to your financial aid. If a student is a recipient of Federal Title IV financial aid, refunds to those programs are required by federal law to be first priority and must be returned in the following order: Unsubsidized Stafford Loan, Subsidized Stafford Loan, Federal Plus Loan, Federal Pell Grant and Federal SEOG. Additional financial aid adjustments may be made to TAP, private aid and institutional aid based on a student's withdrawal date. A student is not eligible for a refund until all Federal Title IV programs and other aid dollars are reimbursed as required and all outstanding balances with the college have been cleared.

The Business Manager and Financial Aid Director will work together after receiving your official change of status notice to determine these adjustments. A refund will be made within 30 days of the last day of class attendance. In the event of a balance, the student will be billed and charged a service fee of 2% monthly or 24% annually.

Jump Start

Jump Start is a program designed to provide an opportunity for qualified high school juniors and seniors to enroll in college level courses prior to the completion of their high school educations. College credit is granted upon successful completion of each course. This credit may also be used to satisfy

high school course requirements – check with your high school's guidance office.

Tuition and fees are payable in full prior to the start of the course. Students may take up to two classes per semester (a total of 8 classes or approximately 24 credit hours). Tuition and fees are non-refundable once classes begin.

All high school students who meet the following criteria are eligible:

1. Student must have High School status of Junior or Senior*
2. Students must apply to the Director of Admissions at OBI.
3. Student must meet the criteria set forth by his/her individual High School or school district.

*Home-schooled students are welcome to participate in the Jump Start program contingent upon Junior or Senior status as defined by their school districts.

FINANCIAL AID PROGRAMS

Please contact our Financial Aid Officer for more information or assistance on applying for these or any other programs.

A large variety of financial aid programs are available to students to meet the costs of their education at OBI. These programs are offered to insure that no student's higher education will suffer or be denied because of lack of funds. However, a student must be registered in an approved program of study to receive financial aid.

Since most forms of financial aid are awarded on the basis of need, students who feel they meet this requirement should file a Free Application for Federal Student Aid (FAFSA) at the time of application for admission. This form may be obtained from your high school guidance office, online at **www.fafsa.ed.gov**, or at OBI. The deadline for filing this form is June 30. Our school federal code is 009003. For additional information or assistance in participating in any of the following financial aid programs, the student may contact the Financial Aid Office at OBI.

Federal Pell Grant

The PELL Grant is a federal award to college students, ranging from approximately \$500 to \$5350 based on need that a student demonstrates. To be eligible for a PELL Grant you must take a minimum of 3 credit hours. Applications can be made by using the Free Application for Federal Student Aid (FAFSA). Processing the application will take a few days.

PELL Awards are determined by a financial analysis of the family by the information obtained on the FAFSA. It is necessary that this application be accurate. With this in mind, we would suggest that you have our Financial Aid Office answer any questions that you may have.

The only requirements for eligibility for this program are 1) you are a U.S. citizen, or eligible non-citizen, 2) have a high school diploma or its recognized equivalency, 3) you continue to make satisfactory progress, 4) you have not received a Bachelor's Degree, 5) you are not in default on a Perkins, Stafford, SLS or PLUS Loan and do not owe a refund on a PELL Grant or SEOG Grant, 6) have demonstrated compliance to applicable selective service requirements.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is for students who show exceptional need. Students must file a Free Application for Federal Student Aid (FAFSA). On the basis of the FAFSA, we will determine who has need and award on this basis. Awards are made on a first come, first serve basis.

Academic Competitiveness Grant

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

- Be a U.S. citizen;
- Be a Federal Pell Grant recipient;
- Be enrolled full-time in a **degree** program;
- Be enrolled in the first or second academic year of his or her program of study at the institution;
- Have completed a rigorous secondary school program of study (after January 1, 2006, if a first-year student);
- If a second-year student have at least a cumulative 3.0 grade point average on a 4.0 scale (as set forth in regulations to be promulgated soon) for the first academic year.

New York State Tuition Assistance Program (TAP)

TAP is a grant program that does not have to be repaid. To be eligible, you must be a full-time student taking 12 credit hours or more and be a New York State resident and a U.S. citizen or a permanent resident alien. Students taking less than 12 credit hours may be eligible for an APTS award. Also, you must maintain both a C average at the end of the second academic year and the requirements of Standards of Satisfactory Progress as stated by OBI. Awards are usually limited to four years of study.

The size of your TAP award is based on your family's net taxable income. The less taxable income your family has, the more your award will be. The maximum award is \$5,000 per year for first time recipients. All dependent students whose family NYS net taxable income is under \$80,000 may be eligible for an award.

To apply for the TAP Grant, complete the FAFSA. You may receive an Express Tap Application (ETA) which should be verified and returned to Higher Education Services (HESC)

Aid for Part-Time Study (APTS)

APTS is a New York State grant for students enrolled part-time. A student must be enrolled for at least six credit hours but less than 12 credit hours. The application is made through the college. You must apply for PELL as well.

Other New York State Programs

- Child of Veteran Awards
- Child of Deceased Police Officer, Firefighter
- Vietnam Veteran Tuition Award

Federal Stafford Loan (Subsidized & Unsubsidized)

A FAFSA must be filed before a Stafford Loan Application can be certified. Students will receive a Master Promissory Note to sign and return to their guaranty agency. To be eligible, you must be a U.S. citizen or resident alien, and be a full-time or a half-time matriculated student at OBI. You must be in good academic standing and not in default of a previously received student loan. You must also demonstrate compliance to selective service requirements.

A first-year student enrolled at OBI may borrow up to \$3,500 per school year. A second year student may borrow \$4,500 per school year. Independent students who qualify can receive an additional \$6,000 of unsubsidized loans. A dependent student can receive an additional \$2,000 unsubsidized.

All students must provide family financial information to their college. You must demonstrate a need in order to receive a subsidized loan. Your need is based on the cost of attendance, your family contribution, and other aid you are receiving.

A student is eligible for a full interest subsidy during the time he or she is in college and for a six-month grace period following graduation before repayment must begin. There is an annual origination fee deducted from the loan. The annual interest rate on Student Loans is currently 3.61%.

Deferments are available to students continuing their studies at OBI or another institution or entering the military, the Peace Corps, Domestic Volunteer Service or another comparable service.

The unsubsidized loan is available to eligible students, regardless of family income or need. On unsubsidized loans, interest must be paid while you are attending college at least half-time. The loan's limits and eligibility criteria are the same as the subsidized loans. There is an annual origination fee

deducted from the loan. A student is reminded that he or she is borrowing money and has an obligation to pay this back. OBI's current default rate is 25.0%. Repayment of the amount borrowed, plus interest, begins six months after you either leave school or drop below half time attendance. The minimum monthly payment is \$50. Repayment must be completed within 5-10 years depending on how much you borrowed.

Federal Parent Loans for Students (PLUS)

Additional funds for education are available to parents of undergraduate students. The interest rate is variable up to 10% on the PLUS loans. There is an origination fee deducted from the loan. Currently the rate is 8.5%.

Alternative Loan Program

An alternative Loan is a loan through a lender who offers this product to qualifying students. Generally, the student must have a credit-worthy co-signer. In most cases, no repayment is required on the loan principal while the student is in school. Interest rates may vary.

Veterans Education Benefits

Veteran benefits available under several public laws provide financial aid for veterans and survivors of veterans as well as dependents of veterans with 100% service connected disabilities. A certificate of eligibility for training in a chosen program of study must be obtained by the veteran from the Department of Veterans Affairs before the student makes application to OBI. Others who may be eligible for benefits are Selective Reservists and members of the National Guard.

Vocational Rehabilitation

Applicants with certain types of physical disabilities incurred from birth, disease or accident may qualify for financial assistance through the Division of Vocational Rehabilitation of the State Education Department in New York and Pennsylvania. For information contact your high school guidance office or the Office of Vocational Rehabilitation in your state.

Aid for Native American Students

A substantial amount of financial assistance for continuing education is available for those students eligible under this program. Information may be obtained at OBI or the Seneca Nation Educational Foundation, Salamanca, New York.

Government Assistance Training

Unemployed residents of New York and Pennsylvania may be eligible for vocational training at OBI under the Workforce Investment Act, and other programs for dislocated workers. Information may be secured through the New York State One-Stop and Pennsylvania Career Links offices.

Deferred Payment Plan

A deferred payment plan is available for students who are ineligible for financial aid or who do not receive sufficient financial aid funds to cover their entire educational costs. Students in these circumstances can arrange a monthly payment schedule within the time frame of a semester to eliminate their outstanding balances. Each participant must sign a financial contract to confirm the payment arrangements.

Financial Aid Package

After all the financial avenues mentioned above are explored, it is the responsibility of the Financial Aid Director and the student to coordinate these resources to meet the total educational expenses. A prepared form identifying these resources is known as the "Financial Aid Award Letter" and will be prepared for each student applying for aid.

Financial Aid Adjustments

1. The amount of Title IV financial aid that a student must repay is determined by using the Federal Formula for Return of title IV funds as specified in Section 484B of the Higher Education Act. The amount of federal Title IV financial aid assistance that the student earns is determined on a pro-rata basis. Once the student has completed more than 60 percent of the payment period, all financial aid assistance is considered earned.
 - Percent earned equals number of calendar days completed up to the withdrawal date divided by the total calendar days in the payment period with an allowance for any scheduled breaks that are at least five days long.
 - Percent unearned equals 100 percent minus percent earned.
2. When a student has received federal financial aid in excess of earned aid, then the school returns the lessor of:
 - Institutional charges multiplied by the unearned percentage, or
 - Title IV federal financial aid disbursed multiplied by the unearned percentage
3. When a student has received federal financial aid in excess of earned aid, then the student:
 - Returns any remaining unearned aid not covered by the school.
 - Repays any loan funds in accordance with the terms of the promissory note (that is, scheduled payments to the holder of the loan over a period of time).
 - Returns any grant amount the student has to repay (considered a grant overpayment and arrangements must be made with the schools or department of Education to repay the funds).
4. Unearned Title IV federal financial aid shall be repaid to the following programs in the following order:

- Federal Unsubsidized Stafford Loan
- Federal Subsidized Stafford Loan
- Federal Parent Loan for Undergraduate Students (PLUS)
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Other Title IV Programs

Hope Scholarship

The Taxpayer Relief Act of 1997 created several new tax benefits for families paying higher education costs. The Hope Scholarship Credit may be claimed for the "qualified tuition related expenses" of each student in the taxpayer's family (i.e. the taxpayer, taxpayer's spouse, or an eligible dependent.) The student must be enrolled at least half-time in one of the first two years of postsecondary education. The student must also be enrolled in a program leading to a degree, certificate, or other recognized educational credential. The credit is available on a per student, rather than a per family, basis. Further benefits exist under Life-Long Learning Credits.

The Hope Scholarship Credit may be claimed for payment of "qualified tuition and related expenses" made on or after January 1. All students will receive a Form 1098T each January 31 of the year following enrollment. Please consult your tax advisor if you have questions regarding your eligibility for this tax credit.

Adult Learner Scholarship

Anyone who is at least 25 years old and has not attended college in the past five years may participate. A scholarship competitor need not be an applicant to OBI to take the scholarship exam. The scholarships, tuition remissions, will be granted to full-time students based on the results of the exam. The minimum award per student will be \$1,000, issued in \$500 installments per semester. The aggregate award value for this scholarship will be \$5000 based upon the total number of participants who take the competitive scholarship exam. That is, for every ten participants, one \$1000 scholarship will be awarded to a maximum of \$5000 for the entire program. Application forms are available by contacting OBI.

High School Senior Scholarship

Each year, Olean Business Institute awards five partial scholarships (tuition remissions) on the basis of a High School Senior Scholarship application, official high school transcript, a letter of recommendation from high school instructor or guidance counselor, and a 250 words or less essay explaining why a scholarship would be beneficial to the applicant. The scholarship winners are chosen by an OBI scholarship committee, headed by the Director of Admissions. Any high school senior may apply for this scholarship. A student need not be enrolled at OBI to apply. The scholarship will be awarded to full-time students based on the findings of the

scholarship committee. Applications are available at high school guidance offices or by contacting the OBI Admissions Office. Scholarship awards range from \$800 to \$5400 dollars per year with an aggregate award volume of \$12,200.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS
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Associate Degree Programs		
Upon Completion Of	Minimum GPA	Minimum Successful Course Completion- % of Courses Attempted
One Semester	1.5	55%
Two Semesters	1.6	60%
Three Semesters	1.8	60%
Four Semesters	2.0	80%
Five Semesters	2.0	90%
Six Semesters	2.0	100%

Diploma Programs		
Upon Completion Of	Minimum GPA	Minimum Successful Course Completion- % of Courses Attempted
One Semester	1.5	60%
Two Semesters	1.6	60%
Three Semesters	2.0	100%

The above stated academic standards apply to all students, not only to students receiving financial aid. All students' academic progress is reviewed at the end of every semester. Students whose progress does not meet the standards as described above will be dismissed and are not eligible for financial aid. Students should keep in mind that a minimum grade point average (GPA) of 2.0 is required for graduation from any diploma or degree program. Please see the complete list of requirements for graduation under the Graduation Requirements and Awards section.

Even though a student exceeds the minimum standards of satisfactory academic progress, any student with a GPA under 2.0 at the mid-term of

any semester will be placed on academic probation until such time as he or she achieves a cumulated GPA of 2.0.

Transfer credits will show "CR" in the letter grade column of the student's progress reports and final transcript. Courses for which transfer credit is awarded will not be used in the calculation for the student's term or cumulative grade point average.

OBI students who change programs during active enrollment transfer the grades from courses completed in their previous programs to the required courses or electives in their new programs, for those courses that are the same in each. In the case of an active enrollment program change, letter grades are retained. Letter grades are also retained if a former OBI student or graduate re-enters the same or different academic program after a break in enrollment.

Olean Business Institute Standard of Academic Progress for Determining Eligibility for State Student Aid (TAP)

Before Being Certified for this payment	First	Second	Third	Fourth	Fifth	Sixth
A Student Must Have Accrued At Least This Many Credits	0	3	9	18	30	45
With At Least This Grade Point Average	.0	.5	.75	1.3	2.0	2.0

To maintain good academic standing and/or financial assistance, the student must complete his/her program in 1-1/2 times the normal program length. A student who withdraws or is dismissed during a semester may lose financial aid for the next semester.

However, in no case can a student exceed one and one-half times the normal program length either as a regular student or in an extended enrollment status and still receive the academic credential for which he or she enrolled.

Maximum time frame (MTF) for completion of a program is calculated by multiplying the number of credits required to graduate from that program (normal program length or NPL) by 1.5. For example, the MTF for a 30 credit program is $NPL \times 1.5 = 45$ MTF.

A student must repeat any required course for which he or she has received a grade of "F" (failed) or has withdrawn from prior to completion. The new grade will replace the original grade for the purposes of the calculation of the

cumulative grade point average. However, both courses will be considered credit hours attempted for the purpose of determining successful completion percentages. A mid-term or final grade of "F" in any course will cause a student to be placed on academic probation. A student is required to complete all program requirements in order to graduate.

A grade of "I" (incomplete) in any course will cause a student to be placed on academic probation. A student who receives an "I" grade is required to remove the "Incomplete" within four weeks after completion of the semester. (calculated from the last day of regular classes for the semester) Failure to do so will result in a grade of "F" for that course.

A grade of "W" (withdrew) is an indication that a student withdrew from a course prior to the start of the tenth week in a semester. A grade of "W" does not affect the student's GPA and does not place the student on academic probation.

Withdrawal from a course after the start of the tenth week in a semester results in a grade of "F" (failing) for that course.

Leaves of absence may be applied for and must be approved by the President in order to maintain satisfactory academic standing. Approval may or may not be given and is determined on a case-by-case basis. The formal application must include the duration of leave requested. All class assignments missed must be made up to the satisfaction of all instructors.

A student who has been dismissed due to the failure to maintain the academic minimums outlined above may apply to continue his/her studies at the college. During this time, the student is not eligible to receive financial aid or loans and must attempt to improve the deficient area that led to the dismissal by retaking courses he/she had failed, or practicing previously learned skills in order to establish satisfactory progress. The student will be responsible for all costs incurred during the semester. At the completion of this semester, a student who has established satisfactory progress according to the above tables may apply to the administration to return to a regular status and reinstate his/her eligibility for financial aid. A meeting will be scheduled between the college's President and the student applying for reinstatement to determine if the student has the academic ability and desire to successfully continue in the program. If reinstated, the student will be placed on probation for a period of one semester.

If a determination has been made that a student has not maintained Satisfactory Academic Progress, he or she can file an appeal to have such determination reversed. This appeal should be made in writing to the President. The President will then review the case in order to decide whether correct determination has been made. An appeal may be filed when the student feels that extenuating circumstances caused the loss of satisfactory academic progress.

Transfer credits will show "CR" in the letter grade column of the student's progress reports and final transcript. Courses for which transfer credit is awarded will not be used in the calculation for the student's term or cumulative GPA.

OBI students who change programs during active enrollment transfer the grades from courses completed in their previous programs to the required courses or electives in their new programs, for those courses that are the same in each. In the case of an active enrollment program change, letter grades are retained. Letter grades are also retained if a former OBI student or graduate re-enters the same or different academic program after a break in enrollment. The term GPA calculation will be based on the grades *entered* during that term, including those from a student's previous enrollment at the college.

ADDITIONAL ACADEMIC INFORMATION
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Credit Hours

One semester credit hour equals, at a minimum, 15 classroom hours of lecture, 30 hours of laboratory, or 45 hours of internship. The minimum credit hour requirement for graduation is indicated in this catalog under each program offering.

Grades and Reports

Grades for courses at OBI indicate the student's achievement and mastery of the course content. They are earned by coursework, exams, assignments, and final examinations. A permanent record of each student's progress is kept. At mid-semester, all students are notified of their grades in each course currently being taken. Each student receives a final grade report following semester completion if no financial or other obligation to the college is outstanding.

Grading Standards

Letter	Grade	Numerical Grade	Quality Points Per Credit Hour
A	Exceptional	94-100	4.0
B+	Outstanding	92-93	3.5
B	Excellent	86-91	3.0
C+	Above Average	83-85	2.5
C	Average	75-82	2.0
D+	Below Average (Passing)	72-74	1.5
D	Unsatisfactory (Passing)	65-71	1.0
F	Failure	Below 65	0
I	Incomplete		
W	Withdrawal		
P	Pass		

- I Incomplete** ~ A student who receives an "I" grade is required to remove the "Incomplete" within four weeks after completion of the semester. Failure to do so results in a grade of "F".
- W Withdrawal** ~ A student may withdraw from a course through the end of the ninth week with no academic penalty. Withdrawal after this time results in a grade of "F" for the course.

Quality Points System

A quality point system is used to establish a student's academic credit and rank in class. For example, in a three credit hour course, a student earning an A grade receives 12 quality points; a grade of B receives 9 quality points, etc. At the end of each semester, semester credit hours earned and the quality point index are computed for each student and class rank is assigned on the basis of the student's cumulative index. The quality point index for each semester is determined by dividing the total number of quality points a student has earned by the number of credit hours he/she has attempted.

Honors

In recognition of superior academic achievement, students who are enrolled in at least four courses, and who have a quality point average of 3.4 to 4.0 for a semester, are honored by the publication of their names in the Dean's List. Students with a quality point average of 3.0 to 3.39 receive honorable mention in the Dean's List.

Graduation Requirements and Awards

Graduation exercises are held in May each year for all degree and diploma students. Students to be conferred degrees and diplomas are vested in caps and gowns.

Diplomas and degrees are conferred upon those students with the following qualifications:

1. Have attained the number of credit hours of coursework detailed for the students' program of study and have successfully completed all required and elective courses.
2. Have a cumulative quality point index of not less than 2.0
3. Have fulfilled all financial obligations to the college.

Special recognition is given to those graduates who attain a cumulative grade point average of 4.0. Departmental awards are recommended by the instructors for students who have distinguished themselves in their fields of concentration.

Transfer of OBI Credits

Many of our students have continued their educations after graduating from OBI. The college has agreements with many area colleges, which allow the OBI graduate to transfer his/her credit so as to receive advanced standing at that four-year college.

Students intending to transfer to another institution after OBI should meet with a representative of that college in order to determine the transferability of his/her credits and to ensure that proper academic planning is made.

Transcripts

An official transcript can be sent to other colleges or perspective employers as requested. There is no charge for the first request. A charge of \$5 is made for each additional transcript requested. If there is an outstanding balance owed to OBI, transcripts or other records will not be released.

Withdrawal from College

If a student wishes to voluntarily withdraw from the college for any reason, the student must officially notify the college in writing. A student wishing to withdraw should contact his/her academic advisor.

For refund purposes, the date of withdrawal will be the last date of a student's recorded attendance.

STUDENT CONSUMER INFORMATION

You should consider carefully all aspects of your decision to attend OBI. There are federal and state laws that require colleges to publish all pertinent facts for your information.

Consumer information includes items in different parts of the Catalog such as: Financial Aid, Educational Costs, Refund Policy, Instructional Programs, Facilities, Faculty, Placement, Students with Disabilities, Grievance Procedure, Retention/Graduation Rates.

OBI welcomes all students who meet the standard admission requirements, regardless of race, creed, color, sex, national origin, or disability. OBI is an Equal Opportunity and Affirmative Action Employer M/F. The President acts in the capacity of coordinator for Affirmative Action. The President is the individual designated to disseminate Student Consumer Information.

Student Retention/Graduation Rates

Student retention is defined as the total number of full-time students who started the academic year and were still in attendance or graduated by the end of the same academic year. You should realize that students leave school for many reasons, including marriage, a job, health problems, change in educational goals, etc. OBI's percentage of retention for the 2008-2009 academic year was 69.9%

Student Privacy Rights

Olean Business Institute is dedicated to preserving individual liberties in the academic community.

Students are hereby notified about the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act (FERPA) Office concerning alleged failures by the institution to comply with the Act.

Additionally, students should be aware of the following:

- FERPA generally prohibits any post-secondary educational institution that receives federal funds from releasing a student's education records without student consent, unless mandated by court order or lawful subpoena.
- Under certain conditions, a school may disclose directory information without student's consent. Schools may also make disclosures in an emergency or in compliance with a court order or subpoena.
- Some records found at a school are excluded from the FERPA definition of education records. Such records include instructors' private notes and records not contained in a student file, records maintained by campus law enforcement units, personnel records and medical records.
- FERPA permits the disclosure of student directory information without specific consent. However, a school must first advise students what types of information the school has designated as directory information and notify students that they may object to the disclosure of this information.
- Directory information may include the student's first name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student.
- Schools may disclose information to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of the student or other persons. Schools must keep a log of emergency disclosures and make it available to the students.
- The USA PATRIOT Act of 2001 was signed into law on October 26, 2001. It amends FERPA and the National Education Statistics Act (NESA) and expands the authority of federal law enforcement officials to obtain educational records in connection with investigations and prosecutions of

terrorism, without consent. A court order is necessary to cause this data to be released under these provisions.

Students requiring more detailed information about FERPA, NESA, and/or the USA PATRIOT Act may stop at OBI's Front Office to view printed material or visit the Family Policy Compliance Office online at <http://www.ed.gov/offices/OM/fpco/>.

STUDENT GRIEVANCE AND COMPLAINT PROCEDURES

Internal Grievance Procedure

Fair and equitable treatment of all students is a priority of the college. If you feel that you have been unjustly treated follow this procedure:

Discuss the grievance immediately with the faculty or staff member(s) directly involved and attempt to settle the issue. If resolution is not achieved within a two-week period, the student should take the grievance to the President. The President may then call a conference composed of the student, the faculty/staff member, and herself, who together will attempt to resolve the problem.

If the resolution is not achieved within a two-week period, the student should appeal the issue to the Grievance Board. This appeal must be made in writing to the college President. The student should have his/her case well organized and supply written information about the grievance. The Board will meet within two weeks after receiving an appeal to determine a final resolution.

The Grievance Board will have a membership composed as follows: two faculty members, two students, and the President. The President will appoint faculty members serving on the Board on an ad hoc basis, while the Student Senate will select two students, one from a diploma program and one from a degree program. No one on the Grievance Board will be allowed to adjudicate a complaint involving himself/herself. In such instances the President and /or the Student Senate will appoint a replacement to the Board.

Student Complaint Policy

A student, or any other person, who believes he/she has been aggrieved by an institution of higher education has the right to file a written complaint. A complaint may be filed by any person with reason to believe that an institution has acted contrary to its published standards or that conditions at the institution appear to jeopardize the quality of the institution's instructional programs or the general welfare of its students.

How to File a Complaint

- 1) The person should first try to resolve the complaint directly within the institution by following the internal grievance procedures (See Internal Grievance Procedure).
- 2) If a person is unable to resolve the complaint with the college or believes that the institution has not properly addressed the concerns, he/she may send a letter to:

Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002-4241
Phone number (202) 336-6780

PROGRAMS OF STUDY

Diploma Programs

Office Assistant.....34
(HEGIS Code No 5005)

Legal Office Assistant.....35
(HEGIS Code No 5005)

Medical Office Assistant.....36
(HEGIS Code No 5005)

General Business.....37
(HEGIS Code No 5001)

Associate Degree Programs

Business Administration/Accounting.....38
(HEGIS Code No 5002)

Business Administration/Management39
(HEGIS Code No 5004)

Paralegal.....40
(HEGIS Code No 5005)

Administrative Professional.....41
(HEGIS Code No 5005)

Health Information Specialist.....42
(HEGIS Code No 5005)

Each required course in each program is offered at least once per academic year.

Students are advised they could jeopardize their eligibility for certain financial aid awards if they fail to matriculate in one of the College's approved programs

A student may begin any program in any semester, Day or Evening Division

Office Assistant

(HEGIS Code No. 5005)

Diploma Program 33 Credit Hours

The office assistant field is an excellent career choice for individuals who want interesting positions, good starting salaries, and the security of having business skills that are in demand everywhere. There is the opportunity for responsibility, advancement, professional status, and travel. Our graduates are employed in many areas including government, industry, banking, professional offices, retailing, wholesaling, and education.

The courses of study in this program are designed to provide specialized education in the secretarial sciences. Emphasis is placed on developing the individual student's proficiency in office procedures, use of computers, word processing techniques, and other facets of the professional office.

Graduates from this diploma program may continue to the final year of the Administrative Professional Associate Degree Program with no loss of time or credit.

Suggested course sequence:

<u>Semester I</u>	<u>Cr.</u>	<u>Semester II</u>	<u>Cr.</u>
302 College Keyboarding	3	101 Accounting Fundamentals I	3
410 Office Procedures	3	308 Word Processing	3
501 College Composition I	3	404 Microcomputer Applications	3
590 Freshman Seminar	1	411 Office Technology	3
601 College Math	3	502 College Composition II	3
604 Business Organization	3	591 Professionalism	2
	<u>16</u>		<u>17</u>

Core Program (24 Credits): 101, 302, 308, 404, 410, 411, 590*, 591**, 604

Core General Education (9 credits): 501, 502, 601

Elective course choices:

All pre- or co-requisite course requirements must be met for your chosen electives; all courses are 3 credit hours unless otherwise indicated: * 1 credit hour course, ** 2 credit hour course, *** 4 credit hour course

Business Electives (0 credits): none required

General Education Electives (0 credits): none required

Legal Office Assistant

(HEGIS Code No. 5005)

Diploma Program 33 Credit Hours

The law office requires a competent and efficient assistant to aid the attorney in many important ways, thus permitting the lawyer to devote more time to clients. As the number of attorneys increases, so does the need for trained legal office assistants. A legal office assistant must possess many skills to enable him/her to perform the work required in this area, with a high degree of proficiency.

The objective of the program is to present a curriculum to prepare the student for secretarial positions in the legal profession, including law offices, legal departments of corporations, legal aid centers, governmental agencies, insurance companies, bank trust offices, deed and title companies, and other firms requiring office assistants with legal training.

Emphasis is placed on comprehensive training in the basic secretarial skills as well as specialized courses in legal terminology, dictation, transcription, and records control. The program further emphasizes proper execution of legal forms and procedures, stressing high standards of professional ethics, conduct, and responsibility to the attorney, the client, and the legal profession.

Graduates from this diploma program may continue to the final year of the Paralegal Associate Degree Program with no loss of time or credit.

Suggested course sequence:

Semester I	Cr.	Semester II	Cr.
501 College Composition I	3	302 College Keyboarding	3
590 Freshman Seminar	1	502 College Composition II	3
601 College Math	3	591 Professionalism	2
801 Paralegalism I	3	603 College Algebra	3
<i>General Education Elective</i>	3	802 Paralegalism II	3
<i>General Education Elective</i>	3	804 Intro. to Legal Writing	3
	<hr/> 16		<hr/> 17

Core Program (15 Credits): 302, 590*, 591**, 801, 802, 804

Core General Education (12 credits): 501, 502, 601, 603

Elective course choices:

All pre- or co-requisite course requirements must be met for your chosen electives; all courses are 3 credit hours unless otherwise indicated: * 1 credit hour course, ** 2 credit hour course, *** 4 credit hour course

Business Electives (0 credits): none required

General Education Electives (select 6 credits): 504, 505, 525, 600, 606, 607, 608, 905, 920, 925

Medical Office Assistant

(HEGIS Code No. 5005)

Diploma Program 33 Credit Hours

The need for trained medical office assistants has grown rapidly in recent years and the future looks even brighter. The emphasis on Medicare and Medicaid, health insurance, and the expansion of medical clinics, skilled nursing facilities, nursing homes, hospitals and the detailed requirements of record keeping in physicians' offices, means there will be an unprecedented demand for medical office assistants.

The specialized curriculum of this program prepares the student for secretarial positions in hospitals, doctors' and dentists' offices, medical laboratories, surgical equipment suppliers, insurance companies, and other healthcare facilities.

In addition to developing the student's overall secretarial skills, the program is directed toward specialization in medical terminology and transcription, as well as insurance forms, medical forms, medical records, filing, and billing practices.

Graduates from this diploma program may continue to the final year of the Health Information Specialist Associate Degree Program with no loss of time or credit.

Suggested course sequence:

Semester I	Cr.	Semester II	Cr.
501 College Composition I	3	302 College Keyboarding	3
590 Freshman Seminar	1	308 Word Processing	3
601 College Math	3	502 College Composition II	3
701 Medical Terminology	3	591 Professionalism	2
702 Medical Office Procedures	3	714 Disease/Pharmacology	3
<i>General Education Elective</i>	<u>3</u>	<i>Business Elective</i>	<u>3</u>
	16		17

Core Program (18 Credits): 302, 308, 590*, 591**, 701, 702, 714

Core General Education (9 credits): 501, 502, 601

Elective course choices:

All pre- or co-requisite course requirements must be met for your chosen electives; all courses are 3 credit hours unless otherwise indicated: * 1 credit hour course, ** 2 credit hour course, *** 4 credit hour course

Business Electives (select 3 credits): 101, 102, 103, 104, 105, 107, 109, 309, 404, 602, 604, 605, 609, 613, 704, 705***, 707, 710, 711, 712, 713*, 804, 805, 806, 807, 808, 809, 815

General Education Electives (select 3 credits): 504, 505, 525, 600, 603, 606, 607, 608, 905, 920, 925

General Business

(HEGIS Code No. 5001)

Diploma Program 33 Credit Hours

Approximately 60 percent of all employed men and women are working in some capacity in the field of business, according to a recent United States Census Report. Clearly, business ranks among one of the most important career possibilities.

The general business program is an excellent career choice for men and women who desire professional training leading to employment in various fields of business, industry, banking or government. Careers are found in retailing, wholesaling, manufacturing, insurance, transportation, and public utilities. The possible areas of employment and even business ownership are as varied as business itself.

Courses in accounting, management, and business communications help prepare the student for job positions in management, sales and business offices. Many courses in this curriculum make use of computers.

Graduates from this diploma program may continue to the final year of the Business Administration / Accounting Associate Degree Program with no loss of time or credit.

Suggested course sequence:

<u>Semester I</u>	<u>Cr.</u>	<u>Semester II</u>	<u>Cr.</u>
101 Accounting Fundamentals I	3	102 Accounting Fundamentals II	3
501 College Composition I	3	308 Word Processing	3
590 Freshman Seminar	1	502 College Composition II	3
601 College Math	3	591 Professionalism	2
604 Business Organization	3	605 Principles of Management	3
<i>Business Elective</i>	<u>3</u>	<i>General Education Elective</i>	<u>3</u>
	16		17

Core Program (18 Credits): 101, 102, 308, 590*, 591**, 604, 605

Core General Education (9 credits): 501, 502, 601

Elective course choices:

All pre- or co-requisite course requirements must be met for your chosen electives; all courses are 3 credit hours unless otherwise indicated: * 1 credit hour course, ** 2 credit hour course, *** 4 credit hour course

Business Electives (select 3 credits): 105, 107, 109, 302, 309, 404, 410, 411, 602, 609, 613, 701, 702, 704, 705***, 707, 710, 711, 712, 713*, 714, 801, 802, 804, 805, 806, 807, 808, 809, 815

General Education Electives (select 3 credits): 504, 505, 525, 600, 603, 606, 607, 608, 905, 920, 925

Business Administration/Accounting

ASSOCIATE IN APPLIED SCIENCE DEGREE

(HEGIS Code No. 5002)

Degree Program 66 Credit Hours

Within the field of business, accounting, often referred to as the "Language of Business," is one of the fastest growing employment fields in the country. The profession has doubled in size each decade for the past four decades. Few careers can offer more opportunities for future financial success and business leadership than accounting. Moreover, the chief officers of corporations and other top business executives are increasingly selected from the ranks of accountants. Unlimited opportunities are afforded young men and women to obtain positions in industry, government, banking and private business.

The program objective is twofold: To provide a more comprehensive and intensive accounting education than that customarily offered at other colleges and to broaden the students' awareness of the interrelationship of knowledge, people, and systems. It is also the purpose of this program to fully qualify its graduates not only for worthwhile entry positions in business, but also for rapid advancement within their chosen professions. Many courses in this curriculum make use of computers and the kind of software used in today's accounting office.

Suggested course sequence:

Semester I	Cr.	Semester II	Cr.
101 Accounting Fundamentals I	3	102 Accounting Fundamentals II	3
501 College Composition I	3	308 Word Processing	3
590 Freshman Seminar	1	502 College Composition II	3
601 College Math	3	591 Professionalism	2
604 Business Organization	3	605 Principles of Management	3
<i>Business Elective</i>	3	607 Micro-Economics	3
	16		17
Semester III	Cr.	Semester IV	Cr.
103 Intermediate Accounting I	3	104 Intermediate Accounting II	3
105 Cost Accounting	3	112 Accounting Internship	3
109 Income Taxes	3	404 Microcomputer Applications	3
504 Public Speaking	3	600 Ethics and Social Issues	3
606 Macro-Economics	3	<i>Business Elective</i>	3
<i>General Education Elective</i>	3		15
	18		

Core Program (36 Credits): 101, 102, 103, 104, 105, 109, 112, 308, 404, 590*, 591**, 604, 605

Core General Education (21 credits): 501, 502, 504, 600, 601, 606, 607

Elective course choices:

All pre- or co-requisite course requirements must be met for your chosen electives; all courses are 3 credit hours unless otherwise indicated: * 1 credit hour course, ** 2 credit hour course, *** 4 credit hour course

Business Electives (select 6 credits): 107, 302, 309, 410, 411, 602, 609, 613, 701, 702, 704, 705***, 707, 710, 711, 712, 713*, 714, 801, 802, 804, 805, 806, 807, 808, 809, 815

General Education Electives (select 3 credits): 505, 525, 603, 608, 905, 920, 925

Business Administration/Management

ASSOCIATE IN APPLIED SCIENCE DEGREE

(HEGIS Code No. 5004)

Degree Program 66 Credit Hours

In the decades to come, the increased rate of environmental, social, and technological change will make the world of business even more complex and subject to change. Making decisions about future business activities in this complex and changing environment is the job of management. In almost every field—from public, private, to non-profit organizations—managers are in great demand. Managers must have a working knowledge of all areas of a business operation and an understanding of people, cultures, and systems.

The Management Degree Program focuses its course content on practical business subjects as well as broad-based general educational courses. These courses are intended to supply the student with the necessary background to enter a wide variety of business fields.

Graduates of the program may enter such career fields as insurance, credit management, retailing, banking, real estate, personnel management, marketing, and sales management.

Suggested course sequence:

<u>Semester I</u>	<u>Cr.</u>	<u>Semester II</u>	<u>Cr.</u>
101 Accounting Fundamentals I	3	308 Word Processing	3
501 College Composition I	3	502 College Composition II	3
590 Freshman Seminar	1	591 Professionalism	2
601 College Math	3	603 College Algebra	3
604 Business Organization	3	605 Principles of Management	3
608 Introduction to Psychology	3	613 Principles of Retail Mgmt.	3
	<u>16</u>		<u>17</u>
<u>Semester III</u>	<u>Cr.</u>	<u>Semester IV</u>	<u>Cr.</u>
404 Microcomputer Applications	3	600 Ethics and Social Issues	3
504 Public Speaking	3	607 Micro-Economics	3
602 Principles of Marketing	3	609 Human Resource Mgmt.	3
606 Macro-Economics	3	615 Management Internship	3
<i>Business Elective</i>	3	<i>General Education Elective</i>	3
<i>General Education Elective</i>	3		<u>15</u>
	<u>18</u>		

Core Program (30 Credits): 101, 308, 404, 590*, 591**, 602, 604, 605, 609, 613, 615

Core General Education (27 credits): 501, 502, 504, 600, 601, 603, 606, 607, 608

Elective course choices:

All pre- or co-requisite course requirements must be met for your chosen electives; all courses are 3 credit hours unless otherwise indicated: * 1 credit hour course,

** 2 credit hour course, *** 4 credit hour course

Business Electives (select 3 credits): 102, 103, 104, 105, 107, 109, 302, 309, 410, 411, 701, 702, 704, 705***, 707, 710, 711, 712, 713*, 714, 801, 802, 804, 805, 806, 807, 808, 809, 815

General Education Electives (select 6 credits): 505, 525, 905, 920, 925

Paralegal

ASSOCIATE IN OCCUPATIONAL STUDIES DEGREE

(HEGIS Code No. 5005)

Degree Program 66 Credit Hours

The Paralegal field is one of the fastest-growing careers today. Opportunities exist not only in private law offices, but in banks, insurance agencies, real estate offices, government agencies, and courts.

The objective of our two-year program is to prepare the student for the many challenges of the legal office, from proper office procedures to the preparation of the many various legal documents used daily by attorneys. Special emphasis is placed on paralegal studies, particularly civil litigation, domestic relations, real estate transfer, corporate law, and estates and trusts.

Research skills are essential for a successful paralegal, and our program utilizes local law libraries and computer software to develop proper researching abilities for our students. Also included in this program is preparation for the New York State Notary Public examination.

Suggested course sequence:

Semester I	Cr.	Semester II	Cr.
501 College Composition I	3	302 College Keyboarding	3
590 Freshman Seminar	1	502 College Composition II	3
601 College Math	3	591 Professionalism	2
801 Paralegalism I	3	603 College Algebra	3
<i>General Education Elective</i>	3	802 Paralegalism II	3
<i>General Education Elective</i>	3	804 Intro. to Legal Writing	3
	<u>16</u>		<u>17</u>

Semester III	Cr.	Semester IV	Cr.
308 Word Processing	3	600 Ethics and Social Issues	3
504 Public Speaking	3	808 Legal Writing and Research	3
608 Introduction to Psychology	3	809 Family Law	3
805 Civil Litigation	3	810 Paralegal Internship	3
806 Real Property Law	3	<i>Business Elective</i>	3
807 Estates, Wills, and Trusts	3		<u>15</u>
	<u>18</u>		

Core Program (36 Credits): 302, 308, 590*, 591**, 801, 802, 804, 805, 806, 807, 808, 809, 810

Core General Education (21 credits): 501, 502, 504, 600, 601, 603, 608

Elective course choices:

All pre- or co-requisite course requirements must be met for your chosen electives; all courses are 3 credit hours unless otherwise indicated: * 1 credit hour course, ** 2 credit hour course, *** 4 credit hour course

Business Electives (select 3 credits): 101, 102, 103, 105, 107, 109, 309, 404, 602, 604, 605, 609, 613, 701, 704, 705***, 707, 710, 711, 712, 713*, 714, 815

General Education Electives (select 6 credits): 505, 525, 606, 607, 905, 920, 925

Administrative Professional

Associate in Occupational Studies Degree

(HEGIS Code No. 5005)

Degree Program

63 Credit Hours

The administrative professional is an integral part of the management team in American businesses. In addition to the keyboarding and dictation skills required for the performance of administrative duties, additional responsibilities include making appointments for the employer, receiving visitors, handling personal and confidential mail, preparing routine correspondence, managing the office, ordering supplies, proofreading, keeping conference records, and preparing reports.

The curriculum in this two-year Associate Degree Program is designed to prepare the student to meet the requirements of most types of professional offices and for the many opportunities available to the skilled and proficient assistant.

The program emphasizes high standards of proficiency in all vital office skills. It also emphasizes managerial skills and motivational techniques so that the graduate has the qualifications to fulfill a wide range of administrative responsibilities. The Administrative Professional program includes advanced training in the traditional secretarial skills as well as specialized computer competencies needed in an office. The graduate, armed with this comprehensive background, can make a more valuable contribution to the employer and expand the opportunities for career advancement.

Suggested course sequence:

<u>Semester I</u>	<u>Cr.</u>	<u>Semester II</u>	<u>Cr.</u>
302 College Keyboarding	3	101 Accounting Fundamentals I	3
410 Office Procedures	3	308 Word Processing	3
501 College Composition I	3	404 Microcomputer Applications	3
590 Freshman Seminar	1	411 Office Technology	3
601 College Math	3	502 College Composition II	3
604 Business Organization	3	591 Professionalism	2
	<u>16</u>		<u>17</u>
<u>Semester III</u>	<u>Cr.</u>	<u>Semester IV</u>	<u>Cr.</u>
504 Public Speaking	3	309 Adv. Word Processing	3
505 Technical Writing	3	600 Ethics and Social Issues	3
608 Introduction to Psychology	3	605 Principles of Management	3
<i>General Education Elective</i>	3	709 Adm. Professional Internship	3
<i>General Education Elective</i>	3	<i>Business Elective</i>	3
	<u>15</u>		<u>15</u>

Core Program (33 Credits): 101, 302, 308, 309, 404, 410, 411, 590*, 591**, 604, 605, 709

Core General Education (21 credits): 501, 502, 504, 505, 600, 601, 608

Elective course choices:

All pre- or co-requisite course requirements must be met for your chosen electives; all courses are 3 credit hours unless otherwise indicated: * 1 credit hour course, ** 2 credit hour course, *** 4 credit hour course

Business Electives (select 3 credits): 102, 103, 104, 105, 107, 109, 602, 609, 613, 701, 704, 705***, 707, 710, 711, 712, 713*, 714, 804, 805, 806, 807, 808, 809, 815

General Education Electives (select 6 credits): 525, 603, 606, 607, 905, 920, 925

Health Information Specialist

Associate in Occupational Studies Degree

(HEGIS Code No. 5005)

Degree Program 65 Credit Hours

Medical offices today need skilled professionals who can manage day-to-day operations, including the electronic submission and storage of health data. Students in the Health Information Specialist program receive training in focused coursework such as medical terminology, medical transcription, medical records, medical billing, medical coding, First Aid, and human anatomy and physiology.

The curriculum in this Associate Degree Program includes complete training in all of the essential skills and knowledge needed in a computerized medical administrative setting. Courses are based on the program guide endorsed by the American Health Information Management Association and have been approved by local medical administrators of major hospitals and medical centers.

Graduates of the Health Information Specialist program will be qualified to work in medical records, patient accounts, medical coding, medical transcription, and the insurance and billing department of a medical facility.

Suggested course sequence:

Semester I	Cr.	Semester II	Cr.
501 College Composition I	3	302 College Keyboarding	3
590 Freshman Seminar	1	308 Word Processing	3
601 College Math	3	502 College Composition II	3
701 Medical Terminology	3	591 Professionalism	2
702 Medical Office Procedures	3	714 Disease/Pharmacology	3
<i>General Education Elective</i>	<u>3</u>	<i>Business Elective</i>	<u>3</u>
	16		17

Semester III	Cr.	Semester IV	Cr.
608 Introduction to Psychology	3	706 Health Info. Specialist Intern.	3
704 Medical Transcription	3	707 Computerized Patient Billing	3
705 Anatomy and Physiology	4	711 Medical Coding II	3
710 Medical Coding I	3	712 Health Information Mgmt.	3
<i>General Education Elective</i>	<u>3</u>	713 First Aid and CPR	1
	16	<i>Business Elective</i>	<u>3</u>
			16

Core Program (41 Credits): 302, 308, 590*, 591**, 701, 702, 704, 705***, 706, 707, 710, 711, 712, 713*, 714

Core General Education (12 credits): 501, 502, 601, 608

Elective course choices:

All pre- or co-requisite course requirements must be met for your chosen electives; all courses are 3 credit hours unless otherwise indicated: * 1 credit hour course, ** 2 credit hour course, *** 4 credit hour course

Business Electives (select 6 credits): 101, 102, 103, 104, 105, 107, 109, 309, 404, 602, 604, 605, 609, 613, 804, 805, 806, 807, 808, 809, 815

General Education Electives (select 6 credits): 504, 505, 525, 600, 603, 606, 607, 905, 920, 925

COURSE INFORMATION AND DESCRIPTIONS

The college offers a variety of courses that may be used to satisfy a student's graduation requirements. Most curricula require one or more general education electives and/or business electives. See program description pages for a listing of which courses may be used to fulfill the elective requirements for your program.

Some courses have pre- or co-requisites that must be taken prior to or concurrently with them. These are indicated in the course description.

Credit Hours

The minimum credit hour requirement for graduation is indicated in this Catalog under each program offering.

One semester credit hour equals, at a minimum:

- 15 classroom hours of lecture
- 30 hours of laboratory
- 45 hours of internship.

Course Numbering System

Courses are generally numbered homogeneously according to their title and content, as follows:

100 sequence:	accounting
300 sequence:	keyboarding, specialty document processing, word processing
400 sequence:	computer application/proficiency, office administration
500 sequence:	composition, communications, literature
600 sequence:	math, management, economics, ethics
700 sequence:	medical administrative
800 sequence:	legal studies
900 sequence:	general education

Course Descriptions

101 Accounting Fundamentals I

Credit Hours: 3

Prerequisite: none

General Education course: no

The student is introduced to basic principles of accounting starting with a business operated as a sole proprietorship. The course familiarizes the student with the use of different journals. The student follows journal entries through the complete accounting cycle, including posting, worksheets, and financial statements.

102 Accounting Fundamentals II

Credit Hours: 3

Prerequisite: 101 Accounting Fundamentals I

General Education course: no

The principles of accounting for a business operated as a corporation are fully developed including selling stocks and bonds. Other topics discussed are concepts of present value, depreciation and amortization, ratio analysis, and preparation of a Statement of Cash Flows. The students are required to complete a computerized practice set.

103 Intermediate Accounting I

Credit Hours: 3

Prerequisite: 102 Accounting Fundamentals II

General Education course: no

This course reinforces the principals of accounting as presented in the fundamental accounting course. A closer examination of balance sheet items is provided. Individual asset accounts are examined for proper valuation and balance sheet treatment in accordance with generally accepted accounting principles.

104 Intermediate Accounting II

Credit Hours: 3

Prerequisite: 103 Intermediate Accounting I

General Education course: no

In this course, emphasis is placed on the liability and stockholder's equity sections of the balance sheet. The different liability and stockholder's equity accounts are examined for their proper treatment. Attention is given to analyzing financial statements and to preparing a Statement of Cash Flows.

105 Cost Accounting

Credit Hours: 3

Prerequisite: 101 Accounting Fundamentals I

General Education course: no

Presented are the basic principles of cost accounting procedures as they affect a manufacturing concern. Specific topics are: the three elements of accounting for materials, labor and factory overhead expenses, preparation of cost statements, the job order and process cost systems. In addition, students complete a practice set involving a job order cost system.

107 Managerial Accounting

Credit Hours: 3

Prerequisite: none

General Education course: no

This course serves the needs of those who do not intend to become professional accountants. The student is introduced to certain accounting tools. Using these tools, students will make management decisions from accounting information. Students examine financial statements and make decisions based on the

information in the statements. Tools that are used in this course are ratio analysis, cost-volume-profit analysis and budgets.

109 Income Taxes

Credit Hours: 3

Prerequisite: none

General Education course: no

This course familiarizes students with the administration of the U. S. tax laws. Students learn to prepare individual income tax returns. Knowledge gained includes: components of gross income, adjusted gross income, employment-related expenses, itemized deductions, tax credits, and capital gains and losses.

112 Accounting Internship

Credit Hours: 3

Prerequisite: Successful completion of the equivalent of three semesters of the Accounting Degree Program.

General Education course: no

In their fourth or last semester of the Accounting program, students will participate in an internship. Students will be placed in the public as well as the private sector. Here they will perform various tasks as required to enable them to see the workings of an accounting office. Students will spend 135 hours in an office, under the supervision of an accountant. In this way the student can refine the skills necessary to find employment in the accounting field upon graduation. The students will do recording, reporting, filing, keyboarding or any other functions deemed necessary. The student will meet with the internship supervisor and supervising manager for monitoring and evaluation purposes.

302 College Keyboarding

Credit Hours: 3

Prerequisite: none

General Education course: no

Speed and accuracy are highly stressed though the use of timed writings and document production. Students must achieve a minimum keyboarding speed of 50 wpm. The student will be introduced to transcription fundamentals, learning to transcribe from dictation at a constant rate of speed without hesitation, relying on reference material for correct spelling.

308 Word Processing

Credit Hours: 3

Prerequisite: none

General Education course: no

The goal of this course is to learn basic word processing techniques using Microsoft Word and to create presentations using Microsoft PowerPoint. Students will become resourceful and productive in the workplace utilizing these skills. Professional documents and presentations will be produced efficiently by taking advantage of the software features.

309 Advanced Word Processing

Credit Hours: 3

Prerequisite: 308 Word Processing

General Education course: no

This course covers the advanced techniques of word processing and desktop publishing with a project-oriented approach. Skills are taught with each project to produce documents in demand by today's business world. Students will generate form letters, reports, sales proposals, announcements, brochures, business cards, invoices, and newsletters. Elements in the design process which help to deliver a message in the clearest, most attractive, and effective way are emphasized.

404 Microcomputer Applications

Credit Hours: 3

Prerequisite: none

General Education course: no

The key components of Microsoft Excel and Microsoft Access are presented. The focus is hands-on exercises and practical applications for the business world. The course is designed to produce technology-savvy students equipped with critical thinking and problem solving abilities. Data integration as well as publishing options are explored.

410 Office Procedures

Credit Hours: 3

Prerequisite: none

General Education course: no

The objective of this course is to provide students with the office professional training necessary for the demanding requirements of today's office. The class consists of lecture material and a simulated office approach. Students will become proficient in effective office procedures, office mail handling, filing procedures, time and task management, office equipment usage, and professional ethics.

411 Office Technology

Credit Hours: 3

Prerequisite: none

General Education course: no

The student will have the opportunity to explore different technologies and issues concerning those technologies as applicable to a professional office setting. Extensive internet research will be utilized to prepare documents and to complete projects, such as pricing out office supplies and looking for resources pertinent to the administrative professional. Other tasks will include integrating data among Microsoft Office programs and exploring the use of Microsoft Outlook to get organized.

501 College Composition I

Credit Hours: 3

Prerequisite: none

General Education course: yes

The objective of this course is to develop and strengthen students' writing skills. The course emphasizes language skills and mechanics—focusing specifically on vocabulary, sentence and paragraph structure, grammar, and punctuation. Critical thinking is encouraged through the reading and interpretation of professionally written essays. The instruction of research is also a significant part of this course.

502 College Composition II

Credit Hours: 3

Prerequisites: 501 College Composition I

General Education course: yes

The objective of this course is to apply the concepts of language skills and mechanics to the writing of various types of essays, professional correspondence, and reports. The instruction of research is also a significant part of this course.

504 Public Speaking

Credit Hours: 3

Prerequisite: none

General Education course: yes

Good public speaking involves much more than the ability to stand in front of an audience without saying "um." The best public speakers not only speak smoothly, they also say important and interesting things. This class focuses on the invention, writing, and delivery of speeches. By the end of the session, you should be able to identify the importance of being able to speak in different settings. We will study the principles of argumentation and organization, critically examine our own speeches and the speeches of others, and practice, practice, practice. Impromptu, informative, persuasive, and demonstration speeches will be covered among others.

505 Technical Writing

Credit Hours: 3

Prerequisite: 502 College Composition II

General Education course: yes

This course enables the student to communicate technical information effectively through the written word regardless of field of expertise. This course emphasizes the technical writing process including audience identification and methods of disseminating information. Format of technical writing includes letters, memos, e-mail, forms, reports, proposals, instructions, user manuals, and web pages.

525 Understanding Literature

Credit Hours: 3

Prerequisite: none

General Education course: yes

Students will have the opportunity to read, interpret, and analyze short fiction, poetry, and drama. Through the study of these genres, students will develop an appreciation for the beauty and power of language. Writing about literature and learning about key literary terms are also goals of this course.

535 Creative Writing

Credit Hours: 3

Prerequisite: none
General Education course: yes

An appreciation of literature and its many forms is the key goal of this course. Students will have the opportunity to read and write in various forms, including short stories, poetry, and long works. These readings and writings will be for written for entertainment, information and to assist in the development of the English language.

590 Freshman Seminar

Credit Hours: 1
Prerequisite: none
General Education course: no

This course is an overview of many essential aspects of achieving success in your college career. We will focus on time management tips, note-taking, organizing tips, exam preparation, basic keyboarding and computer skills, and study skills.

591 Professionalism

Credit Hours: 2
Prerequisites: 501 College Composition I & 590 Freshman Seminar
General Education course: no

Career-oriented topics will be covered in this course. Class activities include resume writing, cover and follow-up letters, and interview preparation. In addition, professional behavior and attire will be addressed. The course culminates in the development of a professional portfolio and participation in the Mock Interview program.

600 Ethics and Social Issues

Credit Hours: 3
Prerequisite: none
General Education course: yes

This course explores various ethical theories and involves the student with the analysis and solution of different ethical problems. The course also explores a variety of social and political issues that currently face individuals and businesses. The course uses readings, videos, debates, role playing and case analyses to engage students in critical thinking skills.

601 College Math

Credit Hours: 3
Prerequisite: none
General Education course: yes

This math course will cover the next level in mathematical process. The topics will include the study of statistics, measurements, and the utilization of geometry. Ratio, proportions and percents will also be discussed within this course. A brief introduction to the concept of Algebra will be covered.

602 Principles of Marketing

Credit Hours: 3
Prerequisites: 604 Business Organization & 605 Principles of Management

General Education course: no

This course enables the student to better understand and evaluate: a company's marketing system by which products and services are planned, priced, promoted, and distributed and the external, largely uncontrollable environmental forces (demographic, economic, political-legal, socio-cultural, competitive, and technological) as they influence the management of a company's marketing program.

603 College Algebra

Credit Hours: 3

Prerequisite: 601 College Math

General Education course: yes

This course will review the use of integers in problem solving. It also includes the study of rational numbers, probabilities and statistics. Equations and inequalities are solved using exponents, radicals and functions.

604 Business Organization

Credit Hours: 3

Prerequisite: none

General Education course: no

The student is presented a concise orientation in business—its background, function, and environment. Business is shown as an activity in which people react and produce rather than a conglomerate of machinery, accounts, and offices. Emphasis in this course is placed upon actual decision making in the areas of business ethics, legal forms of organizations, finance, insurance, marketing, and multinational corporations.

605 Principles of Management

Credit Hours: 3

Prerequisite: none

General Education course: no

This course focuses on the techniques underlying successful organization, management and activities of businesses. Specific business situations involving management decision making and problem solving are analyzed. Emphasis in this course is placed on labor-management relations, personnel management, quantitative techniques, and supervisory principles.

606 Macro-Economics

Credit Hours: 3

Prerequisite: none

General Education course: yes

This course involves the study of the principles and procedures required for the understanding of fundamental macro-economic theories. The student is familiarized with the basic tools that economists use to analyze economic situations. Topics include fundamental economic concepts, human wants and scarcity, basic characteristics of market pricing, as well as GDP and national income analysis and fluctuations in business activity.

607 Micro-Economics

Credit Hours: 3

Prerequisite: none

General Education course: yes

In this course, students analyze such micro-economic issues as revenue and cost projections, elasticity, market structure, price-setting, supply and demand, income distribution, efficiency and profit. The market is analyzed in terms of real-world problems and issues. This course also explores comparative systems and international economics.

608 Introduction to Psychology

Credit Hours: 3

Prerequisite: none

General Education course: yes

Students are provided with a general orientation to the field of psychology, with particular emphasis on human relations and organizational behavior. Topics include human perception, motivation, leadership, reward systems, and team building. Contemporary work-force issues such as cultural diversity, technological change and the special needs of protected groups will be discussed.

609 Human Resource Management

Credit Hours: 3

Prerequisite: none

General Education course: no

A comprehensive approach to the human resource function is presented in this course. Major topics include human resource planning, job analysis, recruitment, selection, performance evaluation, compensation, benefits, labor relations, safety and health. Special attention is given to the legal environment of human resources, including federal legislation, EEO regulations, and court decisions. Case studies and group dynamics exercises are used to augment course work.

613 Principles of Retail Management

Credit Hours: 3

Prerequisite: none

General Education course: no

A study of the problems of retail store management, including the interrelationships which exist between the various functional areas: buying, warehousing, financing, pricing, displaying, selling, hiring, stock control, advertising and promotion, etc. The case study method, independent research interviews, visiting speakers, field trips, and similar teaching devices are used to make the course realistic.

615 Management Internship

Credit Hours: 3

Prerequisite: Successful completion of the equivalent of three semesters of the Management program.

General Education course: no

In their fourth or last semester of the Business Management program, students will

participate in an internship. Students will spend 135 hours at the internship location as part of their internship. This will offer students an opportunity to apply management concepts and acquired skills to a realistic setting. The internship may take place in a number of locations, including retail establishments, banks, insurance offices, human resource departments, and various other businesses. The student will meet with the internship supervisor and supervising manager for monitoring and evaluation purposes.

701 Medical Terminology

Credit Hours: 3

Prerequisite: none

General Education course: no

The principal objective of this course is to provide the student with basic principles of medical word building with emphasis on accurate spelling, pronunciation, and definitions. Terms are associated with all of the human body systems. Students will develop an extensive medical vocabulary as well as understand common diseases, diagnostic procedures, laboratory tests, abbreviations, and treatment modalities related to each body system.

702 Medical Office Procedures

Credit Hours: 3

Prerequisite: none

General Education course: no

The objective of this course is to provide the student with a thorough study of medical office systems and administrative procedures. Subject matter includes patient reception, telephone skills, medical records management, written communications, completing insurance forms, and managing facility finances. Health care delivery is also covered in this course, which embraces topics such as health care organization, accreditation standards, licensure/regulatory agencies, and payments/reimbursement systems.

704 Medical Transcription

Credit Hours: 3

Prerequisites: 302 College Keyboarding & 701 Medical Terminology

General Education course: no

The objective of this course is to transcribe material from medical dictation at a constant rate of speed without hesitation, applying the unique rules of grammar, punctuation, and spelling that apply to the field of medicine. Students should be able to demonstrate mastery in transcribing medical reports with expediency and accuracy. This course involves transcription from audio files of medical dictation. The dictation is realistic; with material that is based on actual doctors' files that are representative of a variety of medical specialties. The material is presented with a variety of different voices and background noises to duplicate real-life situations with an increasing level of difficulty throughout the course.

705 Anatomy and Physiology

Credit Hours: 4

Prerequisite: 701 Medical Terminology

General Education course: no

This course is designed to study the anatomy of the various body systems emphasizing how structure facilitates function. The course covers the structure and function of cells, tissues and the integumentary, skeletal, muscular, nervous, circulatory, respiratory, digestive, urinary, reproductive and endocrine systems. The laboratory consists of extensive use of anatomical models and charts, computer dissection simulations, microslide viewers and anatomical videos. Experiments will be performed to demonstrate structure and function of the body.

706 Health Information Specialist Internship

Credit Hours: 3

Prerequisite: Successful completion of the equivalent of three semesters of the Health Information Specialist program.

General Education course: no

In their fourth or last semester of the Health Information Specialist program, students will participate in an internship. Students will spend 135 hours at a medical center, hospital or physician's office under the supervision of a Health Information Specialist. During the internship, students perform such tasks as typing, filing, transcription, dealing with patients, telephone communications, appointment scheduling, billing and maintaining records. The student will meet with the internship supervisor and supervising manager for monitoring and evaluation purposes.

707 Computerized Patient Billing

Credit Hours: 3

Prerequisite: none

General Education course: no

The major component of this course is maintaining medical financial databases that include procedural and diagnosis codes, patient information, insurance data, and referring doctors. Posting charges and payments, printing daily reports, processing statements and insurance claims, maintaining the daily appointment schedule, and producing periodic production reports are an integral part of the course. Onsite visitation of a medical office is a highlight of the class, as well as a requirement. The insurance aspect of the course touches upon major types of health insurance programs that reimburse physicians, such as Medicare, Medicaid, TRICARE, CHAMPVA, Worker's Compensation, HMO's, and Blue Cross/Blue Shield. The billing software used is a powerful, state-of-the-art computer program accepted by many medical offices throughout the U.S.

709 Administrative Professional Internship

Credit Hours: 3

Prerequisite: Successful completion of the equivalent of three semesters of the Administrative Professional program.

General Education course: no

In the fourth or last semester of the Administrative Professional program, students will participate in an internship to acquaint them with the integral part of the management team the Administrative Professional plays in American business. Students will spend 135 hours in an office, under the supervision of an administrative professional or office manager. In this way, the student can further

refine the skills needed to become employable. During the internship, students perform such tasks as typing, taking dictation, making appointments, receiving visitors, handling mail, preparing correspondence, preparing reports and any other duties mandated. The student will meet with the internship supervisor and supervising manager for monitoring and evaluation purposes.

710 Medical Coding—CPT

Credit Hours: 3

Prerequisite: 701 Medical Terminology

Prerequisite or Co-Requisite: 705 Anatomy & Physiology

General Education course: no

This course enables the student to have an understanding of CPT (Current Procedural Terminology). CPT is a coding system that is used to convert widely accepted, uniform descriptions of medical, surgical, and diagnostic services rendered by health care providers into five-digit numeric codes. Students will fully understand and be able to apply these descriptions into the appropriate numeric code.

711 Medical Coding—ICD-9-CM

Credit Hours: 3

Prerequisite: 701 Medical Terminology

Prerequisite or Co-Requisite: 705 Anatomy & Physiology

General Education course: no

The focus of this course is learning the coding rules for ICD-9-CM (International Classification of Diseases 9th Revision) coding systems and then applying them to code patient services. The structure, rules, and guidelines for diagnosis coding are important components of the course. Students will be able to explain the organization of the ICD-9-CM codebook, and perform exercises to build a foundation in coding concepts.

712 Health Information Management

Credit Hours: 3

Prerequisite: 702 Medical Office Procedures

General Education course: no

The intent of this course is to introduce the basic components of the content, use and structure of health care data and data sets. These are studied in accordance with their relationship to primary and secondary record systems. Healthcare information and documentation requirements are additional developments of the course. Legal and ethical issues applicable to health information are discussed, as well as reimbursement methodologies. The text reflects the information management model recommended by the Joint Commission on Accreditation of Healthcare Organizations.

713 First Aid and CPR

Credit Hours: 1

Prerequisite: none

General Education course: no

This course has been designed to give students basic knowledge in dealing with most emergency situations. This is done by providing simple-to-follow treatment

plans. The class will teach the student how to assess an individual, seek appropriate help when needed, and provide basic first aid for various illnesses and injuries. Students will also master airway management and cardiopulmonary resuscitation techniques.

714 Diseases and Pharmacology

Credit Hours: 3

Prerequisite: 701 Medical Terminology

General Education course: no

This course is designed to further study both fields of “drugs and diseases” over the period of one semester. The first section of the course, pharmacology, covers the names, classifications, and uses of some of the more common medications that are currently being prescribed by practitioners. The second half of the semester builds on the knowledge of pharmacology by covering the field of pathology. In this section the causes, signs and symptoms and current treatments of many common diseases are explored. Course materials include textbooks, medical journals and websites.

801 Paralegalism

Credit Hours: 3

Prerequisite: none

General Education course: no

This course provides a solid introduction to the paralegal profession. Topics include coverage of technology in the law office, legal and business ethics, interpersonal relations, and diversity. This course prepares students for today's work environment. The student is also familiarized with legal, non-court documents such as affidavits, contracts, deeds, mortgages, bonds and wills.

802 The American Legal System

Credit Hours: 3

Prerequisite: none

General Education course: no

This course will provide a basic introduction to the most prominent subjects of law. Students will study the sources of American Law and the Court system. The course also focuses on the process of civil litigation, alternative dispute resolution, corporate law, family law and criminal procedures.

804 Introduction to Legal Writing

Credit Hours: 3

Prerequisite: none

General Education course: no

This course focuses on the elements of legal terminology as used in routine legal documents. Students will be introduced to the basic elements of legal writing, grammar, and punctuation. Students will obtain preparation skills in legal memorandums, case briefs, persuasive, and objective writing.

805 Civil Litigation

Credit Hours: 3

Prerequisite: none
General Education course: no

This course introduces students to the rules and procedures associated with civil litigation, emphasizing the requirements and restrictions of the Federal Rules of Civil Procedure. An effort is also made to explain the most basic concepts in lawsuits, so that students can develop a solid foundation in the fundamental principles.

806 Real Property Law

Credit Hours: 3
Prerequisite: none
General Education course: no

This course covers all aspects of the real property law practice including, but not limited to, defining property ownership, surveys, encumbrances, real estate contracts, deed and financing. Students will be able to prepare deeds, mortgages and closings. Students will complete title examinations and the requirements necessary to take the New York State Notary Public exam.

807 Estates, Wills, and Trusts

Credit Hours: 3
Prerequisite: none
General Education course: no

This course prepares the student for managing estates and trusts, covering such topics as the transfer of assets, gifts, probate, valuation of assets, filing an inventory, payment of debts, gift taxes, federal and state taxation, distribution of assets, and estate planning.

808 Legal Writing and Research

Credit Hours: 3
Prerequisites: 802 The American Legal System & 804 Introduction to Legal Writing
General Education course: no

For many paralegals and legal assistants, legal writing and research is a primary duty in their jobs. This course introduces the student to court opinions and the legal system. The student will learn to identify the objectives and theories of parties involved in litigation, key facts in cases, issues and holdings, and the reasoning in an opinion. Research skills will be developed using traditional library research methods as well as computerized data banks.

809 Family Law

Credit Hours: 3
Prerequisite: none
General Education course: no

This course covers the many aspects of family law, including marriage contracts, prenuptial agreements, common-law marriages, separation agreements, divorce procedures, custody & visitation, support, property division, family offenses, child protection, surrogate parenting issues and adoption procedures.

810 Paralegal Internship

Credit Hours: 3

Prerequisite: Successful completion of the equivalent of three semesters of the Paralegal program.

General Education course: no

In their fourth or last semester of the Paralegal program, students will participate in an internship to acquaint them with the workings of a legal office. Students will spend 135 hours in a law office, under the supervision of an attorney or paralegal, thus gaining valuable hands-on experience. The student will meet with the internship supervisor and supervising manager for monitoring and evaluation purposes.

905 Women in Society

Credit Hours: 3

Prerequisite: none

General Education course: yes

What is the situation of women in society, and how did it get that way? Over the centuries, many theorists and scholars have attempted to answer this question. In the process of seeking answers, they have developed different theories or frameworks, each making different assumptions, emphasizing different aspects of the problem. This course will investigate some of these different frameworks for understanding gender in American society.

920 History of Women in America

Credit Hours: 3

Prerequisite: none

General Education course: yes

This course exams the role of women in American history, with these major goals for the student: to understand the history of American women with emphasis on the 17th to early 18th century; to identify major social themes in American history and how they tie in to the experience of American women; to survey major events in mid 19th century America with regard to gender; and to survey feminist historical and other writings.

925 Bible Literacy

Credit Hours: 3

Prerequisite: none

General Education course: yes

This course provides the opportunity to become academically informed about the Bible. Knowledge of the basic structure, formation, and content of the Old Testament and the New Testament is introduced. The narratives, characters, plots, poetry, letters, events, parables, prophecies, and proverbs in the Bible are presented as a way to understand human nature and Western culture, art, and music. The Bible's influence on our American democratic tradition is highlighted.

